

# TROY UNIVERSITY

**SAFETY**

**AND**

**SECURITY**

**PAMPHLET**

**Montgomery Campus**

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## **SAFETY AND SECURITY**

### Purpose

This plan is intended to establish policies and procedures which will provide a healthy, safe and secure environment for all members of the Montgomery Campus. It includes procedures regarding crime prevention, personnel security and safety, severe weather warnings, evacuation plans, accident and incident reporting and physical safety. Decisions regarding these areas are the responsibility of the campus vice chancellor (CVC) with actions taken through the Montgomery Campus Crisis Action Team hereafter referred to as the MCAT.

### Responsibilities

Overall responsibility for activation and decision making for MCAT functions are assigned to the campus vice chancellor. Activation of the MCAT is the responsibility of the CVC or designated representative in the absence of the CVC. The MCAT leader or designated representative may activate the MCAT to support actions necessary for handling each of the situations described below. The key is that the needs of the situation will dictate whether the MCAT will be activated. Members of the MCAT are as follows:

- Campus Vice Chancellor – MCAT Leader
- Dean of Student Services –MCAT Assistant Leader
- Physical Plant Manager
- Campus Police Chief
- Information Technology Director
- Associate Dean in Academics (as designated)
- Public Affairs as needed
- City representatives as needed
- Campus partners as needed (Planetarium, AF bases, business neighbors, etc.)

The emergency situations identified in this document describe actions to be taken by faculty, students and staff while on the Montgomery Campus. The MCAT leader or designated representative on campus will notify team members when situations warrant activation of the team. It is important that situations be assessed as quickly as possible to ensure all persons that could be affected are notified and secured to safe locations immediately. Once the MCAT is activated, members will assemble in Whitley Hall, Room 400.

Notification of personnel may be handled in different ways depending upon the situation. Systems available are fire alarms, website and text message services at (sos.troy.edu) and messengers dispatched to each building. The MCAT will determine the most effective system to be used and serve as the on-site agent responsible for coordinating all responses to each situation. Use each situation below as a guide to determine the appropriate notification mechanism.

A Montgomery Campus Accident/Incident Report will be completed when an incident occurs. The MCAT does not have to be activated to complete the report. The report serves as the record of any and all incidents that occur on the Montgomery Campus. It will serve as the source document during the post analysis of any incident the MCAT leader determines to require review or action. A sample of the

Montgomery Campus Accident/Incident Report is at the back of this document. Completed reports should be forwarded to the campus vice chancellor's office through the Montgomery Campus police chief in Whitley Hall, Room 349.

In any of the situations described in this document, if injury to personnel or damage to property occurs, the MCAT leader or designated representative will be responsible for notifying the Troy University Chancellor's office and other appropriate senior administrators of the occurrence and any assessments of damage when sufficient information is available to describe the situation. In all cases, the Montgomery Campus police chief will notify the Troy campus police chief the next day of any incident that occurs.

A post crisis analysis may be performed by the MCAT once the crisis has been handled. The analysis should review actions taken and the results of the process performed. Corrections to any planning documents should be made for future crisis planning.

### Closed Circuit TV Monitoring

Closed circuit TV (CCTV) is used to monitor activities on the Montgomery Campus. Cameras are placed throughout the facilities in selected hallways, stairwells, open areas and parking lot areas for the safety and security of all persons on the campus. Access to the CCTV system is controlled and limited to only authorized personnel and is used only to monitor and detect actions that affect safety and security activities on the campus.

## EMERGENCY PROCEDURES

### General

An emergency is present anytime life or property is in danger. In case of an emergency, the first consideration will be to protect life and the second will be to prevent the loss of records, funds, equipment and other assets. The Montgomery MCAT leader or a designated representative on duty will be responsible for declaring an emergency. The same official will determine when the emergency is terminated. If an incident occurs or property is damaged, the on-site representative will notify the MCAT leader who will activate the MCAT as needed. Emergency procedures are as follows:

1. Fire Evacuation Procedures. The following procedures apply when fire alarms are activated or when verbal notification (public address system) is given to indicate suspicion of fire in the building:

**Notification of a fire may be made through the building fire alarm systems and by the use of maintenance personnel or police runners dispatched to each building. Notification via website at (sos.troy.edu) may be used to advise personnel if damage actually occurs to a facility that requires rerouting of personnel.**

- a. Whitley Hall:

- (1) Daylight hours. All personnel will lock their offices, if time permits, and proceed to evacuate the building using the nearest stairwell. In the event the stairwell is impassable, personnel will proceed to the next nearest stairwell to evacuate the area. Elevators will not be used. The MCAT leader or a designated representative will advise personnel of further actions required and determine decisions as to the reality of a fire.
- (2) Evening hours. The front desk personnel with the assistance of faculty and campus police will accomplish the actions described above.
- (3) Fire evacuation routes are posted on each floor.
- (4) All evacuated personnel will proceed to the clock tower beside the Davis Theatre and report to their respective supervisor, instructor, or other designated university leader.

