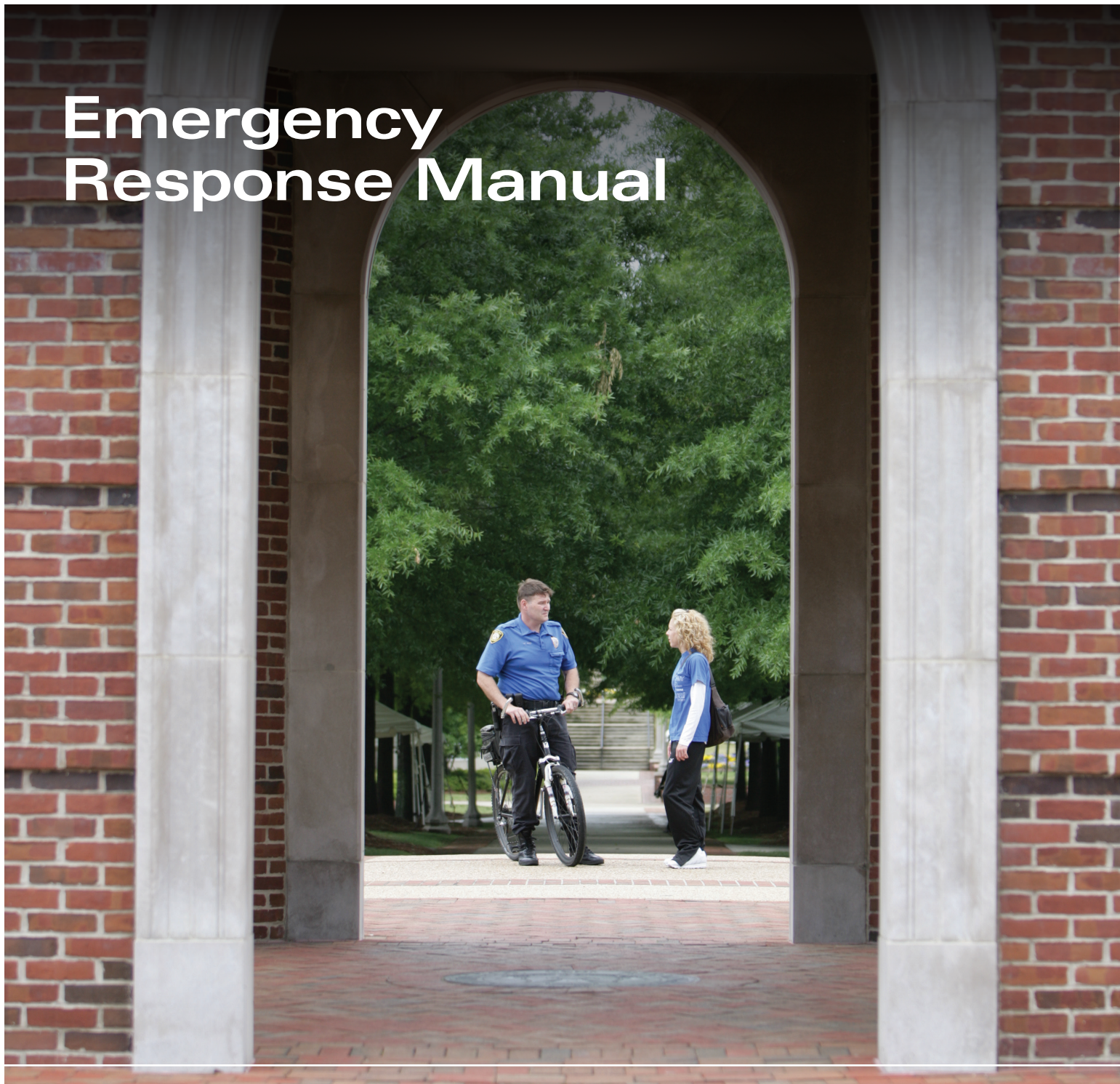


CAMPUS POLICE

BSC

Birmingham-Southern College

Emergency Response Manual



PREFACE

This emergency procedure manual has been designed to provide a contingency plan for the Birmingham-Southern College community in the event of a campus emergency. While the guide does not address every conceivable situation, it does supply the basic guidelines necessary to cope with most campus emergencies.

This manual is the product of research with numerous emergency agencies, as well as colleges and universities throughout the state. Any procedural change(s) or suggestion(s) should be submitted for review to the Emergency Director.

Where and when applicable, the "Birmingham-Southern College Emergency Response Manual" should be adhered to by the entire College community.

NOTE: Unless otherwise noted, the Area Code for all phone numbers in this manual is 205.

PURPOSE

The basic emergency procedures outlined in this manual are designed to enhance the protection of lives and property through effective use of College and campus community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measure, the President, his designee, or VP for Administration and Chief Operating Officer may declare a state of emergency.

MEDIA RELATIONS

Only authorized persons will speak to the media concerning BSC incidents. Generally, authorization will be coordinated through the Office of Communications. Under no circumstances should an employee of BSC speak to the media unless directed to do so.

BSC ALERT!

EMERGENCY TEXT MESSAGING SYSTEM

In the event of extreme incidents when the potential for loss of life exists, or during times when all other sources of communications within the campus community are not available, the BSC emergency alert system will be utilized.

This system, provided via text messaging, and e-mail where applicable, is available to all current students, faculty, and staff at BSC that have opted into the program.

