



**Alabama State University  
Department of Public Safety (ASUDPS)**

# **EMERGENCY PREPAREDNESS PLAN**

**ASU**

**ALABAMA STATE  
UNIVERSITY**

[www.alasu.edu](http://www.alasu.edu)

**OPPORTUNITY IS HERE.**

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## **Disaster Preparedness Begins with You...**

This publication is designed to provide basic guidelines to aid Alabama State University community in the event of a campus emergency. In the event of a major emergency, the ASUDPS officials will activate the Emergency Operations Command Center on campus and will implement our Emergency Plan.

The University suggests that every member of the campus community prepare themselves for emergencies in the workplace, at home and in their vehicles. Each person should have available to them (in their vehicles and home) blankets, water and flashlights. You will also have an opportunity annually to participate in an Emergency Evacuation drill. Your patience, cooperation, and participation in the emergency drills are appreciated as disaster preparedness and proper planning are essential.

The objectives of this plan are (1) to incorporate and coordinate all the facilities and personnel of the University to form an efficient organization capable of reacting adequately and appropriately in the face of any disaster, and (2) to conduct such operations as the nature of the disaster requires whether it be to combat a local emergency or to assist other jurisdictions should they suffer an emergency.

The University gives its utmost support to this plan and urges University personnel, individually and collectively to do their share in the total emergency efforts of Alabama State University.

### **PURPOSE**

The purpose of this manual is to serve as a guide for the Alabama State University community in the event of a campus emergency. The Disaster/Emergency Preparedness and Response Plan was designed for the Alabama State University Department of Public Safety (ASUPDS) to ensure a set response and action will take place by the Emergency Management Team (President, Administrative Council, Chief of Staff, Chief of Police) and its Emergency Operations Team (Safety Officers, Directors of Housing, Transportation, Physical Plant,) prior to or directly following an emergency situation. Since an emergency may arise suddenly and without warning, these procedures have been designed to ensure the protection of students, employees, and visitors, along with the University's properties from a possible crisis or disaster.

The University suggests that every member of the campus community prepare themselves for emergencies in the workplace, at home and in their vehicles. Each person should have available to them (in their vehicles and home) blankets, water and flashlights. You will also have an opportunity annually to participate in an Emergency Evacuation drill. Your patience, cooperation, and participation in the emergency drills are appreciated as disaster preparedness and proper planning are essential.

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The University gives its utmost support to this plan and urges University personnel, individually and collectively to do their share in the total emergency efforts of Alabama State University.

For the purpose of this manual, "disaster" shall be defined as any conditions (natural and man-made hazards) or other emergencies that result in a significant disruption to the academic mission of the University. The

magnitude of a “disaster” is determined by the level of personal injury, potential loss of life, damage to university properties, and the amount of external resources necessary to return to its regular operations.

## SCOPE

This manual establishes policies, procedures, and organizational structures for response to a disaster or major emergency on or surrounding the ASU campus. Nothing in this plan should be interpreted in a manner that limits the use of good judgment and common sense in matters unforeseen or addressed in the contents of this manual.

A hard copy of this manual shall be provided to all departments of the University and remain accessible to all faculty and staff. To complement this manual an Emergency Guide booklet was created for dispersion to university employees and the student body.

### INTRODUCTORY INFORMATION EMERGENCY TELEPHONE NUMBERS (Quick List)

<b>EMERGENCY</b>	<b>911</b>
<b>ASU STUDENT HEALTH SERVICES (ASUSHS)</b>	<b>229-4436</b>
<b>ASU DEPARTMENT OF PUBLIC SAFETY (ASUDPS)</b>	<b>229-4400</b>
<b>ASU PHYSICAL PLANT</b>	<b>229-4408</b>
<b>MONTGOMERY POLICE DEPARTMENT (MPD Non-Emergency)</b>	<b>241-2641</b>
<b>ALABAMA DEPARTMENT OF PUBLIC SAFETY (Trooper Division)</b>	<b>242-4128</b>
<b>MONTGOMERY COUNTY SHERIFF’S OFFICE</b>	<b>832-4980</b>

Dialing 4400 from any campus phone reaches the ASUDPS which is staffed 24 hours a day year-round.

**FOR BLUE LIGHT CALL BOXES,  
SIMPLY PRESS THE BUTTON AND STATE THE PROBLEM**

- **Protect yourself.**
- **Wait for assistance if you are unsure of an appropriate response.**

**IF QUALIFIED, ATTEND TO THE INJURED OR CONTAMINATED  
PERSONS AND REMOVE THEM FROM EXPOSURE**

- **Alert others to evacuate the area.**
- **Close doors to affected area.**
- **Have a person knowledgeable of the incident and the area to provide assistance to emergency personnel.**

**REFER ALL MEDIA INQUIRES TO  
UNIVERSITY RELATIONS & PUBLIC INFORMATION@  
334-229-4238**

### **UNIVERSITY NOTIFICATION SYSTEM**

The University telephone and email systems are the primary means of emergency notification on any of the University campuses. The systems are intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. You will be notified via voice mail, e-mail blasts, building announcements by each floor Building Safety Coordinator, and through announcements aired on ASU's WVAS (90.7 FM) Radio Station. If you do not have a radio, you can access it by logging into [www.wvasfm.org](http://www.wvasfm.org) and selecting "listen now" on the left side of the home page.

The News Department of WVAS reports all severe weather as information is available on the wire service from the National Weather Service. WVAS also receives automatic severe weather alerts through its Emergency Alert System (EAS). The EAS automatically interrupts the regular program schedule of WVAS for the broadcast of weather alerts.

Alabama State University has established the ASU Weather Hotline to provide official information to faculty, staff and students regarding severe weather and related University bulletins and closure information. The ASU Weather Hotline number is 334-229-4708 (WVAS 90.7). This recorded information is updated as conditions warrant. Departments are encouraged to advise their students and employees to use this number for official information. Weather related calls to your department can be transferred to this number as well. ASU information is also available on the ASU website, [www.alasu.edu](http://www.alasu.edu). Efforts will also be made to inform the media and general public when an emergency is underway.

### **COMMUNICATION SYSTEM FAILURES**

If regular telephones and cell phones have failed, use of messengers or two-way 800 MHZ radios may be required. The University Police are to maintain and provide 800 MHZ radios to University officials to be utilized as a source of communications on campus and with outside agencies when normal communications systems have failed.

### **DECLARATION OF CAMPUS STATE OF EMERGENCY**

**The authority to declare a campus state of emergency rests with the President or his/her designee, along with the Public Safety Officer as follows:**

During the period of any campus incident, the ASUDPS shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and secure educational facilities. The Public Safety Officer and the available Administrative officials will consult with the President regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only approved students, faculty and emergency response staff are authorized to be on campus. Those who cannot present proper identification (students or employee identification card,

or other picture I.D.) showing their legitimate business on campus legitimacy for students and faculty to access the campus. Unauthorized persons remaining on campus may be subject to arrest.

In addition, only those faculty and staff members who have been assigned emergency response team duties or issued an emergency pass by the ASUDPS will be allowed to enter the immediate disaster site. The Chief of Staff and/or Provost, in consultation with the President's Office, may initiate the formation of a personnel pool to provide staffing assistance in areas understaffed. The personnel pool will be managed by representatives from Human Resources.

In the event of fires, storms or major disaster occurring in or about the University campuses, or which involves University property, the Office of the President or his/her designee will dispatch University officials to determine the extent of any damage to University property. In the event of fires, storms or major disaster occurring in or about the University campuses, or which involves University property, the Office of the President or his/her designee will dispatch University officials to determine the extent of any damage to University property.

## **UNIVERSITY'S INITIAL RESPONSE**

### **THE EMERGENCY OPERATIONS CENTER**

When a major hurricane occurs, the ASUDPS will immediately conduct a roll call of personnel to determine operational capabilities. Public officials will dispatch patrol units to conduct damage assessments throughout the University.

If it is apparent that a full-scale emergency has occurred, the Police officials will activate the Emergency Operations Center (EOC), which is designated as the central command center for the University. The Police Units will report major damage and casualty information to the EOC staff.

Since a major hurricane may render conventional communication systems inoperative, see **SEVERE WEATHER AND OTHER NATURAL DISASTERS (PAGE 23)**.

The command center staff will assemble in the EOC unless otherwise specified by the Chief of Police.

All members of the Emergency Operations Center Resource Staff will respond to the EOC to establish immediate liaison with the Chief of Staff. The Chief of Staff will immediately contact the President and the Office of University Relations for assessment of the University's response.

The immediate local action to be taken in response to a hurricane is to survey the University area for damage and ensuring threats; such as mass casualties, fire, explosion, landslides or flooding. Facilities which present a high risk or provide essential emergency services should be checked immediately to determine whether they are functional.

Previously identified potential sources of hazardous material storage should be checked immediately.

Police officials will be involved in rescue or individual assistance until damage assessment reports have been made. Resources human and material must be carefully coordinated to prevent ineffective utilization.

During activation of the Emergency Operations center, the ASUDPS shall prepare and implement the University's response plan.

## **UNIVERSITY ADMINISTRATIVE TEAM**

If the incident involves a large part of the campus, the **President's Administrative Cabinet** will meet in the President's Board Room (Council Hall). If this site is unavailable, the President or his/her designee may elect to utilize another area on campus. An area for outside and local agency assistance representatives to meet shall be established by the Public Safety Officer within the Emergency Operations Center or adjacent to the Emergency Operations Center for unified on-site emergency response logistics.

A conference room with facilities for media representatives shall be provided and staffed by University personnel as defined by the Director of University Relations or his/her designee. Media representatives must be escorted or attended by University representatives at all times while on any of the University campuses. If the media arrives on scene an area is to be designated by the ranking University Official in coordination with the first responding agencies for media set up at a safe distance from the emergency. Violators of this policy will be escorted from the campus property.