- b. Bartlett Hall, Building 136, Davis Theatre, Rosa Parks Library and Museum, the Children's Wing and the School of Nursing:

- (1) Daylight hours. All personnel will lock their offices, if time permits, and proceed to evacuate the building using the nearest stairwell. In the event the stairwell is impassable, personnel will proceed to the next nearest stairwell to evacuate the area. Elevators will not be used. The MCAT leader or a designated representative will advise personnel of further actions required and determine decisions as to the reality of a fire.

- (2) Evening hours. The faculty is responsible for the evacuation of their students. The ranking police officer on duty will provide assistance and direct personnel to the evacuation area.
- (3) Fire evacuation routes are posted on each floor.
- (4) All evacuated personnel will proceed to the clock tower beside the Davis Theatre and report to their respective supervisor or instructor.

c. Executive Building (312 Montgomery Street):

- (1) All personnel will lock their offices, if time permits, and proceed to evacuate the building using the nearest stairwell. Elevators will not be used. The MCAT leader or a designated representative will advise personnel of further actions required and determine decisions as to the reality of a fire.
- (2) All evacuated personnel will proceed to the clock tower beside the Davis Theatre and report to their respective supervisor.
- (3) University leadership or campus police will provide appropriate directions and information.

d. Planetarium:

- (1) All personnel will lock their offices, if time permits and proceed to evacuate the building to a distance of 300 feet from the building.
- (2) All evacuated personnel will proceed to the school bus parking lot.
- (3) The Planetarium director or his designated representative will notify the MCAT leader of any actual fire and damages as a result of the fire.
- (4) The MCAT leader will notify the City of Montgomery if there are actual fire damages.

e. Maxwell AFB and Gunter Annex:

- (1) Fire evacuation procedures are posted in all on-base buildings. Those procedures should be followed in case of a fire. Faculty and Troy University personnel and night time administrative personnel should be aware of evacuation procedures.
- (2) All personnel using these facilities should familiarize themselves with evacuation routes for emergency action.

f. Students and staff with disabilities:

- (1) Daytime hours. The MCAT leader will designate runners (normally maintenance staff) to ensure all personnel have evacuated all offices and classrooms. Persons with disabilities that are unable to evacuate using stairs should be moved to the stairwell landings to allow emergency personnel immediate access to evacuate them. **Stairwells are fire-rated to allow more time for evacuation.**
- (2) Evening hours. Faculty members are responsible for the evacuation of their students with or without disabilities. Faculty will assist students with disabilities that are unable to evacuate using stairs by moving them to the stairwell landings to allow emergency personnel immediate access to people with disabilities. Faculty should notify the campus police or Whitley Hall front desk staff to request assistance. **Stairwells are fire rated to allow more time for evacuation.**
- (3) Notification of emergency personnel. In each case listed above, efforts should be made to alert emergency personnel to remove anyone in stairwells needing assistance.

2. Emergency Weather Warning/Evacuation Procedures. Tornadoes and severe weather situations continue to cause fatalities each year, especially during spring and summer months. These procedures are established for compliance and safety during such periods. During severe thunderstorms, all individuals should remain indoors, stay off telephones and stay away from any electrical conducting objects. The MCAT leader or designated representative will monitor the weather and respond to weather warnings depending upon each situation. Upon notification of a tornado warning by either siren or police notification, the MCAT leader or designated representative will inform all faculty, students and staff of the weather conditions. If evacuation (take shelter) becomes necessary, all faculty, students and staff will be instructed to move to the lowest floor and take cover in the inner rooms (away from all windows) and to remain there until the "all clear" is received. At no time should anyone remain outside, or in classrooms and other areas where there are windows and doors where glass breakage is possible and/or damage from other flying debris. If time permits, Troy University staff should ensure that all computers are turned off in their respective offices. Troy University leadership or campus police will advise when the "all clear" is given.

**Notification of severe weather conditions will be made through the through website at (sos.troy.edu), and by the use of maintenance or police runners dispatched to each building.**

a. Whitley Hall:

- (1) Anyone in Whitley Hall who hears the steady blast of a siren, or are instructed by the internal speaker system, should evacuate to the first floor (Rooms 140 - 142 and the restaurant area) away from window areas and remain there until advised of the all clear. When directed to take cover, all personnel are

expected to proceed there immediately and remain there until released by the MCAT leader or the designated representative.