QUICK REFERENCE

TYPES OF EMERGENCIES	PAGE
A. FIRE.....	16
B. EARTHQUAKE.....	17
C. CHEMICAL SPILL EXPLOSION.....	18
D. EXPLOSION, DOWNED AIRCRAFT (CRASH).....	19
E. CIVIL DISTURBANCE OR DEMONSTRATION.....	20-22
F. UTILITY FAILURE.....	23
G. VIOLENT OR CRIMINAL BEHAVIOR.....	24
H. MEDICAL/FIRST AID (EPIDEMIC/POISONING).....	25
I. PSYCHOLOGICAL CRISIS.....	26
J. TORNADO.....	27-28
K. BOMB THREAT.....	29-30
L. INCLEMENT WEATHER/SCHOOL CLOSING.....	31-34

**TO REPORT EMERGENCIES CALL THE
CAMPUS POLICE AT:**

205-226-4700

TABLE OF CONTENTS

Definitions of an Emergency 4

Assumptions 4

Declaration of State of Emergency 5

DIRECTION AND COORDINATION:

Emergency Director 5

CAMPUS EMERGENCY RESPONSE TEAM:

Team Members’ Responsibilities 6-9

Current Team Members 10

Additional Key Personnel 10

RESPONSIBILITIES:

Emergency Preparedness 11

Emergency Situations 11

EVACUATION LOCATIONS BUILDING COORDINATORS 12

ON/OFF- CAMPUS SOURCES OF ASSISTANCE:

On-Campus Assistance 13

Off-Campus Assistance 13

Disaster Resources 14

CAMPUS EMERGENCY PROCEDURES AND GUIDELINES:

Reporting Emergencies 14

Evacuation Procedures..... 15

Fire 16

Earthquake..... 17

Chemical or Radiation Spill / Explosion..... 18

Explosion and or Downed Aircraft (Crash)..... 19

Civil Disturbance or Demonstrations..... 20-21

Directives Associated with Demonstrations 22

Utility Failure..... 23

Violent or Criminal Behavior 24

Medical/First Aid (Epidemic/Poisoning)..... 25

Psychological Crisis..... 26

Tornado/Severe Weather 27-28

Bomb Threat..... 29

Bomb Threat Report Form..... 30

Inclement Weather/Declaration of School Closing 31-34

DEFINITIONS OF AN EMERGENCY

- A. **MINOR EMERGENCY:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report immediately to the Campus Police at Ext. 4700, 4701, 4702, 4705.
- B. **MAJOR EMERGENCY:** Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operation of the College. Outside emergency services may be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during times of crisis. Report immediately to the Campus Police at 4700, 4701, 4702, 4705.
- C. **DISASTER:** Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

In addition, the Emergency Director or others should promptly report any incident that has the potential for adverse publicity concerning the College to the Office of Communications.

ASSUMPTIONS

- A. An emergency or disaster may occur any time of day or night, weekend or holiday, with little or no warning.
- B. The succession of events in an emergency are not predictable, hence, published support and operational plans will serve only as a guide and, checklist, and may require field modification in order to meet the requirements of the emergency.
- C. Disasters may affect residents in the geographical location of the College; therefore, city, county and federal emergency services may not be available. A delay in off-campus emergency services may be extended for unknown lengths of time.
- D. A major emergency may be declared if information indicates that such a condition is developing or is probable.

DECLARATION OF STATE OF EMERGENCY

During a time of campus emergency, the Campus Police shall place into effect immediately the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities. The Campus Police shall immediately consult with the Emergency Director and/or the Campus Police Chief. If unable to contact the above persons, the President should be contacted directly regarding the emergency and possible need for a declaration of a state of emergency.

When this declaration is made, only registered students, faculty, staff and persons required by employment are authorized to be present on campus. Those who cannot present proper ID (registration or employee ID card, or other ID) showing their legitimate business on campus will be asked to leave 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 Campus Police Department will be allowed to enter the disaster area.

In the event of earthquakes, aftershocks, fires, storms, or major disasters occurring in or about the campus which involve College property the Campus Police officers will be dispatched to determine the extent of any damage to College property.

DIRECTION AND COORDINATION

EMERGENCY DIRECTOR

The VP for Administration and Chief Operating Officer or his designee, serves as the overall **Emergency Director** during any major emergency or disaster. The Emergency Director will be responsible for all operational control and direction during a declared state of emergency.

When an emergency occurs, the on-duty Campus Police supervisor will be in charge until relieved by the **Emergency Response Team**.

CAMPUS EMERGENCY RESPONSE TEAM

The **Emergency Response Team** is comprised of key campus personnel with responsibilities as defined below. It shall be the decision of the Emergency Director as to when the Team is activated, and to where they should meet for instruction. Team members will be responsible for acquiring assistance from additional staff personnel in their respective areas as needed. Team members, responsibilities and contact numbers are as follows:

EMERGENCY DIRECTOR: VP for Administration and Chief Operating Officer or designee.

ASSISTANT EMERGENCY DIRECTOR: Campus Police Chief.

CAMPUS POLICE: All officers and safety resources as directed.

COMMUNICATIONS: Director of Communications.

DAMAGE CONTROL: Director of Operations.

HAZARDOUS MATERIALS: Designated by BSC Chemistry Department.

HUMAN RESOURCES: Director of Human Resources.

INFORMATION TECHNOLOGY: Vice President for Information Technology.

COUNSELING SERVICES: Director of Personal Counseling.

STUDENT DEVELOPMENT: Vice President for Student Development.

Additionally, team members may request assistance from others in their respective areas as they feel appropriate to deal with emergencies.