## **EMERGENCY MANAGEMENT TEAM**

### **Emergency Response Checklist**

The **EMERGENCY MANAGEMENT TEAM** consists of the **UNIVERSITY PRESIDENT, ADMINISTRATIVE COUNCIL, CHIEF OF STAFF,** and the **CHIEF OF POLICE.** Once notified you should follow the following procedures.

Set up the Command Post and its location.

Get an immediate update on the severity of the emergency.

Establish communication with the on scene supervisor.

The **EMERGENCY OPERATIONS TEAM** should consist of the following:

- **Safety Officers**

Monitors incident operations and advises Incident Command on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Assumes responsibility for the safe conduct of incident management operations and supervisors at all levels of incident management.

Develops the Incident Safety Plan – the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiagency safety efforts, and implementation of measures to promote emergency management/incident personnel safety, as well as the general safety of incident operations.

Assumes the emergency authority to stop and/or prevent unsafe acts during incident operations.

- **Director of Housing**

Coordinates with University Emergency Response Team as liaison and determines if student services are to be discontinued or relocated.

Initiates the closing and relocation of students to temporary housing.

Provides for food/perishable to be available during the event.

Serves as liaison for the University with volunteer agencies.

Establishes databases for tracking of student information.  
Contacts other institutions regarding status/concerns.  
Contacts appropriate contractors for record detention and restoration.

- **Director of Transportation**

Maintains and repairs primary vehicles and mobile ground support equipment.  
Records usage time for all ground equipment (including contract equipment) assigned to the incident.  
Supplies fuel for all mobile equipment.  
Provides transportation in support of incidents. This pool consists of vehicles (e.g., staff cars, buses, or pickups) that are suitable for transporting personnel.  
Provides to the Emergency Management Team up-t-date information on the location and status of transportation vehicles assigned to the Transportation Department.

- **Director of the Physical Plant**

Surveys buildings and provides assessment to the vice President/Provost for determining if essential services or functions are to be relocated.  
Provides facilities for emergency generator fuel and water supplies during the emergency of disaster period. Works with city agencies to disconnect electric, communications, gas, water and sewer services as needed.  
Provides for transportation and storage of vital records at an alternate site; coordinates with college deans as liaison and provides necessary support.  
Coordinates emergency transportation services including the relocation of students, faculty, visitors and staff.  
Provides Vice President/Provost or designee with all operations and facilities disaster related expenditures for tracking.  
Provides equipment and personnel to perform shutdown procedures, barricade control, and installation of barricades, emergency repairs and equipment protection.  
Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as requested by the Emergency Management Team for use.  
Manages recovery phase structural demolition(s) and debris removal efforts.  
Pre-arranges alternate debris disposal sites and obtains necessary permits.

- **Director of Food Services**

Determines food and hydration requirements of the responders.  
Assumes the responsibility for planning menus, ordering food, providing cooking facilities, cooking and serving food, maintaining food service areas, and managing food security and safety.  
Anticipates incident needs, such as the number of people who will need to be fed and whether the type, location, or complexity of the incident predicates special food requirements.  
Assumes the responsibility for supplying food needs for the entire incident, including all remote locations (e.g., Camps and Staging Areas), and also supply food service to operations personnel who are unable to leave their assignments.

- **Director of the counseling Center**

Coordinates qualified staff to provide crisis intervention/counseling services to emergency/disaster participants (i.e., University staff, students).  
Serves as a consultant to Emergency Management Tram related to providing crisis counseling.



Provides referrals to community agencies for those who may request or require post disaster mental health services.

- **Director of the Health Center**

Coordinates the provision of medical services to incident personnel, and reports directly to the Public Safety Officer.

Develop procedures for handling any major medical emergency involving incident personnel.

Develop the Incident Medical Plan (for incident personnel).

Provide continuity of medical care, including vaccinations, vector control, occupational health, prophylaxis, and mental health services for incident personnel.

Coordinate transportation for injured incident personnel.

Coordinate and establish the routine rest and rehabilitation of incident responders.

- Ensure that injured incident personnel are tracked as they move from their origin to a care facility and from there to final disposition.
- Assist in processing all paperwork related to injuries or deaths of incident-assigned personnel.
- Coordinate personnel and mortuary affairs for incident personnel fatalities.

#### **Director of University Relations and Public Information**

- Establishes liaison with the news media for dissemination of information as required by the President.
- Establishes liaison with the local radio and TV services for the public announcements.
- Arranges for photographic and audio-visual services.
- Contacts and advises the President or designee of all news concerning the extent of the emergency affecting the University.
- Prepares news releases concerning the emergency and coordinates any changes to prerecorded phone messages provided via **ASU's Weather Hotline**. Defines and manages media area providing support services as needed.

#### **Faculty Coordinator**

- Establishes liaison with University Faculty for dissemination of information as required by the President.
- Establishes communication with faculty on campus for distribution within the classrooms as needed.
- Coordinates and manages the faculty away from the emergency location.

#### **Communications Coordinator**

- Establishes lines of communications beyond those being used by emergency services.
- Establishes and enables a unified communications system utilizing campus technological resources.

Coordinate all phases of the emergency activation and recall employees if necessary in order to implement the **EMERGENCY MANAGEMENT PLAN**.

Provide public information, education and coordination to the media through the Director of University Relations.

Coordinate with City, County and State Emergency Management and other support agencies.

Develop and train an operations group for in-field operation.

Coordinate food, shelter and evacuation requirements.

Coordinate and conduct damage assessment.

Seek advice, if necessary, from the **Advisory Council Team, ASUDPS Public Safety Officer, Hazardous Material Control Officer (Dr. Elijah Nyairo), Department Head of Criminal Justice, AFROTC Commander, and the Director of Records and Registration.**

In the case of casualties, notify parents or guardians, spouse or emergency contacts of individuals.

Restore the campus back to normal activities.

## **DIRECTION AND COORDINATION OF EMERGENCY MANAGEMENT TEAM**

All emergency operations and policy decisions shall be coordinated by the **Alabama State University Department of Public Safety Officer/Campus Police Chief** (Public Safety Officer) (ext. 4400). In the absence of the Public Safety Officer or President, the Chief of Staff or Provost will act as an interim Emergency Management Team Leader. The direct operational control of a campus major emergency or disaster is the sole responsibility of the Public Safety Officer. The operational support of University Emergency Response teams is the role responsibility of the Public Safety Officer who will coordinate all on campus emergency support functions serving as Emergency Operations Coordinator. Off-Campus emergencies will be coordinated by the Administrator, Dean or Department chair in charge of the faculty or off-campus area affected. The Director of Off-Campus emergencies will be coordinated by the Administrator, Dean or Department Chair in charge of the facility or off campus area University Relations or designee is to be contacted immediately by the Public Safety Officer or designated officer.

## **EMERGENCY OPERATIONS CENTER**

If the emergency involves a single building or a small part of the campus, an ASUDPS vehicle is to be placed as near the emergency scene as is reasonably possible. This can serve as a temporary (field) operations center until the level of the emergency is determined. At least one uniformed officer is to staff the field center at all times during and until the emergency ends.

### **○ Emergency Center Equipment includes:**

- ✓ Barricades and barrier tape, and signs for the scene
- ✓ Two portable 800 MHz hand-held radios present to channel # 1
- ✓ Portable public address system
- ✓ First aid kit with safety glasses, gown and latex gloves
- ✓ Fire extinguisher

- ✓ Campus phone directory and local phone directory including yellow pages
- ✓ Cellular telephones
- ✓ Emergency Response and Recovery Plan
- ✓ Department of Transportation – Emergency Responses Guide Book
- ✓ University Emergency Call List and Phone Numbers
- ✓ Building assessment records.

## **REPORTING EMERGENCIES**

**UNIVERSITY EMERGENCY: 24 HOURS A DAY & NIGHT**

**Call the ASUDPS**

**On-Campus 4400 • Off-Campus (334) 229-4400**

**MEDICAL:** Render first aid as required if trained and then call 911 or 4400 for medical assistance. At the direction of the Student Health Services staff you will be asked the following questions which will immediately be relayed to medical doctors:

- Age of Victim?
- Is the victim breathing
- Is the victim alert?
- Gender of victim?
- Location?
- Is the victim conscious?
- Is the victim bleeding?
- What occurred?

**AMBULANCE:** Call 911 or 4400 for all ambulance requests.

**FIRE/EXPLOSION:** Activate the nearest fire alarm immediately and report the fire by calling 911 or 4400.

**FIRE ALARM PULLBOXES:** May be used to summon emergency help if you don't have access to a telephone. Pull boxes are located on each floor of all buildings throughout the campus.

**EMERGENCY TELEPHONES:** (Black telephone with blue lights) are available for public use. We currently have multiple emergency telephones located in various locations throughout the campus. (See Appendix B for blue light locations).

As new buildings are constructed emergency telephones will continue to be a part of the structure.

**WHEN CALLING:** Remain calm and carefully explain the problem and location to Police Officials or the Dispatcher. **Do not hang up** until told to do so.

**NOTIFY THE BUILDING SAFETY COORDINATOR:** A list of building safety coordinators can be found in Appendix A.

**UNIVERSITY HEALTH SERVICES:  
Hours of Operation**

Fall and Spring

Monday and Tuesday 8am – 5pm  
Tuesday, Wednesday, Thursday, 8am – 7pm

Summer

Monday – Friday 8am – 5pm

If closed and in case of an emergency, Dial 911 or go to the local emergency room. Campus police and Resident supervisors have telephone numbers to contact the nurse call line.

**EVACUATION PROCEDURES**

A building evacuation will occur when a fire alarm sounds and/or upon notification by Police officials or the Building Safety Coordinator.

Be aware of all marked exits from your areas and building. Know the routes from your work area. Building Safety Coordinators have maps showing emergency exit routes for your building.

