

18.00 Safety And Security

The College makes every effort to protect your safety and health. If unsafe conditions are observed, it is your responsibility to report the unsafe conditions to your immediate supervisor or Campus Police (226-4700). The College provides 24-hour 7-day per week security for the campus. For your safety all gates except the Bruno Entrance are locked. Vehicles not bearing proper parking decals will be stopped by Campus Police at the Bruno Entrance.

18.01 SAFETY AND SECURITY REPORT

An annual safety and security report is published to provide the College community and prospective students with general information related to safety and security at Birmingham-Southern College. Statistics on specific incidents are reported as required by the Crime Awareness and Campus Security Act of 1990.

18.02 FIREARMS

The College prohibits the possession, except as allowed in this policy, of firearms on campus with the exception of Campus Police.

If you possess a current Alabama pistol permit you may keep a firearm locked in your vehicle. Under no circumstances are you allowed to carry a firearm while on campus. (This includes possession of a firearm in any type bag, such as a purse.)

18.03 FIRE SAFETY

Fire prevention measures cannot be overemphasized. However, in the event that a fire occurs, the following steps should be taken:

1. Check the fire and judge its size.
2. Pull the fire alarm.
3. Call Campus Police (226-4700). They will call the Birmingham Fire Department.
4. Evacuate the building.

18.04 EMERGENCY RESPONSE

In the event of an emergency or disaster occurring on campus, whether natural or man made, the Campus Police are prepared to address the issue appropriately and in an expeditious manner. In the rare occurrence of an incident reaching a proportion that can not be handled through routine measures, the Campus' Emergency Response Team, composed of a diverse group of campus administrators, would be activated to direct the College's efforts.

When the situation dictates mass communication to the campus community, one or all of the following methods may be employed: College voice mail, e-mail, personal notification from the Campus Police in person or via an amplified system, and text messaging to cellular phones.

In the event of a tornado or other natural disaster, you should refer to the information located in each building which designates the safest area to assemble. Report immediately to this designated area, typically the lowest level room in the most northwest area of the building.

18.05 EMERGENCY TELEPHONES

Emergency blue light phones are strategically located on campus, plus at the entrance of each residence hall. These phones may be used for assistance at any time.

18.06 ESCORTS

You are encouraged to call Campus Police (226-4700) if you desire an escort to your vehicle after working hours.

18.07 ISSUANCE OF KEYS

For security purposes, you may be issued a key upon approval by your supervisor. Keys will be issued three (3) to ten (10) days after receipt of the request (depending upon availability). You must sign for receipt of the key(s), which are not transferable from one employee to another. When your employment with Birmingham-Southern College is terminated, you must return your key(s) to the Human Resources Office during your Exit Interview. Failure to do so may result in a \$50 fine, which will be deducted from your final paycheck.

Key request forms are available on the Human Resources Forms website or through Operations.