TEAM MEMBER RESPONSIBILITIES

1. **EMERGENCY DIRECTOR:**

- A. Is responsible for the overall direction of the College emergency response.
- B. Works with Assistant Emergency Director and others in assessing the emergency and preparing the College's specific response.
- C. Declares and ends, when appropriate, the campus state of emergency as provided for in this guide.
- D. Notifies and conducts liaison activities with the College administration, governmental agencies, Emergency Response Team, and others as necessary.
- E. Notifies and conducts liaison activities with appropriate outside organizations such as fire, police, etc.
- F. Ensures that appropriate notification is made to off-campus staff when necessary.
- G. Performs other related duties as may be directed by virtue of the campus emergency.
- H. Prepares and submits a report to the President describing the final outcome of the emergency.
- I. Informs everyone in possession of Emergency Manuals of procedural or personnel changes.

2. **ASSISTANT EMERGENCY DIRECTOR:** (or CP supervisor on duty until relieved)

- A. Responsible for the overall coordination of the College emergency response.
- B. Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
- C. Initiates immediate contact with the Emergency Director and begins assessment of the College's condition.
- D. Notifies and utilizes police, Campus Police, and other emergency resources.
- E. Notifies members of the Emergency Response Team and advises them of the nature of the emergency.

3. **CAMPUS POLICE:**

- A. Maintains the Campus Police Office in a constant state of readiness.
- B. Notifies College administrators of major emergencies.
- C. Monitors campus emergency warning and evaluation system.
- D. Establishes an **Emergency Command Post** as follows.

- **FIELD EMERGENCY COMMAND POST**

During small-scale incidents, a patrol vehicle or small office is to be used until the emergency ends. The "Field Emergency Command Post should

have the following equipment:

- a. Barricades, barrier tape
- b. Portable hand-held radios
- c. Portable public address system
- d. First-aid kit
- e. Campus/local/Yellow Pages telephone directories

- **GENERAL EMERGENCY COMMAND POST**

During large-scale incidents a command post will be established at the Campus Police Office if it is available. If unavailable, the Emergency Director will select an appropriate alternate location.

4. HUMAN RESOURCES:

- A. Provides and maintains human resources needed for the duration of the incident.
- B. Assesses the needs and provides human resources dealing with the aftermath of incident.

5. COUNSELING SERVICES:

Provides counseling as needed.

6. DAMAGE CONTROL:

- A. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- B. Provides vehicles, equipment operators for movement of personnel and supplies, assigns vehicles as required to Emergency Response Team for emergency use.
- C. Obtains the assistance of utility companies as required for emergency operations.
- D. Furnishes emergency power and lighting system as required.

7. STUDENT DEVELOPMENT:

- A. Is present at emergency to provide students and parents with information concerning emergency.
- B. Assists student population in responding appropriately to the emergency.

8. COMMUNICATIONS:

- A. Coordinates, with approval of the president or his designee, the college's response to the media, including those members of the campus community who will be designated to talk directly with the media.
- B. Establishes contact with public media as directed by the President.
- C. Establishes contact with local TV and radio stations for public announcements.
- D. Arranges for photographic and audio-visual services.
- E. Advises President or designee of all news covering the situation or emergency affecting campus.
- F. Prepares news releases for approval and releases to media concerning emergency.

9. HAZARDOUS MATERIALS:

Will be available to provide resource assistance on the scene when an emergency occurs involving the handling and/or disposal of possible hazardous waste and/or radioactive material. This type emergency might be a fire, tornado, or damage to the Elton B. Stephens Science Center.

10. INFORMATION TECHNOLOGY:

- A. Maintains phone systems and arranges for outside assistance as required.
- B. Arranges for telecommunications at command posts.

CURRENT TEAM MEMBERS

EMERGENCY DIRECTOR	Lane Estes		W 226-4641	C 218-5798
ASST. EMER. DIRECTOR	Chief Jeff Harris		W 226-4701	C 937-0220
CAMPUS POLICE	Lt. Wes Newman		W 226-4702	C 335-9052
COMMUNICATIONS	Richard Nieves		W 226-4919	C 603-7180
DAMAGE CONTROL	Randal Johnson		W 226-4772	C 217-577-3522
HAZARDOUS MATERIALS	Isa Delgado		W 226-4856	C 639-3859
HUMAN RESOURCES	Vanessa Crawford Jones		W 226-4644	C 407-808-8992
INFORMATION TECHNOLOGY	Anthony Hambey		W 226-4850	C 218-1459
COUNSELING SERVICES	Head of Counseling		W 226-4727	
STUDENT DEVELOPMENT	Dr. David Eberhardt	H 335-9655	W 226-4731	C 218-4377

Area codes are 205 unless otherwise noted.

ADDITIONAL KEY PERSONNEL

PRESIDENT	Daniel Coleman		W 226-4621	C 312-806-3165
INT. PROVOST	Dr. Laura Sultz		W 226-4650	C 837-5889
FOOD SERVICE	Jason Hall		W 226-4713	C 678-923-0112
BSC NURSE	Yvette Spencer	H 995-0594	W 226-7720	C 936-9175
INSTITUTIONAL ADVANCEMENT	Virginia Gilbert Loftin		W 226-4938	C 223-7141

RESPONSIBILITIES

Building Coordinators, House Directors, House Managers, Resident Advisors

In every occupied building on campus a specific contact person will be designated to act as **emergency coordinator**. In the academic buildings that person will be the Building Coordinator. In the residence halls that person will be the House Director and the House Manager will serve in that role for the sorority/fraternity houses. The emergency coordinator will be responsible for the following:

A. Emergency Preparedness

1. Ensure that evacuation information is posted on each floor of the building.
2. Ensure that the location of the area in the building designated for use during tornado warnings is posted on each floor.
3. Establish a site away from the building for gathering and head counts during evacuations. The site location should be posted in the building with other emergency information. As a general rule the site should be at least 100 feet from the building. See page 14 for current locations.
4. Ensure that persons in the building are familiar with fire safety measures. (Fire alarms and pull stations, fire extinguishers, etc.)