If necessary or directed to do so by Police officials or the Building Safety Coordinator, activate the building fire alarm. **CAUTION: Building Fire Alarms May Stop Ringing. If it stops, continue evacuation.**

When the evacuation fire alarm sounds or when told to do so by Police officials or the Building Safety Coordinator, walk quickly to the nearest marked exit and ask others to do the same. **DO NOT** use elevator unless directed.

Assist those persons who are disabled in exiting the building. Elevators may be used to evacuate disabled persons **ONLY** after the elevator has been declared safe. Always evacuate mobility aides (wheelchairs, crutches, etc.) with the person, if possible.

If requested, assist Police officials and the Building Safety Coordinator.

Police officials may set up an emergency command post near the emergency site. Keep clear of the command post unless you have important information to report.

**DO NOT RETURN** to an evacuated building unless the “**ALL CLEAR**” has been announced by Police officials or the Building Safety Coordinator.

**EVACUATION OF PERSONS WITH DISABILITIES**

The following guidelines should be considered when assisting persons with disabilities in an evacuation. Emergency Coordinators and Volunteers should familiarize themselves with these procedures.

**FIRST**, communicate the nature of the emergency to the person.

**SECOND**, ask the person how he/she would like to be assisted.

**THIRD**, evacuate mobility aids with the person, if possible (e.g. crutches, wheelchairs).

**VISUAL IMPAIRMENTS:** Describe the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort them, advising them of any obstacles such as stairs, narrow passageways or overhanging objects. When you have reached safety, orient the person to where he/she is and ask if further assistance is needed.

**HEARING IMPAIRMENTS:** Most buildings are equipped with flashing light alarms, but persons with impaired hearing may not perceive that an emergency exists. Communicate with the person by writing a note or through simple hand gestures.

**PERSONS USING CRUTCHES, CANES OR WALKERS:** Ask the person what method of assistance he/she prefers. Some people have minimal ability to move and lifting them may be dangerous to his/her well-being. Some persons using wheelchairs have respiratory complications; remove him/her from smoke or fumes immediately. If the person wants to be moved in her/his own wheelchair, keep the following considerations in mind:

Ask if they want to move forward or backward down stairs.

Wheelchairs have many movable or weak parts.

Some persons have no upper trunk or neck strength.

Power wheelchairs have very heavy Batteries; an evacuation chair may be needed, and the wheelchair retrieved later.

If a seatbelt is available, use it.

If the person prefers to be removed from his/her wheelchair for evacuation, ask his/her preference on the following:

Ways of being removed from the wheelchair.

Whether to move extremities or not.

Being moved forward or backward down stairs.

Whether a seat cushion or pad should be brought.

What is necessary for after care.

Mobility aids should be retrieved as soon as possible and given high priority. Contact the ASUDPS officials with the location of the wheelchair.

## **SHELTER IN PLACE**

Normally evacuation is the most common protective action taken when an airborne hazard, such as smoke or noxious odor is perceived in a building. In most cases, existing plans for fire evacuation are applicable for evacuation in response to chemical hazards.

Evacuation may not be the best course of action for an external hazardous materials release, particularly one that is widespread such as a local chemical company explosion. If the area is enveloped by the plume of hazardous material or is too large to exit rapidly then the use of sheltering in place or protective masks should be considered. The protection sheltering in place provides is variable and diminishes with the duration of the emergency.

Sheltering in place requires two distinct actions to be taken without delay to maximize the passive protection a building can provide.

- The first action is to reduce the air exchange rate of the building before the hazardous plume arrives by closing all windows and doors. Turn off all fans, air conditioners and combustion heaters. Some buildings will require assistance from the Physical Plant (ext. 4408/4416) to disable HVAC systems.
- The second action is to increase the air exchange rate of the building as soon as the hazardous plume has passed, by opening all windows and doors. Turn on fans or HVAC systems to aerate the building.

Though tightly sealed, a building does not prevent contaminated air from entering; rather, it minimizes the rate of infiltration and possible exposure. Since outside air enters slowly it will be released slowly if the building remains closed, therefore regaining air exchanges is extremely important.

The level of protection that can be achieved by sheltering in place can be substantial versus a direct exposure. If eyes, nose or throat becomes irritated, protect your breathing by covering your mouth and nose with a damp cloth and take shallow breaths. Stay calm. Do not leave the building until you receive official notification that danger has passed.

## **FIRST AID PROCEDURES**

If a serious injury or illness occurs on campus, call 4400 or 911. Give your name and describe the nature and severity of the medical problem and the location of the victim.

ASUDPS officials will respond immediately and provide necessary first aid. CPR or summon on ambulance service for transportation to a local hospital. Police officials will contact the Student Health Services office when required.

In cases of serious injury or illness, the Red Cross trained personnel will quickly perform the following steps:

- Keep the victim calm, still and comfortable. DO NO MOVE the victim unless further injuries will occur by not moving him/her.
- Ask the victim, “Are you okay?” and “What is wrong?”
- Check breathing and give artificial respiration, if necessary.
- Control serious bleeding by applying direct pressure to the wound and continue to assist the victim until help arrives.

Look for an emergency medical I.D., question witnesses, and give all information to assist the ASUDPS officials.

You will be asked the following questions by the Police Dispatcher:

- Age of victim?
- Is he/she conscious?
- Is he/she breathing?
- Is he/she bleeding?
- Gender?
- What occurred?

- Is he/she alert?
- Location?

Only trained personnel (i.e. first aid and/or CPR certified) should provide first aid treatment.

## RESCUE BREATHING

### Mouth-to-Mouth Method

You may find a person lying on the ground not moving. First, survey the scene to see if it is safe to approach the person and to get some idea of what has happened. Then do a survey by checking for unresponsiveness, and open airway, breathing and circulation.

### Check for Unresponsiveness (Does victim respond?)

- Tap or gently shake the victim.
- Ask, "Are you OK?" If no response, shout "Help"! to attract the attention of someone to assist you.

### Position the Victim

- Roll the victim onto their back if necessary.
- Kneel facing the victim midway between the victim's hips and shoulders.
- Straighten the victim's legs if necessary and move their arms closer to you above their head.
- Lean over the victim and place one hand on the victim's shoulder and the other hand on the victim's hip.
- Roll the victim toward you as a single unit; as you roll the victim, move your hand from their shoulder to support the back of their head and neck.
- Place the victim's arms near you alongside the victim's body.

### Open the Airway

- Use head-tilt/chin-lift method.

### Check for Carotid Pulse

- Maintain the head-tilt method of keeping the airway open with one hand on the victim's forehead.
- Locate the Adams apple with the middle and index fingers of your other hand.
- Slide your fingers down into the groove of the victim's neck on the side closest to you.
- Feel for carotid pulse for five to ten seconds.
- If you don't detect any breathing but feel a pulse, **CALL FOR HELP**. Tell someone to call the ASUDPS at 4400 and tell them that the victim is not breathing and does not have a pulse. Tell the Police Dispatcher your location and any other requested information.

### Begin Rescue Breathing

- Maintain the open airway with the head-tilt method.
- Pinch the victim's nose with your free hand.
- Open your mouth wide, take a deep breath and make a tight seal around the outside of the victim's mouth.

- Give one breath every five seconds. Each breath should last one to one and one-half seconds. Continue for one minute (about twelve breaths).
- Place your hand on the victims' forehead and place two fingers of the other hand under the bony part of the victim's chin.

#### **Check for Breathlessness (Is the victim breathing?)**

- Maintain an open airway.
- Pinch the victim's nose shut.
- Open your mouth wide, take a deep breath and make a tight seal around the outside of the victim's mouth.
- Give two full breaths. Each breath should last one to one and one-half seconds. Pause between each breath.
- Look for the chest to rise and fall. Listen and feel for escaping air.

#### **Give Two Full Breaths**

- Maintain an open airway.
- Pinch the victim's nose shut.
- Open your mouth wide, take a deep breath and make a tight seal around the outside of the victim's mouth.
- Give two full breaths. Each breath should last one to one and one-half seconds. Pause between each breath.
- Look for the chest to rise and fall. Listen and feel for escaping air

#### **Re-Check Carotid Pulse**

- Maintain the head-tilt with one hand on the victim's forehead.
- Locate the carotid pulse and feel for five seconds.
- Next look, listen and feel for breathing for three to five seconds.

#### **What to Do Next**

- *IF a pulse is present but the victim is still not breathing continue rescue breathing.*

### **CONSCIOUS VICTIM**

#### **CHOKING**

##### **Airway Obstruction**

- Determine if the victim is choking. Ask, "Are you choking?"
- If the victim cannot cough, speak or breathe, shout "Help!" to attract the attention of someone to assist you. Tell the choking person, "I can help".
- Phone the ASUDPS Police at 4400 for assistance. Tell the Police that someone has an obstructed airway and give them your location.

##### **Perform Abdominal Thrusts**

- Stand behind the victim.
- Wrap your arms around the victim's waist.
- Make a fist with one of your hands and place the thumb-side of your fist against the middle of the victim's just above the navel and well below the lower tip of the breastbone.
- Grasp your fist with the other hand.
- Keeping your elbows out, press your fist into the victim's abdomen with a quick upward thrust.



- Each thrust should be a separate and distinct attempt to dislodge the object.
- Repeat the thrust until the airway obstruction is cleared or the victim becomes unconscious.

## **UNCONSCIOUS VICTIM**

You find a person lying on the ground not moving. First, survey the scene to see if it is safe to approach the victim without causing harm to you, and get some idea of what has happened. Then, begin a primary survey by checking to see if the person is breathing.

### **Check for Unresponsiveness (Does victim respond?)**

- Tap or gently shake the victim.
- Shout, "ARE YOU OK?"
- If you receive no response, shout "Help!" to attract the attention of someone to assist you.

### **Position the Victim**

- **Roll the victim onto their back if necessary.**
- Kneel facing the victim midway between the victim's hips and shoulders.
- Straighten the victim's legs if necessary and move their arms closer to you above their head.
- Lean over the victim and place one hand on the victim's shoulder and the other hand on the victim's hip.
- Roll the victim toward you as a single unit; as you roll the victim, move your hand from their shoulder to support the back of their head and neck.
- Place the victim's arms near you alongside the victim's body.