B. Emergency Situations

1. **CALL CAMPUS POLICE AT EXTENSION 4700.**
2. Coordinate informing all individuals in the building of an emergency.
3. Evaluate the impact the emergency has on the building's activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
4. Maintain contact with emergency operations.

IMPORTANT: Inform anyone in the area you supervise to conform to building evacuation guidelines during an emergency and to report to a pre-designated campus assembly area outside the building or emergency site where a head count can be taken.

EVACUATION LOCATIONS

ADMISSIONS	BRUNO DRIVE
ART BUILDING	ACADEMIC QUAD
BASEBALL COMPLEX	TENNIS COURT LOT H
BERTE HUMANITIES	ACADEMIC QUAD
CAMPUS POLICE GATE	BRUNO DRIVE
CHAPEL	SIMPSON LOT E
COLISEUM	NORTH LOT G
HARBERT	ACADEMIC QUAD
LIBRARY	ACADEMIC QUAD
METH. HDQ.	SOCCER FIELD TRACK
HILL	ACADEMIC QUAD
MUNGER	ACADEMIC QUAD
NORTON	ACADEMIC QUAD
OLIN	SIMPSON LOT E
OPERATIONS	INTRAMURAL FIELD
PHILL. BAND	ACADEMIC QUAD
GEODOME	SIMPSON LOT E
SPORTS CENTER	ACADEMIC QUAD
STEPHENS SCIENCE	ACADEMIC QUAD
STOCKHAM	ACADEMIC QUAD
STUDENT SERVICES	NORTH LOT G
STRIPLIN FITNESS	BRUNO DRIVE
THEATRE	ACADEMIC QUAD

RESIDENCE HALLS

BRUNO	RESIDENCE HALL QUAD
CULLEN DANIEL	RESIDENCE HALL QUAD
DANIEL	OLD TENNIS COURT H
FRATERNITY HOUSES	BRUNO DRIVE
PIERCE	RESIDENCE HALL QUAD
LAKEVIEW	RESIDENCE HALL QUAD
HANSON	NORTH LOT G
MARGARET DANIEL	RESIDENCE HALL QUAD
NEW MEN'S	SOCCER FIELD
SORORITY HOUSES	SIMPSON LOT E
APARTMENTS	POOL AREA

NOTICE: In the event that the above pre-designated assembly points are not available as a result of the emergency, go to a safe area.

CAMPUS SOURCES OF EMERGENCY ASSISTANCE

Campus Police.....	226-4700, 4701, 4702, 4705, 205-251-7400, 205-365-4067
Administration.....	226-4640
Chemistry Department.....	226-4870
Communications.....	226-4922
Counseling Services.....	226-4717
Associate Dean of Students.....	226-4728
VP of Student Development	226-4731
Health Services.....	226-7720
Operations.....	226-4773, 4772
Purchasing.....	226-4643
Residence Life.....	226-4723
Student Development.....	226-4722, 4729
Department of Information Technology.....	226-3033

OFF- CAMPUS SOURCES OF EMERGENCY ASSISTANCE

Federal Bureau of Investigation.....	326-6166
Birmingham Police Department.....	328-9311, 911
Birmingham Fire Department.....	250-7575 , 911
Alabama State Troopers Office.....	322-4691
Alabama State Highway Department.....	328-5820
Jefferson County Highway Department.....	325-5142
Jefferson County Sheriff's Office.....	325-1450

Local Hospitals

UAB Highland (Formerly Health South) Hospital	930-7050
Princeton Hospital	783-3000
St. Vincent’s Hospital	939-7100
University Hospital	934-5105

Local Agencies

Salvation Army	252-8151
Jefferson County Emergency Management Agency.....	254-2039
State Emergency Management Agency.....	1-205-280-2200
Federal Emergency Management Agency-National.....	202-646-3900-Local 770-220-5200
County Commission.....	325-5555
Crisis Center.....	205-323-7777 or 1-800-273-TALK

Local Television Stations:

FOX	Channel 6.....	322-6666
CBS	Channel 42.....	322-4665
NBC	Channel 13.....	933-1313
ABC	Channel 33/40.....	982-3970

REPORTING EMERGENCIES

1. Report all emergencies to Campus Police at 226-4700!
2. **IN AN EMERGENCY WHEN THE CAMPUS POLICE CANNOT BE REACHED**
DIAL: 226-4600, 226-4640, or 226-4773.
3. When calling, stay calm and carefully explain the problem and location to the Campus Police Dispatcher. **DO NOT HANG UP UNTIL TOLD TO DO SO.**

EMERGENCY EVACUATION PROCEDURES

1. Building Evacuation
 - A. All building evacuations will occur on notification by Campus Police or by individual choice when the emergency dictates.
 - B. When notification occurs, leave by the nearest marked exit and alert others to do the same.
 - C. Assist disabled persons leaving the building! Do not use elevators in the event of fire, earthquakes, or other emergencies where you could become trapped in the elevator.
 - D. Once outside, proceed to a clear area that is at least 100 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

2. Campus Evacuation
 - A. The evacuation of all or part of the campus grounds will be announced by Campus Police or the Emergency Director.
 - B. All persons are to vacate immediately the area in question and relocate to another part of the campus or location as directed.

**BE SURE TO SIGN UP FOR THE
BSC ALERT
TEXT MESSAGING SYSTEM**

FIRE

REPORT ALL FIRES TO THE CAMPUS POLICE!