### **Open the Airway (Use head-tilt/chin-in method)**

- Place one hand on the victim's forehead.
- Place the fingers of your other hand under the bony part of the lower jaw near the victim's chin.
- Tilt head and lift the victim's jaw. Avoid closing the victim's mouth and pushing on the soft parts under the chin.

### **Check for Breathlessness (Is the victim breathing?)**

- Maintain an open airway with the head-tilt/chin-tilt lift method.
- Place your ear over the victim's mouth and nose.
- Look at the victim's chest and listen and feel for breathing for three to five seconds.

### **If You Don't Detect Any Breathing, Give Two Full Breaths.**

- Maintain an open airway.
- Pinch the victim's nose shut.
- Open your mouth wide, take a deep breath and make a tight seal around the outside of the victim's mouth.
- Give two full breaths. Each breath should last one to one and one-half seconds. Pause between each breath.
- If you are unable to breathe air into the victim, re-tilt the victim's head and repeat the procedure.
- If you are still unable to breathe air into the victim, phone the ASUDPS for help. Tell the Dispatcher that you have a victim with an obstructed airway and give them your location.

### **Perform Six to ten Abdominal Thrusts**

- Straddle the victim's thighs.
- Place the heel of one of your hands against the middle of the victim's abdomen just above the navel and well below the tip of the breastbone.
- Place the other hand directly on top of your first hand. (Fingers of both hands should be pointing toward the victim's head.)
- Press into the victim's abdomen six to ten times with quick upward thrusts. Each thrust should be a separate and distinct attempt to dislodge the object.

### **Do a Finger Sweep**

- Move from the straddle position and kneel beside the victim's head.
- With the victim's face up, open the mouth and grasp both the tongue and lower jaw between the thumb and the fingers and lift the jaw.
- Insert the index finger into the victim's mouth along the inside of the cheek and deep into the throat to the base of the tongue.
- Use "hooking" actions to dislodge any object that might be there and move it into the mouth for removal.

### **Give Two Full Breaths**

- Open the airway using the head-tilt/chin-lift method.
- Pinch the victim's nose shut.
- Open your mouth wide, take a deep breath and make a tight seal around the outside of the victim's mouth.
- Give two full breaths lasting one to one and one-half seconds. Pause between each breath.
- If you are still unable to breathe air into the victim, repeat the sequence until the airway is cleared.

## **SPECIAL SITUATIONS**

### **CHEST THRUSTS**

In some situations you may not be able to get your arms around the waist of a choking victim to deliver effective abdominal thrusts. For example, the person may be greatly overweight or pregnant. In the case of a woman in the late stages of pregnancy, abdominal thrusts could be dangerous. In both cases, chest thrusts are performed instead of abdominal thrusts. Chest thrusts are done in the following manner:

#### **Conscious Victim**

- With the person either standing or sitting:
- Stand behind the victim and place your arms under the armpits and around their chest.
- Place the thumb-side of your fist on the middle of the breastbone.
- Grasp your fist with your other hand.
- Give thrusts against the chest until the obstruction is cleared or until the person loses consciousness.

#### **Unconscious Victim**

Chest thrusts should be given only to an unconscious person who is in the late stages of pregnancy or who is greatly overweight. Follow the steps described for "choking. Unconscious person," but substitute chest thrusts for abdominal thrusts.

- Kneel facing the victim and place your hands in the center of their chest two inches above the bottom of the breastbone. With the heel of your hand depress the chest one to one and one-half inches.
- Give six to ten thrusts. Each compression should be a separate and distinct attempt to dislodge the object.
- Do a finger sweep.
- Open the victim's airway and give two full breaths.
- Repeat the last three steps until the object is cleared or until you are relieved by emergency personnel.

**IF YOU ARE ALONE AND CHOKING**

If you are choking and no one is around to help, you can do an abdominal thrust on yourself.

- Make a fist with one hand. Place the thumb-side of your wrist on the middle of your abdomen slightly above the navel and well below the tip of your breastbone.
- Grasp your fist with your other hand and give a quick upward thrust.
- You can also lean forward and press your abdomen over any firm object that does not have a sharp edge (the back of a chair, a railing or a sink) and administer a self-abdominal thrust.

**WEATHER/NATURAL DISASTERS**

**SEVERE WEATHER AND OTHER NATURAL DISASTERS**

Violent weather by nature is unpredictable, however, the approach of such weather is often known in advance. Good communication and quick response throughout the ASU community will minimize the possible damage caused by violent weather. Notification procedures will be followed as previously stated /see university Notification System page 7).

**QUICK RESPONSE**

**REMAIN CALM AND ACT...DON'T REACT**  
**Seek Refuge Away from Windows.**  
**Call 911 if assistance is necessary.**  
**Evacuate if an alarm sounds.**

**TORNADO/HURRICANE**

- Move into an interior hall way from open doors and windows.
- Do not use electrical equipment or phones.
- Do not use elevators.
- Go to the lowest level of the building and take shelter.
- Sit on the floor and put your head in your lap. Cover you head with your arms.
- Remain calm.

**UNIVERSITY CLOSING AND CANCELLATIONS**

The University will provide television and radio stations with timely updates on any campus closings, cancellations and delays due to inclement weather.

Hurricane Advisories will be made 24 hours in advance on the University Weather Hotline.

Employees and students are urged not to call the ASUDPS for weather-related updates. They may refer to the University hotline page on the ASU Website at [www.alasu.edu](http://www.alasu.edu).

### **BEFORE A HURRICANE**

Before a hurricane, faculty and staff supervisors should inform students and staff of actions to take to protect themselves from injury or death.

#### **HAVE BASIC EMERGENCY SUPPLIES ON HAND:**

- A portable radio
- Flashlights with extra batteries
- A first aid kit and handbook
- Water (a few gallons per person)
- Food (canned food with mechanical opener, required medications and powdered milk)
- Pipe wrenches and crescent wrenches
- Know where your gas, electric and water main shut-offs are located. If in doubt, ask your water, power and gas companies.
- Have a plan to reunite your family since travel may be difficult or even restricted after a major hurricane or earthquake.

### **DURING AN EARTHQUAKE**

Remain calm and quickly follow the steps outlined below:

- **IF INDOORS**, seek cover in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
- **IF OUTDOORS**, move quickly away from buildings, utility poles and other structures. **CAUTION: Always avoid downed power or utility lines because they may be energized.**

### **AFTER THE INITIAL SHOCK**

Evaluate the situation and if help is necessary, call 4400 or 911 and the Building Safety Coordinator. Protect yourself at all times and be prepared for aftershocks.

Damaged facilities on campus should be reported to 4400 or 911 and the Building Safety Coordinator. **NOTE:** Gas leaks and power failures create special hazards. Refer to the section on UTILITY FAILURES.

If necessary or if directed to do so, activate the fire alarm.

When the building evacuation fire alarm is sounded or you are told to leave by Police officials or by the Building Safety Coordinator, walk quickly to the nearest marked EXIT and alert others to do the same.

Assist those persons who are disabled in exiting the building. Elevators may be used to evacuate disabled persons **ONLY** after the elevator has been declared safe. Always evacuate mobility aides (wheelchairs, crutches, etc.) with the person if possible.

Once outside move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. Listen to instructions from Police officials. If it is deemed necessary, you may be instructed to go to an alternate evacuation site.

Cooperate with Police officials. If requested, assist Police Officials and the Building Safety Coordinator.

Turn on your portable radio on for information and damage reports.

An emergency operations command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by Police officials or the Building Safety Coordinator.

- **DO NOT USE THE TELEPHONE** except for emergency calls. Keep the lines open for calls of injured persons, fires and other emergencies.
- **DO NOT USE MATCHES OR OTHER OPEN FLAMES** until you are certain there are no dangerous fumes present.
- **DO NOT OPERATE ELECTRICAL EQUIPMENT IF GAS LEAKS ARE SUSPECTED.** Avoid touching downward power lines.

Be alert for hazardous building damages such as gas leaks, fires, broken utility lines, spilled chemicals and other potentially harmful materials. Report these damages on campus to the Physical Plant immediately at 4408/4416

## **AFTER A MAJOR HURRICANE/TORNADO/EARTHQUAKE**

### **A. CHECK FOR INJURIES**

- If anyone has stopped breathing administer mouth-to-mouth rescue breathing (see First Aid page 16).
- Stop a bleeding injury by applying direct pressure over the site of the wound.
- Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Cover injured persons with blankets to keep them warm. Be reassuring and calm.
- Wear shoes in all areas near debris and broken glass.
- Immediately clean any spilled medications or potentially harmful materials (bleaches, lye, gasoline or petroleum products).

### **B. CHECK FOR SAFETY**

- Check your facility or home for fire hazards.
- Check utility lines and appliances for damage.
- Shut off the main gas valve if a gas leak is evident or suspected.
- Do not search for leaks with a lit match. Do not turn the gas back on.
- Do not operate electrical switches or appliances if gas leaks are suspected.
- Do not touch downed power lines or electrical wiring of any kind.
- Check your chimney for cracks or damages. Approach chimneys with caution.

- Check closets and cupboards. Open doors cautiously. Beware of falling objects.

### C. CHECK YOUR FOOD SUPPLY

- If water is OFF, emergency water supplies may be all around you; in water heaters, toilet tanks, melted ice cubes in trays and canned vegetables.
- Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a handkerchief or cloth.
- If power is OFF, check your freezer and plan meals to use foods that will spoil quickly. Use outdoor charcoal broilers for emergency cooking.

**Water Purification Tips:** Water may be disinfected with 5.25% sodium hypochlorite solution (household chlorine bleach). Do not use solutions in which there are active ingredients other than hypochlorite.