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available from the Campus Police. **CAUTION!! NEVER USE A WATER FIRE EXTINGUISHER ON AN ELECTRICAL FIRE.**
2. If a minor fire appears controllable, **IMMEDIATELY** activate the building fire alarm and call the Campus Police. Then promptly direct the charge of fire extinguisher toward the base of the fire.
3. If an emergency exists, activate the building fire alarm.
4. On fires that do not appear controllable, **IMMEDIATELY** activate the building alarm and call the Campus Police. Evacuate all rooms, closing all doors to confine the fire and reduce oxygen -- **DO NOT LOCK DOORS.**
5. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
6. Assist disabled persons in exiting the building! **DO NOT USE THE ELEVATORS DURING A FIRE!** Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
7. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
8. If requested, assist emergency crews as necessary.
9. A Campus Emergency Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

NOTE: Campus Fire Systems are monitored by a UL-approved monitoring company. When a system goes into alarm, the monitoring company first contacts the Birmingham Fire Dept., and then contacts the BSC CPD. BSC CPD responds immediately to the building in alarm in order to 1) assist the building's occupants, 2) determine if an actual fire exists, 3) determine how building fire (sprinkler) pumps can be started, and 4) ascertain their locations within the building/structure.

The Fire Pump Operator:

When the fire alarm sounds, the fire pump operator checks the automatic

starting pump, starts it if it hasn't already automatically, and keeps it operating until instructed to shut it down. Preferably, the person most familiar with the operation and care of the pumps should be assigned the job of fire pump operator in case it fails to start or is not running properly. If that person is unavailable, the person assigned to the job should be thoroughly trained in starting the pumps manually and should understand the pumps' importance to fire protection.

NOTE: This recommendation assumes the fire pump is in a location safe for the fire pump operator in the event of a fire.

EARTHQUAKE

During an earthquake, remain calm and quickly follow the steps outlined below:

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles and other structures. CAUTION! Always avoid power or utility lines as they may be energized. Know your assembly point.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation and if emergency help is necessary, call the Campus Police. Protect yourself at all times and be prepared for aftershocks.
5. Damaged facilities should be reported to Campus Police and Operations. *NOTE: Gas leaks and power failures create special hazards. Please refer to the section on utility failures.*
6. If an emergency exists, activate the building's fire alarm.
7. If the building fire alarm is sounded, walk to the nearest marked exit and ask others to do the same.
8. Assist the disabled in exiting the building! Remember elevators are reserved for disabled persons' use. *DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.*
9. Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
10. If requested, assist emergency crews as necessary.
11. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
12. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

CHEMICAL OR RADIATION SPILL/EXPLOSION

1. Any spillage of a hazardous chemical or radioactive material is to be reported immediately to Campus Police who shall in turn contact the hazardous material member of the Emergency Response Team.
2. When reporting, be specific about the nature of the involved material and exact location.
3. The key person on the site should vacate the affected area at once and seal it off to prevent further contamination of other areas until arrival of Campus Police personnel.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their name(s) to the Campus Police.
5. If an emergency exists in your building, activate the building fire alarm.
6. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit, and alert others to do the same.
7. Assist disabled persons in exiting the building! Remember that elevators are reserved for disabled persons' use. *DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.*
8. Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. If requested, assist emergency crews as necessary.
10. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the site unless you have official business.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until an accurate head count is taken. The Building Coordinator will assist with the accounting of all building occupants.

EXPLOSION AND/OR AIRCRAFT DOWN (CRASH) ON CAMPUS

In the event a mishap occurs, such as an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks and other objects, which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the Campus Police Department. Give your name and location and the nature of the emergency.
3. If necessary, or when directed to do so, activate the building fire alarm.
4. If the building fire alarm is sounded, or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
5. Assist the disabled persons in exiting the building. Remember elevators are reserved for disabled persons. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
6. Once outside, move to a clear area that is at least 500 feet from the affected building. Keep streets and walkways clear for emergency vehicles and crews. **KNOW YOUR AREA ASSEMBLY POINT.**
7. If requested, assist emergency crews as necessary.
8. A Campus Emergency Post may be set up near the disaster site. Keep clear of the command post unless you have official business.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

IMPORTANT: After any evacuation, report to your designated assembly point. Stay there until an accurate head count is taken. The Building Coordinator will assist in the accounting for all building occupants.

CIVIL DISTURBANCE OR DEMONSTRATIONS

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

- A. Interference with normal operations of the College.
- B. Prevention of access to offices, buildings or other College facilities.

If either of these conditions exist, Campus Police should be notified and will be responsible for contacting and informing the Emergency Director and/or the President of the College. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

- A. Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct business as normally as possible.
- B. If demonstrators are asked to leave, but refuse to leave by regular facility closing time:
 - * Arrangements will be made by the Campus Police Chief to monitor the situation during non-business hours or,
 - * Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See next section)

NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

- A. In the event that a demonstration blocks access to College facilities or interferes with operation of the College:
 - * Demonstrators will be asked to terminate the disruptive activity by the Emergency Director or designee.
 - * The Emergency Director will consider having a photographer available. Key College personnel may be requested to go to the demonstration site in order to reason with the demonstrators. This may also include student leaders.
 - * If the demonstrators persist in 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 or possible intervention by the civil authorities. (See Directive A, p.24.)
 - * Efforts shall be made to photograph or to secure positive identification to be used to facilitate later testimony.
 - * After consultation with the President of the College or Emergency Director, it will be determined if further measures are required by the Campus Police or by civil authorities.
 - * If the determination is made to seek intervention by civil authorities, the demonstrators should be so informed. Upon arrival of the Birmingham Police Department, the remaining demonstrators will be notified of the intent to arrest. (See Directive B, p.24.)

VIOLENT, DISRUPTIVE, DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the President, the VP for Administration and Chief Operating Officer and the VP for Student Development shall be notified.