<u>Amount</u>	<u>Clear Water</u>	<u>Cloudy Water</u>
One quart	1 drop	3 drops
One gallon	4 drops	10 drops
Five gallon	¼ teaspoon	½ teaspoon

### D. COOPERATE WITH THE ASUDPS

- Do not use your telephone except to report medical, fire or violent crime emergencies.
- Turn on your portable radio for information and damage reports.
- Do not go sightseeing afterwards. Keep streets clear for emergency vehicles.
- Cooperate with the ASUDPS officials. Do not go into damaged areas unless your assistance is requested.

E. In the event of a power outage lasting at least 24 hours, each department will be contacted by the ASUDPS and/or the Physical Plant.

## MAN-MADE INCIDENTS

### FIRE

- **AT THE LOCATION OF A FIRE:**
  - Safeguard life and isolate the fire.
  - Close all doors on your way out of the room. **Do Not Lock the Doors.**
  - Report fire and/or smoke by activating the nearest fire alarm.
  - Call the ASUDPS by dialing 4400.
  - Slowly state, "I want to report a fire." Give your location (building, floor, room number.)
  - Do not attempt to fight a fire alone. Report it immediately to 911 or 4400. Firefighting should be delegated to trained firemen with the possible exception of a minor fire which could be extinguished with a portable fire extinguisher. Be sure to use the correct type of extinguisher.
  - Direct those persons in the immediate vicinity to assist in the fire containment and to notify the Building Safety Coordinator.
  - Be aware of special hazardous materials requiring special firefighting precautions.
  - When the building evacuation/fire alarm is sounded or when told to leave by police officials or the Building safety Coordinator walk quickly to the nearest exit and alert others to do the same.
  - ASSIST THOSE PERSONS WHO ARE DISABLED IN EXITING THE BUILDING. **DO NOT USE THE ELEVATORS DURING A FIRE.**

- If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the door. Smoke is the greatest danger in a fire, by staying near the floor the air will be more breathable. Shout at regular intervals to alert emergency personnel of your location.

**BOMB THREAT**

If you observe a suspicious object or potential bomb on campus, **DO NOT** handle the object. Leave the area immediately and call 4400 or 911.

Every call must be treated as real until verified.

Any person receiving a phone call that a bomb or other explosive device has been placed on campus should ask the caller the following:

- When is the bomb going to explode? \_\_\_\_\_
- Where is the bomb located? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- Did you place the bomb? \_\_\_\_\_

Remain calm and continue talking to the caller as long as possible. Record the following:

- Time of the call \_\_\_\_\_
- Age and gender of the caller \_\_\_\_\_
- Speech pattern, accent \_\_\_\_\_
- Emotional State \_\_\_\_\_
- Background noise \_\_\_\_\_

Buildings will NOT be evacuated unless Police officials make a determination that a delay in evacuation would unnecessarily increase the risk factor to occupants. The senior Police officials will consult with the administrator or the department head if there is time to do so.

Police officials will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their work areas for suspicious objects and to report their location to the Police. Do not touch the object.

The search team should not try neutralizing, removing or disturbing a suspected bomb. Removal is to be attempted by specialized bomb disposal experts only.

Building Safety Coordinators should look for a Police command post as they may be requested to assist with crowd control.

**EXPLOSION, AIRCRAFT CRASH OR SIMILAR INCIDENT**

- In the event that a violent accident (such as an explosion or aircraft crash) occurs on campus and the possibility exists that a building area is unsafe, take the following actions:
- Immediately take cover under tables, desks and other such objects which will give protection from falling glass or debris.

- After effects of the explosion and/or fire have subsided, call 911 or 4400 and the Building Safety Coordinator. Give your name and describe the nature and location of the emergency.
- When the building evacuation/fire alarm is sounded or you are told to leave by Police officials or the Building Safety Coordinator, please walk quickly to the nearest marked exit and alert others to do the same.
- **ASSIST** those persons who are disabled in exiting the building. Elevators may be used to evacuate disabled persons **ONLY** after the elevator has been declared safe. Always evacuate mobility aids (wheelchairs, walkers, crutches) with the person if possible.
- Once outside move to a clear area at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist Police officials and/or the Building Safety Coordinator.
- An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.
- **DO NOT RETURN** to an evacuated building unless directed to do so by the Police officials or the Building Safety Coordinator.

## HAZARDOUS MATERIAL RESPONSE

Immediately report all accidents that involve chemical spills, radioactive material, leakage and emission of gases or other dangerous substances to the ASUDPS by calling 4400 or 911 and the Building Safety Coordinator.

- When reporting, be specific about the nature of the involved material and the location. The ASUDPS will contact the necessary specialized authorities and medical personnel.
- A professor or supervisor should evacuate the affected area at once and seal it off to prevent further contamination until the arrival of Police personnel.
- Anyone who may be contaminated by the spills should avoid contact with others as much as possible and remain in the vicinity and give their name(s) to the ASUDPS officials. Required first aid and clean up by specialized authorities should be started at once.
- If necessary or if directed to do so by Police officials or the Building Safety Coordinator, activate the building fire alarm.
- ASUDPS will immediately notify the following:
  - Local Fire department
  - Hazardous Materials Response Team



- The Fire Department has concurrent and overlapping responsibility and authority with the University to protect life and property. Fire Department personnel are specially trained and possess technical knowledge of dangerous chemicals.
- Personnel working in the affected area should use a self-contained breathing apparatus.
- Water or chemical fire retardants should NOT be used without Fire Department approval (these could result in poisonous fumes).

## **GAS LEAKS**

Natural gas leaks, with an odor in the building, may occur and if so are a sign of danger such as an explosion. Natural gas rises and will often be outside since most gas lines are buried outside buildings. Natural gas is mixed with tertiary butylmercaptan to give it the odor we recognize. As the gas rises the odor will fall.

- If a leak or odor is suspected or confirmed in a building or in close proximity:
- Evacuate the building immediately. Follow your building evacuation plan. Get students and co-workers a safe distance from the building up wind and at least 500 feet from the building as recommended.
- Call the University Police @4400
- Call Physical Plant @ 4408/4416 (24 hours) and notify them of your concern and the location of the gas odor within or outside of a building.
- Do not activate the fire alarm unless an actual fire is detected.
- Do not turn on or off any electrical switches/equipment.
- ASUDPS will activate Emergency Notification System(s) by building or zone as needed.
- Do not return to an evacuated building unless instructed to do so by University Officials or ASUDPS.

## **BIOLOGICAL (BLOOD) SPILL PROCEDURES**

Health or custodial personnel trained in spill cleanup should follow established protocols. For blood or body fluid spills in residence halls, academic buildings, administrative buildings or on outside surfaces, contact the Physical Plant at 4408/4416.

- Wear disposable gloves and absorb fluids using a blood-spill kit.
- Clean area of all visible fluids with detergent (soap/water).
- Decontaminate area with an appropriate disinfectant, e.g. bleach.
- Place all disposable materials into a plastic leak-proof bag.
- Always practice “Universal Precautions” when handling human blood fluids.

## **TOXIC FUME RELEASE (OFF CAMPUS)**

During an accidental industrial or transportation related release of toxic fumes from chemicals or other incidents where the air quality threatens persons on any of the University campuses, Sheltering in Place is recommended. (See Shelter in Place Plan page 17).

It is the responsibility of local authorities to notify the university and issue orders for in-place sheltering during chemical emergencies generated off campus.

The ASUDPS Department will notify the President's Office, and the Director of the Physical Plant. The University's Emergency Notification system(s) will be utilized in notifying University Officials and department representatives by ASUDPS dispatch as described in Notification Guidelines. All employees, students and visitors outside will be directed to enter the nearest building to Shelter in Place.

The Director of Physical Plant will instruct maintenance and utilities departments to shut off air handler units and any other ventilation system that might re-circulate the fumes within the buildings.

When Shelter in Place procedures are implemented and all occupants are in the buildings, they will be instructed to remain in the buildings until official notification is given by local authorities that the danger has cleared.

## **OTHER INCIDENTALS**

### **UTILITY FAILURE**

**IN THE EVENT OF A MAJOR UTILITY FAILURE**, notify the ASUDPS officials and/or the Physical Plant. If necessary or if directed to do so by Police officials or the Building Safety Coordinator, activate the nearest fire alarm.

- Building evacuations will occur when the fire alarm sounds and/or upon notification by a Police official, the Building Safety Coordinator, and fire or medical personnel.
- Panic can be partially avoided by making immediate decisions about the need to evacuate or cancel classes.
- **ASSIST** those who are disabled in exiting the building.
- Flashlights should be kept available to assist in evacuation, if necessary.

A major power outage may not be destructive, but panic and/or fire could endanger life and property.

### **ELEVATOR FAILURE**

If you are trapped in an elevator, use the emergency phone to call the ASUDPS at 4400. If the elevator does not have any emergency phone, turn on the emergency alarm (located on the front panel) which will signal your need for help.

### **PLUMBING FAILURE/FLOODING**

Cease using all electrical equipment. Call your Building Safety Coordinator. If necessary, evacuate the area.

### **STEAM LINE FAILURE**

Immediately call 4400 or 911 and your Building Safety Coordinator and evacuate the area.

### **VENTILATION PROBLEM**

If smoke or odors come from the ventilation system, immediately call 4400 or 911 and your Building Safety Coordinator. If necessary, cease all operations and evacuate the area.

## MEDICAL EMERGENCY/PERSONAL INJURY/RESPONSE TEAMS

Police Officials are trained in first aid and CPR. Any injury occurring as a result of an existing hazardous condition should be reported to the ASUDPS at 4400; Student Health Services at 4436; and/or the Physical Plant at 4408/4416.

Medical emergencies include any life-threatening illnesses such as chest pains, excessive bleeding, breathing difficulties, seizures, head injuries, compound fractures, serious allergic reactions, ingestion or inhalation of a toxic substance and eye injuries.