A. During Business Hours

- * In coordination with Emergency Director, the Birmingham Police Department shall be notified by the Campus Police to photograph the events.
- * The Emergency Director or designee will determine the need for a photographer to report to an advantageous position to photograph the events.
- * The President, Emergency Director and other College officials who are deemed necessary shall consult to determine the need for an injunction.
- * The BSC Campus Police will provide the BPD with a portable radio to serve as communication between the two agencies.

B. After Business Hours

- * The Campus Police shall be immediately notified of the disturbance.
- * The Campus Police, including the shift supervisor, shall investigate the matter and report and notify the Chief of Campus Police, Campus Police Deputy Chief, and the Emergency Director. In their absence, the President or his designee will be contacted.
- * The Emergency Director will:
 1. Report the circumstances to the President.
 2. Notify key administrators and if appropriate, the administrator for the building affected.
 3. Notify the Director of Office of Communications.
 4. Arrange for a photographer.

NOTE:

THE CAMPUS POLICE CHIEF SHALL RESERVE THE RIGHT TO REQUEST ASSISTANCE FROM THE BIRMINGHAM POLICE DEPARTMENT OR ELSEWHERE WITHOUT COUNSEL FROM OTHERS IF IT IS DEEMED ESSENTIAL TO THE SAFETY OF PERSONS INVOLVED.

DIRECTIVES ASSOCIATED WITH DEMONSTRATIONS

A. DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATIONS

(IDENTIFY SELF)

This assembly and the conduct of each participant are seriously disrupting the operations of the College and are in clear violation of the rules of the College. 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 College. In no event will the Administration of this College accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, _____ will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order -- including calling for assistance from the Birmingham Police Department. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.

B. DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE

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

UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (8:00 a.m./5:00 p.m.) Monday through Friday, immediately contact the Campus Police at 205-226-4700. The Campus Police will contact Operations as needed.
2. If there is potential danger to building occupants or if utility failure occurs after hours, weekends, or holidays, notify the Campus Police. Also, the Campus Police will be responsible for contacting the Emergency Director.
3. If an emergency exists, activate the building fire alarm.
4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
5. Assist disabled persons in exiting the building. Remember that the elevators are reserved for disabled persons' use. **DO NOT USE THE ELEVATORS IN CASE OF FIRE.**
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes and hydrants clear for emergency crews.
7. If requested, assist the emergency crews as necessary.
8. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

ELECTRICAL/LIGHT FAILURES

Since sufficient lighting may not always be present in emergency situations, it is advisable to keep flashlights available in buildings occupied after dark.

ELEVATOR FAILURE

If you become trapped in an elevator, use the phone to call the Campus Police. If the elevator does not have a phone, use the alarm on the front panel to signal for help.

PLUMBING FAILURE/FLOODING

Cease using all electrical equipment. Notify the Campus Police. If necessary, vacate the area.

SERIOUS GAS LEAKS

Cease all operations! **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** Remember, electrical arcing can trigger an explosion! Immediately notify the Campus Police. Wind direction should be monitored and all emergency vehicles and crews should "up wind" from gas fumes.

VIOLENT OR CRIMINAL BEHAVIOR

The Campus Police Department is located in the Student Services Building. The phone number is 226-4700. The Campus Police provides 24-hour assistance and protection for the College community. This service is provided seven days a week on a year-round basis.

EMERGENCY PHONE NUMBERS: 4700, 4701, 4702, 4705

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a victim or witness to any on-campus offense, **AVOID RISKS!**
3. Promptly notify the Campus Police as soon as possible and report the incident, including the following:
 - A. Nature of the incident
 - B. Location of the incident
 - C. Description of person(s) involved
 - D. Description of property involved
4. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify the Campus Police and report the incident or individual.
5. Assist the officers when they arrive by supplying them with all pertinent information and ask others to cooperate.
6. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.
7. Never go toward the sound of gunfire.
8. If you are in a building and hear what you suspect to be gunfire, and you are unable to safely leave the area, you should attempt to lock/barricade yourself inside a room, turn the lights out and wait for authorities to notify you that it is safe to come out.

REPORT ALL INCIDENTS TO THE BIRMINGHAM-SOUTHERN COLLEGE CAMPUS POLICE!

MEDICAL AND FIRST AID (EPIDEMIC/POISONING)

CALL THE CAMPUS POLICE IF YOU NEED ASSISTANCE

EMERGENCY TELEPHONE NUMBERS: 4700, 4701, 4702, 4705,

1. If serious injury or illness occurs on campus, immediately dial 205-226-4700.
2. In case of minor injury or illness, provide first-aid care and dial 205-226-4700. ONLY TRAINED PERSONNEL SHOULD PROVIDE FIRST AID SUCH AS CPR.
3. In case of serious injury or illness, (AFTER CONTACTING THE CAMPUS POLICE) the following are desirable steps to be taken:
 - A. Keep victim still and comfortable. DO NOT MOVE THE VICTIM.
 - B. Ask victim, "Are you okay?" and "What is wrong?"
 - C. Check breathing and administer artificial respiration if necessary, ONLY IF YOU ARE TRAINED TO DO SO!
 - D. Control serious bleeding by applying pressure on the wound.
 - E. Continue to assist the victim until help arrives.
 - F. Look for emergency medical I.D., question victim and witnesses, and give all information to the Campus Police and/or the paramedics.

BSC Campus Police officers have been trained in first aid and CPR. CAMPUS POLICE SHOULD BE CONTACTED IN ALL EMERGENCIES. They are able to secure the proper assistance quicker than individuals. Also, they are able to coordinate with emergency personnel on the logistics of the emergency.