### QUICK RESPONSE

**CALL 4400!**

**Do not move the victim unless safety dictates.**

**If trained, use pressure to stop bleeding.**

**Use CPR if there is no pulse and the victim is not breathing.**

State that medical aid is needed and provide the following information:

- Exact location of the injured person (building, room, number, etc.)
- Indicate whether victim is male or female.
- Type of injury or problem. How did the injury occur? (Fell, struck by vehicle, accident, etc.)
- The victim's present condition. (Bleeding, chest pain, unconscious, etc.)
- The sequence of events leading to the emergency.
- Medical history and name of the injured person's doctor if known.
- The phone number you are calling from.
- Stays on the phone with the Dispatcher.

### ILLNESS OR INJURY TO STUDENT

During the regular academic year, students with minor illnesses or injuries should be referred to ASU Student Health Services at 4436.

Illness or injury to students during hours when the Student Health Center is closed should be reported to the ASUDPS. An officer will respond to evaluate the situation and arrange for the student to be transported for medical treatment, if necessary.

### ILLNESS OR INJURY TO FACULTY

Emergency treatment for job related work injuries or medical illnesses may be obtained by calling 911 or 4400. ASUDPS will assist and dispatch Emergency Medical Services if necessary.

A First Report of Incident form must be completed for all instances of work-related illnesses or injuries. Please call the Department of Human Resources at 4667 for further assistance and the necessary forms you will need to fill out. The ASUDPS Office may conduct an accident investigation.

### **ILLNESS OR INJURY TO VISITORS AND GUESTS**

Request emergency medical assistance by calling the ASUDPS at 4400. A police report should be completed for all injuries occurring on ASU property.

### **CAMPUS-WIDE EPIDEMICS**

Recent disease episodes or epidemics among students and staff on University campuses nationwide have forced the development of emergency procedures for managing epidemics or local disease outbreaks on the main or associated campuses.

All such declared disease emergencies (Pandemic, SARS, major respiratory and GI epidemics, hepatitis, etc.) will be based on notification from the local Montgomery County Health Department, University student Health Services or any of the University Hospital infection Control Departments. In consultation with the **President, Provost, Chief of Staff, Director of Housing, the Director of Student Health Services and local public health officials**, it may be necessary to declare emergency immunization drives to prevent expansion of an epidemic.

In certain times of the year and in certain years, diseases such as influenza or gastrointestinal disturbances, some from contaminated food sources, can infect large numbers of students and faculty reducing class size and/or instruction supervision to an unsatisfactory level. In such cases, it may be necessary to declare a cancellation of classes until immunizations and/or recovery of staff/faculty are adequate to permit the courses to proceed at a minimal acceptable level. Such cancellations must be authorized by the President or Provost in consultation with Vice President for Student Affairs and the Director of Student Health Services based on local public health recommendations.

Declarations that require active immunizations or protective passive immunizations will be announced by public radio and television, the student newspaper, and student health services personnel only when authorized by the President or a designated official such as the Provost.

In the event of a major incident of food poisoning originating from University affiliated food services, the same chain of responsibility for declaring an emergency and recommending student and staff actions shall pertain.

### **CIVIL DISTURBANCE OR DEMONSTRATIONS**

Campus demonstrations such as marches, meetings, picketing and rallies must be peaceful and non-obstructive. A demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- INTERFERENCE with the normal operation of the University.
- PREVENTION of access to offices, buildings, or other University facilities.
- THREAT of physical harm to persons or damage to University facilities.
- Creation of a situation which may endanger the safety of individuals and/or disrupt the academic environment of the campus.

If any of these conditions exist, ASUPD should be notified and will be responsible for contacting and informing the President, Provost, Chief of Staff, Vice-President for Student Affairs, appropriate Associate Vice Presidents(s) and Director of University Relations and Public Information. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

- **Peaceful, Non-Obstructive Demonstrations**

- Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.
- If demonstrators are asked to leave, but refuse to leave by regular facility closing time, arrangements will be made by the ASUDPS Chief or ranking Officer to monitor the situation during non-business hours, or a determination will be made to treat the violation of after closing hours as a disruptive demonstration.

- **Non-Violent Disruptive Demonstrations**

- In the event that a demonstration limits access to University facilities or interferes with the operation of the University, these actions will be implemented:
  - a) Demonstrators will be asked to terminate the disruptive activity by the Vice President for Student Affairs or his designee.
  - b) Key University personnel and student leaders may be asked to go to the area and persuade the demonstrators to desist.
  - c) If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken, such as possible intervention by law enforcement (See Statement A page 30).
  - d) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including videotapes or photographs if deemed necessary.
  - e) After consultation with the **President, the Chief of Staff, the Provost, the Vice President for Student Affairs, the University Attorney and the Public Safety officer**, the need for an injunction and/or intervention, demonstrators will be warned of the intention to arrest (see State B page 36).

- **Violent, Disruptive Demonstrators**

- In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the **Vice President for Student Affairs** should be contacted immediately.

a) **During Business Hours**

- In coordination with the **Vice President for Student Affairs, ASUDPS** will assess the situation and inform **the President**.
- If advisable, the **Provost/Chief of Staff** will alert the Director University Relations who will then call a photographer or video technician to document the demonstrator's actions.
- The **Vice President for Student Affairs**, in consultation with the **Chief of Staff/Chief of Police** and the **Provost**, will determine the possible need for the removal of the demonstrators.
- University Police will provide an officer with a radio for communication between the University officials and the University Police Department as needed.

b) **After Business Hours**

- ASUDPS should be immediately notified of the disturbance.
- ASUDPS will investigate the disruption and notify the **Chief of Staff, Provost and the Vice President for Student Affairs**.
- The **Provost/Chief of Staff or the Vice President for Student Affairs** will:
  - Report the circumstances to the President
  - Notify key administrators and if appropriate, the Dean or Department Chair responsible for the building/area.
  - Notify the Public Relations Director or designee.

**Statement A**

**Directive to Immediately Terminate Demonstration**

**Identify Self**

This assembly and the conduct of each participant is seriously disrupting the operations of the University and is in clear violation of the rules of the University. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the University. In no event will the Administration of this University accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority vested to me by the Board of Trustees, take whatever measures are necessary to restore order – including calling the police for assistance. Any person who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension or expulsion.

**Statement B**

**Directive to Immediately Terminate Demonstration with the Assistance of Police**

**Identify Self**

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of the University, each of you is hereby suspended, subject to later review. The police will assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

## REPORTING WORKPLACE VIOLENCE

If you are the victim of a violation of the law such as assault, robbery, theft, overt sexual behavior, etc.

**DO NOT TAKE UNNECESSARY CHANCES.**

**NOTIFY** the ASUDPS as soon as possible and supply them with the following information:

- ✓ Nature of the incident
- ✓ Location of the incident
- ✓ Description of person(s) involved
- ✓ Description of the property involved

If you witness a criminal act or notice a person(s) acting suspiciously on campus, immediately call 4400 or 911.

Should a sniper be firing a weapon on or near campus, take cover immediately using all available shelter and stay concealed until Police officials arrive to bring you to a safe area. If at all possible and at no risk to your own safety, notify the Police by dialing 4400 or 911. **DO NOT TOUCH OR GO NEAR ANY ITEM THAT COULD BE A TYPE OF EXPLOSIVE.**

Do not get into a vehicle by threat or force. By stepping into the vehicle, your odds of survival diminish substantially.

## ARMED SUBJECTS

If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact University Police at ext. 4400.

### If the armed subject is outside the building:

- Turn off all the lights, close and lock all windows and doors.
- If you can do so safely, get all students on the floor and out of the line of fire.
- Move to a core area of the building if safe to do so and remain there until an “All Clear” instruction is given by an authorized known voice.
- If the staff or students do not recognize the voice that is giving instructions, they should not change their status.
- Unknown or unfamiliar voices may be misleading and designed to give false assurances.

### If the armed subject is inside the building:

- If it is possible to flee the area safely and avoid danger, do so.
- Contact ASUDPS (ext. 4400) with your location if possible.
- If flight is impossible, lock all doors and secure yourself in your space.
- Get down on the floor or under a desk and remain silent.
- Get students down on the floor and out of the line of fire.
- Wait for the “All clear” instruction.

### If the armed subject comes into your class or office:

- There is no one procedure the authorities can recommend in this situation.

- Attempt to get the word out to other staff if possible, and call ASUDPS (ext. 4400) if that seems practical.
- Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
- Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active armed subject.
- Wait for the “All Clear” instruction.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
- In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

## HOSTAGE SITUATION

### WHAT TO DO IF TAKEN HOSTAGE

- Be patient: time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. If the captor is emotionally unbalanced, don’t make mistakes which could further endanger your well-being.
- Don’t speak unless spoken to and then only when necessary. Don’t talk down to the captor who may be in an agitated state. Avoid appearing hostile, Maintain eye contact with the captor if possible, but do not stare. Treat the captor with respect.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments, expect the unexpected.
- Be observant, you may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.
- Be aware of what’s referred to as the Stockholm syndrome, i.e., becoming sympathetic with captors.
- You should, under all circumstances, attempt to say calm and be alert to situations that you can exploit to your advantage. Remember that the primary objective of Police officials will be to secure your safe return as quickly as possible.
- Make a mental note of all movements including times in transit, direction, distances, speeds, landmarks along the way, special odors and sounds like transportation, bells, construction, etc. Whenever possible take note of the characteristics of your abductors, their habits, surroundings, speech mannerisms and any contacts they may make. Such information can be of great value in their ultimate apprehension.



- Generally do not expect a good opportunity of escape. Attempts to escape should not be made unless it is indicated that your life is in imminent danger. Carefully calculate the best possible odds for success.
- Avoid making provocative remarks to your abductors. As noted they may be unstable individuals who are volatile and are likely to become violent and abusive. Try to establish some kind of rapport with your captors.

## CHILD ABDUCTION

Alabama State University at various times of the year will host sport related camps and academic programs for children and teenagers. For the purpose of this policy any minor requiring adult supervision will be referred to as “children”.