PSYCHOLOGICAL CRISIS

A psychological crisis is a life event that an individual perceives as stressful to the extent that normal coping mechanisms are insufficient, and/or the individual may be threatening harm to themselves or others. An individual experiencing a psychological or emotional crisis may exhibit behaviours that would be out of the ordinary for the person or considered socially inappropriate or strange. Use of drugs or alcohol may also mirror these symptoms and the person in crisis will still benefit from intervention

IF A PSYCHOLOGICAL CRISIS OCCURS

1. Never try to handle on your own a situation you feel is dangerous.
2. Notify the Campus Police of the situation, dial extension 4700 or 205-226-4700. State clearly that you need immediate assistance. Give your name, your location and the area involved.

TORNADO/SEVERE WEATHER

THE FOLLOWING GUIDELINES SHOULD BE ADHERED TO WHEN THE NATIONAL WEATHER SERVICE ISSUES A "TORNADO WARNING" ACTIVATING THE COUNTY SIREN SYSTEM.

When a Tornado Warning is issued in the danger polygon, people on campus should initiate their tornado plan. Helpful items to take are a flashlight, radio, and charged phone.

The EMA activates the county siren system for TORNADO WARNINGS only. Additional soundings indicate that the warning has been extended, and not that the threat is over. There is no siren activated to indicate the termination of a warning. Thus, you should stay in your safe area until notified by the Campus Police or by the local media.

REMEMBER

If indoors, in class, residence halls, or elsewhere on campus, report to the pre-designated tornado "safe area" in your building. If that location is unknown seek refuge in a doorway, interior hallway, under a desk or table, on the lowest floor of the building. Stay away from windows and exterior doors. See building safe locations on page 30.

If outdoors and unable to get to shelter, seek a ditch or depression in the ground and lie flat on the ground. CAUTION: Avoid power or utility poles as they may be energized.

If in an automobile, stop as quickly as safety permits. Exit the vehicle and seek shelter in a ditch or depression in the ground and lie flat. CAUTION: Avoid power or utility poles as they may be energized.

Remain in the safe area until the warning has passed or when conditions permit.

TORNADO “SAFE LOCATIONS”

ACADEMIC AREAS

Sports Center	Ground floor, north hallway, men’s/women’s restrooms
Hill Music	Ground floor interior hallways away from windows
Harbert	Ground floor interior hallway
Phill. Band	Ground floor interior hallway
Munger 1st flr.	Phill. Sci. ground floor interior hallways
Munger 2nd flr.	Phill. Sci. ground floor interior hallways
Munger 3rd flr.	Phill. Sci. ground floor interior hallways
Stockham	Ground floor interior hallway
Berte Humanities	Ground floor interior hallways
Stephens Science	Ground floor interior hallways
Norton Campus Center	First floor interior hallways away from windows
Olin	Ground floor circle hallway/ground floor restrooms
Art Building	Men’s/Women’s restrooms, lecture room
Theatre	Lower lobby area, Theatre One
Library Coliseum	Ground floor seminar rooms, lower restrooms
Student Services	Ground floor interior hallways, during large events, the coliseum floor
Chapel	Ground floor interior hallway
GeoDome	Interior hallway/restrooms
Striplin Fitness	Lower interior hallway
Baseball Complex	Lower interior hallway
Operations	Lower interior area of the building
Methodist Hdq.	Interior hallways
Admission Build.	Lower interior hallways
	Student Services Building lower interior hallways

RESIDENCE HALLS

Bruno	
Cullen Daniel’s	Ground floor interior hallways away from windows
Hanson Margaret	Ground floor interior hallways
Daniel’s New	Ground floor interior hallways—stay away from breezeway!
Men’s Daniel	Ground floor interior hallways
Fraternity Houses	Ground floor interior hallways
Townhouses	Ground floor interior hallways
Lakeview	Ground floor interior hallways
Pierce	Ground floor storage areas/meeting rooms
Apartments	Ground floor interior hallways
	Ground floor interior hallways
	Ground floor interior hallways

Notice: If time and conditions permit, persons in buildings without basements may relocate to a nearby building with floors below ground level. This should be done ONLY if conditions are safe enough to do so.

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call the Campus Police at extension 4700.
2. Any person receiving a phone call bomb threat should ask the following questions of the caller:
 - A. When is the bomb going to explode?
 - B. Where is the bomb located?
 - C. What kind of bomb is it?
 - D. What does it look like?
 - E. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - A. Time of call
 - B. Sex of caller
 - C. Age of caller if able to determine
 - D. Speech pattern, possible nationality, etc.
 - E. Emotional state of caller
 - F. Background noise
4. Immediately notify the Campus Police at extension 4700.
5. The Campus Police officers will conduct a detailed bomb search and possibly request outside assistance. Employees are asked to report any unusual objects found in their areas. **DO NOT TOUCH THE OBJECT!**
6. **DO NOT OPEN DRAWERS, CABINETS, OR TURN LIGHTS ON OR OFF.**
7. If an emergency exists, activate the building fire alarm.
8. When the building fire alarm is activated, or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
9. Assist disabled persons in exiting the building! Remember that elevators are reserved for disabled people's use. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
10. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
11. If requested, assist emergency crews as necessary.
12. **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A COLLEGE OFFICIAL.**

BOMB THREAT REPORT FORM

THREATENING PHONE CALL

Time call received: _____

Exact words of person placing call: _____

Questions to ask:

1. When is bomb going to explode? _____
2. Where is bomb right now? _____
3. What kind of a bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____

DESCRIPTION OF CALLER'S VOICE

Male Female Young Middle Age Old _____

Tone of Voice _____ Accent _____

Background Noise _____

Is voice familiar? _____

If so, whom did it sound like? _____

Person receiving and/or monitoring the call _____

Department: _____ Telephone #: _____

Date: _____

REMARKS: _____

INCLEMENT WEATHER/DECLARATION OF SCHOOL CLOSING

During times of inclement weather when the possibility of closing the school exists, the **President** and the **Provost** will meet and decide as the status of the College. One of these officials will contact the Campus Police. The Campus Police will contact the **VP for Administration and Chief Operating Officer**, the **Director of Human Resources**, and the **Director of Communications** to inform them of the decision.