**A.** Children will be in view of the University representatives supervising them at all times. University representatives will count children in their group each time the group transitions to a new setting. Representatives will have a list of persons to whom each child in their care may be released. If an individual, other than the familiar parent/guardian is picking up, the representative will view that person’s driver’s license or other form of official picture identification, matching the license number with the number listed on the enrollment form.

**B.** Parents should inform University representatives if anyone other than the usual person is picking up the child. In the event a parent must phone in a request to release the child to any other individual, the representative will confirm the identity of the parent making the phone request before releasing the child. It may be necessary to place a call back to the parent to verify the caller’s identity. Proper identification will be presented when the alternate person arrives to pick up the child. **The child must not be released if any questions exist.**

**C.** If a non-custodial parent is barred from picking up or visiting the child while the child is in the care of the University, a copy of the court order will be necessary and will be kept on file. It is the custodial parent’s responsibility to provide that documentation. University Police will be immediately notified if the non-custodial parent makes contact. After police are notified, the custodial parent will be informed.

**Note:** Certified court orders with official seal should be on file with ASUDPS and University representatives coordinating the program.

**D.** In the event a child and/or teenager is actually taken, the following steps are to be followed:

- ASUDPS (4400) and City Police (911) are to be immediately notified.
- University representatives, to whom the child was assigned, need to remain calm and observant to obtain as much information as possible; Person’s name, time last seen, car make and model, color and license number, direction offender goes, identifying characteristics of both adult and child such as weight, height, race, gender, hair and eye color, distinguishing features and coloring of clothes.
- Notify custodial parent.
- Obtain staff assistance with monitoring the safety of the rest of the group.
- Call President’s Office immediately (ext. 6946 )

**NOTE:** No contact will be made, nor information given to any member of the media. Contact the University Office for guidance with custodial parent notification and refer media notification to the University Relations and Public Information Office (ext. 4238).

**KEY CONTACT NUMBERS:**

ASUDPS	4400
MPD	911
MONTGOMERY CO. SHERRIFF DEPT	832-4980
PRESIDENT’S OFFICE	4202/8448
UNIVERSITY RELATIONS & PUBLIC INFORMATION	4238

**MISSING PERSON**

An individual is considered missing if a roommate, classmate, faculty member, family member, or any other campus person has not been seen within a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person’s daily schedule, habits, and reliability. Individuals will immediately be considered missing if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Contact ASUDPS whenever a member of the University Community is believed to be missing.

**DEATH OF STUDENT/FACULTY/STAFF (ON CAMPUS)**

The University’s Administration should be convened within one hour after the notice of death is reported (when feasible) to collect accurate and detailed information about the death(s). **Note:** Depending on the situation, several meetings with University Officials and department representatives may be scheduled. It may also be necessary to include student representatives in some of the meetings and planning sessions.

**Issues necessary to cover:**

- A. Determine if the counseling Service staff or University Personnel Office can handle the situation or if an outside agency is needed. Also determine if a room(s) in one of the University’s buildings will be needed for grieving and counseling.
- B. The Director Media Relations or designee will develop the following statements (as needed):
  - Media announcements-to be delivered by the President or designee. Procedures as to how the media will be informed will be determined at this time.
  - Instructors – information to be provided to the students (classes).
- C. Determine if a memorial or memorial service is appropriate.
- E. Set meetings and develop memos to inform the students, faculty and staff as to the above issues and procedures.
- F. Follow-up in 30 days with all the students, faculty, staff and families associated with the victim(s) that have been identified as needing assistance during the grieving process.

- G. Keep accurate records of all proceedings, statements, counseling and any other transactions. Provide the file to the Attorney's office for future reference.
- H. Follow-up review meeting to be held by University officials and responding department representatives to put closure to the incident and to critique the response process.

**CRIMINAL BEHAVIOR**

The ASUDPS is staffed 24 hours a day 7 days a week for your assistance and protection year-round.

**QUICK RESPONSE**

**IN-PROGRESS INCIDENTS**  
**Do not attempt to apprehend or interfere with the crime,**  
**Except in the case of self-protection.**

**Give your name and location. Please make sure that the Dispatcher understands that the incident IS IN**  
**PROGRESS**

**REPORTING CRIMES IN PROGRESS...CALL 4400**

Provide the following information:

- (1) Nature of the incident. Advise that the incident is in progress;
- (2) Location;
- (3) Description of the suspect(s);
- (4) Description of weapon(s);
- (5) Description of property;
- (6) License plate number of vehicle(s) involved;
- (7) Direction of travel upon escape; and,
- (8) Stay on the line with the Dispatcher;

**REPORTING CRIMES WHICH HAVE ALREADY OCCURRED...CALL 4400**

ALL CRIMES SHOULD BE REPORTED. Do not touch anything that may relate to the crime and contaminate the crime scene.

When the Police officials respond, please provide the officers with a description of the property and the names and descriptions of any suspects or witnesses if possible.

**CRIME PREVENTION**

Always lock your office, car and room door(s) when you leave (even if it's just for a few minutes.) Avoid walking or jogging alone. Avoid poorly lit areas.

Have your driver's license number or another significant number engraved on all valuables. Keep records of all credit cards and property serial numbers. The ASUDPS will engrave ID numbers on your property as a courtesy. Call 4400 to obtain more information regarding this service.

When walking at night to a parking lot, have your keys ready so that you can get into your car quickly and without attracting someone's attention. Be alert to your surroundings.

Do not leave keys in your car or valuables in view. Lock all valuable, radios, cell phones, sporting equipment, camera, briefcase, luggage, etc. in the trunk of your vehicle.

Call 4400 to request a ride from the ASUDPS. This is an “on-campus” service provided free of charge from dark until 1:00a.m. during the academic year.

Never leave laptop computers, wallets, purses, book bags, etc. unsecured or unattended.

**REPORT ALL THREATS AND SUSPICIOUS ACTIVITIES OR PERSONS TO THE ASUDPS IMMEDIATELY!**

**PSYCHOLOGICAL CRISIS**

A Psychological Crisis exists when an individual is threatening harm to himself/herself or to others, and/or is out of touch with reality due to a severe drug reaction or a psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behavior or complete withdrawal. Psychological crisis may occur in response to traumatic or tragic events affecting the campus community.

In addition, psychological crisis may involve individuals in severe distress who are unable to manage themselves and may create adverse responses in people around them.

**QUICK RESPONSE...Protect Yourself**

**Call the ASUDPS Police at 4400**

**Call the Counseling Center at 4382**

**Call the Student Health Services at 4436**

**Call the Employee Assistance Program (EAP) at 4667**

**If a psychological crisis occurs Monday through Friday during normal duty hours, contact a member of the University Counseling Center Staff in the University Center at 4382.**

**If a crisis occurs after hours, on weekends or during holidays, contact the ASUDPS Officials at 4400.**

**The Employee Assistance Program (EAP)**

**PROVIDES FOR FACULTY AND STAFF:**

- Crisis intervention
- Individual and group counseling
- Consultation
- Referral Services

**The University Counseling Center**

**PROVIDES FOR STUDENTS**

- Crisis intervention and debriefing services
- Individual and group counseling
- Consultation
- Referral Services

**APPENDIX A  
ALABAMA STATE UNIVERSITY**

**DEPARTMENT OF PUBLIC SAFETY (ASUDPS)  
BUILDING SAFETY COORDINATORS**

<b>BUILDING</b>	<b>SAFETY COORDINATORS</b>	<b>EXTENSION</b>
<b>ABERCROMBIE HALL</b>	SUPERVISOR ON DUTY	4420
<b>BESSIE BENSON HALL</b>	SUPERVISOR ON DUTY	4420
<b>W. BENSON HALL</b>	SUPERVISOR ON DUTY	4424
<b>BEVERLY HALL</b>	N/A	
<b>ASU BOOKSTORE</b>	JESSICA GLASS	4143
<b>BUSKEY HEALTH SCIENCES</b>	BRENDA DAWSON	5054
<b>2<sup>ND</sup> FLOOR</b>	MAE TULLIS	5058
<b>3<sup>RD</sup> FLOOR</b>	ANTIONETTE MOTEN	8776
<b>CARD HALL</b>	SUPERVISOR ON DUTY	4426
<b>CONTINUING EDUCATION</b>	OLAN WESLEY	4788
<b>COUNCILL HALL</b>	BRIAN THORNTON	6995
<b>1<sup>ST</sup> FLOOR</b>	RICK ARRINGTON	5140
<b>2<sup>ND</sup> FLOOR</b>	ED MOORE	6747
<b>BASEMENT</b>	NOT IN USE	
<b>FRED SHUTTLESWORTH DINING HALL</b>	ALFRED BAKER	678-464-1403
<b>CJ DUNN TOWER</b>	SUPERVISOR ON DUTY	4594
<b>EARLY CHILDHOOD CENTER</b>	DR. ED'JUANA	4470
<b>BESSIE HALL</b>	SUPERVISOR ON DUTY	6934
<b>PEYTON FINLEY DORMS</b>	SUPERVISOR ON DUTY	6815
<b>FOOTBALL COMPLEX</b>	BRIAN JENKINS	337-654-6905
<b>BIBBS GRAVES HALL</b>	SUPERVISOR ON DUTY	
<b>HARDY UNIVERSITY CENTER</b>	CRYSTAL JACKSON	7666
<b>UNIVERSITY POST OFFICE</b>	TROY NETTLES	4481
<b>STUDENT GOVT ASSOC</b>	SGA PRESIDENT	4483
<b>MARTIN LUTHER KING JR. HALL</b>	SUPERVISOR ON DUTY	6939
<b>KILBY HALL</b>	JAY HOLCY	4794
<b>1<sup>ST</sup> FLOOR</b>	KATHRYN WILLIAMS	4156
<b>LEVI WATKINS LEARNING CTR</b>	JANICE FRANKLIN	4106
<b>LOCKHART GYM</b>	FRED FRANKLIN	6836
<b>BUSINESS ADMINISTRATION</b>	ED BROWN	4124
<b>FLOOR CAPTAIN</b>		
<b>B.A. SWING SPACE</b>	TAMMY PRATER	4119
<b>MCGEHEE HALL</b>	RICK DRAKE	5104
<b>MCGINTY APTS</b>	SUPERVISOR ON DUTY	4159
<b>PATERSON HALL</b>	DR. ANTHONY ADAMS	5176
<b>1<sup>ST</sup> FLOOR</b>	SAMUEL COLEMAN	4299
<b>2<sup>ND</sup> FLOOR</b>	PEARLA GRIFFIN	4245

<b>3<sup>RD</sup> FLOOR</b>	CALVIN GATSON	7298
<b>PRESIDENT HOME</b>	DR. G. BOYD	6944
<b>ASU ACADOME</b>	KANDIS DARAMOLA	4528
<b>2<sup>ND</sup> FLOOR</b>	JENIFER WILLIAMS	4529
<b>BASEMENT</b>	BETTY SIMS	4592
<b>PHYSICAL PLANT</b>	SCOTT SANDERFER	306-8285
<b>SIMPSON HALL</b>	SUPERVISOR ON DUTY	4428
<b>SWIMMING POOL</b>	SWIM COACH	4229
<b>TENNIS CENTER</b>	ANUK CHRISTIAN SZ	4581
<b>TRANSPORTATION</b>	LEWIS BLACK	4412
<b>GW TRENHOLM HALL</b>	DORIS YOUNGBLOOD	4492
<b>2<sup>ND</sup> FLOOR</b>		
<b>BASEMENT</b>		
<b>SCIENCE BUILDING</b>	DR. CARL PETTIS	4465
<b>1<sup>ST</sup> FLOOR</b>	FELECIA FRAZIER	4639
<b>2<sup>ND</sup> FLOOR</b>	DR. AUDREY NAPIER	4459
<b>3<sup>RD</sup> FLOOR</b>	ELIJAH NYAIRO	6923
<b>BASEMENT FLOOR</b>	KENNEDY WEKESHA	4626
<b>BIOLOGY</b>	SHREE SINGH	4168
<b>BIOLOGY LAB</b>	HONGHUAN WU	4188
<b>BIOLOGY LAB 2<sup>ND</sup> FLOOR</b>	HONGHUAN WU	4674
<b>CHEMISTRY LAB</b>	ELIJAH NYAIRO	6923
<b>PHYSICS LAB</b>	OSWALD TEKYI-MENSAH	4355
<b>SCIENCE IN MOTION BIO LAB</b>		4490
<b>CHEMISTRY IN MOTION LAB</b>	JENNIFER COX	4730
<b>FEDERAL TRIO PROGRAM</b>	ACQUANETTA PINKARD	6026
<b>TRIO STUDENT SUPPORT</b>		
<b>TULLIBODY MUSIC</b>	JAMES OLIVER	4289
<b>TULLIBODY MUSIC CAPTAIN</b>	JAMESETTA ADAMS	4341
<b>WEIGHT ROOM</b>	DAMIAN CANNIDA	7601/5619
<b>ROTC OFFICE BUILDING</b>	MAJ. HERMAN PAYNE	7756
<b>BASEBALL BUILDING</b>	MERYVL MELENDEZ	5600
<b>LIFE SCIENCE BUILDING</b>		
<b>1<sup>ST</sup> FLOOR</b>	LATONIA HARRIS	4316
<b>2<sup>ND</sup> FLOOR</b>	AUDREY NAPIER	4459
<b>3<sup>RD</sup> FLOOR</b>	SHARIFAY MCIVER	7600
<b>BASEMENT FLOOR</b>	MAMIE COATS	8453
<b>OLD SCIENCE BUILDING</b>		
<b>1<sup>ST</sup> FLOOR</b>	TRACYE DIXON	4465
<b>2<sup>ND</sup> FLOOR</b>	MURRAY ROBINSON	4448
<b>3<sup>RD</sup> FLOOR</b>	ELIJAH NYAIRO	6923
<b>BASEMENT FLOOR</b>	TIMOTHY HOLLAND	4145
<b>CHEMISTRY LAB</b>	ELIJAH NYAIRO	6923
<b>PHYSICS LAB</b>	OSWALD TEKYI-MENSAH	5118
<b>SCIENCE IN MOTION BIO LAB</b>	TIFFANY LARCHEVEAUX	4425
<b>CHEMISTRY IN MOTION LAB</b>	JENNIFER COX	4730

<b>PHYSICS IN MOTION LAB</b>	ELIZABETH HOLSENBECK	4782
<b>ROBERT C HATCH HALL</b>	SUPERVISOR ON DUTY	
<b>1<sup>ST</sup> FLOOR</b>	AZRIEL GORSKI	5301
<b>2<sup>ND</sup> FLOOR</b>	HARVEY HOU	5121

APPENDIX B

ALABAMA STATE UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY (ASUDPS)  
LOCATIONS OF EMERGENCY CODE BLUE BOXES

BLUE LIGHT EMERGENCY PHONES:	LOCATION
BIBB GRAVE HALL	OUTSIDE (WEST END)
CARD HALL	1 <sup>ST</sup> FLOOR EAST
CARD HALL	2 <sup>ND</sup> FLOOR WEST
CARD HALL	3 <sup>RD</sup> FLOOR
CARD HALL	4 <sup>TH</sup> FLOOR
1525 CARRIE STREET	PARKING LOT
1011 TUSCALOOSA STREET	PARKING LOT GE
805 TUSCALOOSA STREET	PARKING LOT GW
813 N. UNIVERSITY DRIVE	PARKING LOT D 1
1533 HAMILTON CIRCLE	TENNIS CENTER
1595 S. UNIVERSITY DRIVE	ACADOME
2000 GIRARD CIRCLE	GIRARD APARTMENTS
ROBERT C. HATCH HALL	W. UNIVERSITY DR.
1535 ROBERT C. HATCH DRIVE	SHUTTLEWORTH DINING
GW TRENHOLM	CROSSWALK
GW TRENHOLM	OLD ID STATION. LOT-C
1155 N. UNIVERSITY DRIVE	BUSKEE ALLIED HEALTH BLDG
1070 TULLIBODY DRIVE	ABERCROMBIE HALL
PATTERSON HALL	ACADEMIC MALL
GW TRENHOLM HALL	CROSSWALK



**APPENDIX B (CONT'D)**

<b>MCGEHEE HALL</b>		<b>EASTSIDE</b>
<b>1030 S. UNIVERSITY DRIVE</b>		<b>PEYTON FINLEY/WEST</b>
<b>BESSIE ESTELL HALL</b>		<b>PARKING LOT</b>
<b>M.L. KING HALL</b>		<b>PARKING LOT EAST</b>
<b>N. UNIVERSITY DR</b>		<b>ELMWOOD ST. LOT D</b>
<b>HOUSTON MARKHAM JR. FOOTBALL COMPLEX</b>		<b>OUTSIDE</b>
<b>HOUSTON MARKHAM JR. FOOTBALL COMPLEX</b>		<b>INSIDE</b>
<b>HOUSTON MARKHAM JR., FOOTBALL COMPLEX</b>		<b>WEIGHT ROOM</b>
<b>RALPH ABERNATHY</b>		<b>EAST/WEST PARKING LOT</b>
<b>RALPH ABERNATHY</b>		<b>AUDITORIUM ENTRANCE</b>
<b>LIFE SCIENCE</b>	<b>(BACK 1 &amp; 2)</b>	<b>EAST PARKING LOTS</b>
<b>LIFE SCIENCE</b>		<b>HALL STREET</b>
<b>BIBB GRAVES</b>	<b>EAST &amp; WEST</b>	<b>1<sup>ST</sup> FLOOR</b>
<b>BIBB GRAVES</b>	<b>EAST &amp; WEST</b>	<b>2<sup>ND</sup> FLOOR</b>
<b>BIBB GRAVES</b>	<b>EAST &amp; WEST</b>	<b>3<sup>RD</sup> FLOOR</b>
<b>ABERCROMBIE</b>	<b>EAST &amp; WEST</b>	<b>1<sup>ST</sup> FLOOR</b>
<b>ABERCROMBIE</b>	<b>EAST &amp; WEST</b>	<b>2<sup>ND</sup> FLOOR</b>
<b>ABERCROMBIE</b>	<b>EAST &amp; WEST</b>	<b>3<sup>RD</sup> FLOOR</b>
<b>BESSIE BENSON</b>		<b>1<sup>ST</sup>, 2<sup>ND</sup> 4<sup>TH</sup> &amp; 5<sup>TH</sup> FLOORS</b>
<b>FORENSIC SCIENCE</b>		<b>SOUTH REAR PARKING LOT</b>
<b>FORENSIC SCIENCE</b>		<b>WEST FRONT PARKING LOT</b>

**DOCUMENT CITATION:**

**ORIGINALLY PREPARED BY:  
DEPARTMENT OF SOCIAL WORK**

Dr. Voncile B. Gowdy, chair  
Karen Roberson, Director of Field Placement  
Turenza Smith, Instructor  
Karen Roberson, Instructor  
Audrey Humphery, Sr. Secretary  
For

ALABAMA STATE UNIVERSITY DEPARTMENT OF PUBLIC SAFETY  
FORMER CHIEF HENRY C. DAVIS Jr.

**Emanating from a grant awarded to the Department of Social Work by the Alabama Department of Public Health (ADPH). Research, in part, conducted by two Social Work Policy classes taught by Mrs. Turenza Smith and Ms. Tracy Pressley.**

**Updated by Barbara Brown, Administrative Assistant, for Chief James N. Graboys on 2/1/2015**

**Updated by Chief James N Graboys Public Safety Officer on 02/17/15, subsequent 03/12/15**