In the event the decision is made to close the school, the **VP for Administration and Chief Operating Officer** will inform the Campus Police if the “**Inclement Weather/ Declaration of School Closing Procedures**” should be initiated. The Campus Police may be requested to inform supervisory personnel with Operations and Food Service of the decision. It will be the responsibility of supervisory personnel in each department to implement their specific plans.

The Director of Communications will notify the Campus Community and media sources.

ACCOMMODATIONS

The possibility exists that employees on duty may be required to remain on duty for extended periods. These periods may last for several days. When required, on-campus housing and meals will be available at no cost to the employees.

EQUIPMENT/SUPPLIES

CAMPUS POLICE

The Campus Police shall be responsible for providing the following equipment/supplies:

- A. First-aid kit
- B. Additional clothing (Officers will be responsible for extra clothing)
- C. Radio equipment

OPERATIONS

Operations shall be responsible for providing the following equipment/supplies:

- A. First-aid kit
- B. Radio equipment

FOOD SERVICE

Food Service shall be responsible for the following equipment/supplies:

- A. First-aid kit
- B. Maintain a minimum of 72 hours of food and water at all times

SPECIFIC DEPARTMENTAL PROCEDURES

CAMPUS POLICE

1. The Campus Police will maintain a full staff at all times.
2. If requested, the Campus Police will assist with the implementation of the overall inclement weather plan. Follow the instructions outlined in the “**INCLEMENT WEATHER/DECLARATION OF SCHOOL CLOSING**” in this manual.
3. Officers on duty will remain on duty until additional officers relieve them.
4. The Campus Police will contact the **Office of Residence Life** when necessary to identify housing locations. **House Directors, Head Residents, and Resident Advisors** may also be called upon for assistance in this area.
5. Additional staffing (above normal numbers) may be required. If snowbound, four-wheel drives may be dispatched to bring officers and other essential employees to work when available.
6. Officers unable to report to their scheduled shift will remain on standby. (Stay available for phone contact!)
7. Officers unable to report to their scheduled shift on time will report for duty if conditions allow them to do so during their shift.
8. If officers have advanced notice of pending inclement weather, they should consider bringing additional clothing with them when reporting for duty.

OPERATIONS

After being notified that the College has been officially closed, Operations will adhere to the following procedures:

- A. Inclement Weather During Off-Duty Hours
 - 1. If Operations employees are on-site, all employees shall work with College officials as directed by the **VP for Administration and Chief Operating Officer** or **Chief of Campus Police**.
 - 2. Operations employees will remain on site until released by College officials. Arrangements will be made by the College to provide housing and food for all employees if they are requested to remain overnight.

- B. Inclement Weather During Off-Duty Hours
 - 1. If Operations is aware of pending inclement weather, upon approval from College officials, a minimum of two mechanical employees will remain on-site to assist with problems arising from weather conditions. Other employees will be available if requested.
 - 2. Operations will maintain a list of employee telephone numbers. This list will be used to contact necessary employees if unexpected inclement weather occurs. The Campus Police will contact the Operations Manager and/or the Operations Maintenance Supervisor if employees are requested on-site.
 - 3. If we are snowbound, the Campus Police will attempt to pick up all necessary personnel by using the four-wheel-drive volunteers if available.
 - 5. Employees will be informed when contacted to bring additional clothing for severe weather and will, if requested, remain on-site until released by College officials.

FOOD SERVICE

After being notified that the College has been officially closed, Food Services will adhere to the following procedures:

1. The Food Service Department will be staffed according to the severity of the storm. Staff members will be required to remain on-duty until other staff members relieve them.
 - a. During a mild storm, a manager, a cook and a line server will be required to remain on campus. (A mild storm is one to two inches of snow.)
 - b. During a severe storm, a manager, cook, salad/baker, sanitation worker and three cafeteria workers will be required to remain on campus. (A severe storm is three-plus inches of snow, severe ice storms, and interstate closings.)
 - c. Other staff members will be expected to report to work with travel assistance if they cannot get to work on their own.
2. Staff members will remain on duty until additional staff members relieve them.
3. Staff may be required to stay on campus for extended periods.
4. Additional staff may be required to report to duty.
5. Staff unable to report to their scheduled shift will remain on standby. (Stay available for phone contact!)
6. Staff unable to report to their scheduled shift on time will report to duty if conditions allow them to do so during their shift. (This means that if you are scheduled to work 7:00 - 3:00 and unable to report on time, if conditions improve before 3:00, you must report to work.)
7. If staff members have advanced notice of pending inclement weather, they may want to bring additional uniforms and warm clothing when reporting to work.
8. In the event of a complete power outage, the following menu will be followed:
Breakfast: Cereal, fruit, milk, and juices.
Lunch and Dinner: Sandwich (peanut butter, jelly, or deli), fruit, cereal, chips, cookies, milk, soda, and/or tea.

The above menu is subject to change due to length and severity of power outage.



Birmingham-Southern College

Campus Police

900 Arkadelphia Road
Birmingham, Alabama 35254
jharris@bsc.edu
205/226-4701