- (2) In the interest of individual safety, do not wander around the lobby or attempt to leave the shelter area until the emergency weather warnings are activated, signifying the “all clear.”
- (3) Do not use the elevators during such periods due to the danger of electrical failure.

b. Bartlett Hall:

- (1) Anyone in Bartlett Hall during such periods should evacuate to the first floor areas (Rooms 106, 111 and the inner hallway areas) away from windows and remain there until the "all clear" is given.
- (2) In the interest of individual safety, please do not wander around the lobby or attempt to leave the shelter area until the emergency weather warnings are activated, signifying the “all clear.”
- (3) Do not use the elevators during such periods due to the danger of electrical failure.

c. Building 136 (Faculty offices):

- (1) Anyone in Building 136 during such periods should evacuate to the basement and remain there until the “all clear” is given. Runners (usually maintenance staff) will ensure that access to the basement is available to all through the rear basement door.
- (2) In the interest of individual safety, do not wander around the lobby or attempt to leave the shelter area until the emergency weather warnings are activated, signifying the “all clear.”
- (3) Do not use the elevators during such periods due to the danger of electrical failure.

d. Davis Theatre:

- (1) Anyone in the Davis Theatre during such periods should evacuate to the basement dressing room areas away from doors and windows. If there are a large number of persons in the facility, the Davis Theatre senior representative will coordinate evacuation needs with the fire marshal monitoring any activity and with the designated representative for Troy University that is managing the specific situation.



- (2) In the interest of individual safety, do not wander around the lobby or attempt to leave the shelter area until the emergency weather warnings are activated, signifying the “all clear.”

e. Rosa Parks Library and Museum:

- (1) Anyone in the Rosa Parks Library and Museum during such periods should evacuate to the first floor away from windows, middle hallway and Rooms 117 and 118, and remain there until the "all clear" is given.
- (2) In the interest of individual safety, do not wander around the lobby or attempt to leave the shelter area until the emergency weather warnings are activated, signifying the “all clear.”
- (3) Do not use the elevators during such periods due to the danger of electrical failure.

f. Rosa Parks Library Children’s Wing:

- (1) Anyone in the Children’s Wing should evacuate to the first floor of the Rosa Parks Library and Museum main building away from windows using the middle hallway and Rooms 117 and 118, and remain there until the "all clear" is given. Lock the building as you depart. If time does not permit, evacuate to the Bus Room (Time Machine area).
- (2) In the interest of individual safety, do not wander around the lobby or attempt to leave the shelter area until the emergency weather warnings are activated, signifying the “all clear.”
- (3) Do not use the elevators during such periods due to the danger of electrical failure.

g. Executive Building (312 Montgomery Street):

- (1) Anyone in the executive building should evacuate to the basement and remain there until the “all clear” is given.
- (2) In the interest of individual safety, please do not wander around the lobby or attempt to leave the shelter area until the emergency weather warnings are activated, signifying the “all clear.”
- (3) Do not use the elevators during such periods due to the danger of electrical failure.

h. School of Nursing:

- (1) Anyone in the School of Nursing should evacuate to the first floor (Rooms 105, 106, 109 and hallway area) and remain there until the “all clear” is given.
- (2) In the interest of individual safety, do not wander around the lobby or attempt to leave the shelter area until the emergency weather warnings are activated, signifying the “all clear.”
- (3) Do not use the elevators during such periods due to the danger of electrical failure.

i. Planetarium:

- (1) Anyone in the building during a declared weather emergency should proceed to the domed portion of the Planetarium.
- (2) In the interest of individual safety, do not wander around the lobby or attempt to leave the shelter area until the emergency weather warnings are activated, signifying the “all clear.”

j. Maxwell AFB and Gunter Annex:

- (1) Anyone in buildings at Maxwell AFB or Gunter Annex during such periods should take cover in the nearest designated shelter area. In the Education Area, take shelter in the hallways away from windows, unless given directions by base officials to relocate elsewhere on base.
- (2) Turn off all lights or other electrical appliances, and lock all outer doors before evacuating your area.

3. Bomb Threat:

When a bomb threat is received, whether by phone or any other means, the Montgomery Campus police chief or senior security officer will be notified immediately to determine whether the threat is actual or false. The police chief or senior security officer will notify the MCAT leader or designated representative of the potential threat. If the threat is determined to be real, the following procedures will be performed:

**The MCAT leader will initiate notification of personnel to begin immediate evacuation of personnel within the affected facilities. Dependent upon the result of the initial investigation, the website may be used to notify personnel of actions to take at (sos.troy.edu).**

- a. The first priority is the evacuation of personnel from any affected facility.

- b. The second priority will be to notify the Fire Department and the Montgomery Police Department immediately via 911. They will assist the University's police in sealing off endangered areas and inspecting the facility to locate any explosive objects, provided it is NOT near the detonation time declared by the caller.
- c. Inform all personnel not to transmit via radios/walkie talkies within 300 feet of the threatened facility.
- d. If a device is found, the following actions should be taken:
  - (1) Contact the Montgomery Police Department Bomb Disposal Team to assist in removing the device (911).
  - (2) Call maintenance to turn off the gas and power to the facility.
- e. Faculty, students and staff will not be allowed to return to the facility until the police and fire departments clear the facility.

**Any person receiving a call indicating a bomb threat should attempt to do the following:**

- a. Do not hang up ... keep the caller on the line as long as possible. Refer to the Bomb Threat Card located by your phone. Attempt to ask as many relevant questions as possible. Specifically:
  - (1) Where is the bomb located?
  - (2) What time is it set to go off?
  - (3) What type of explosive and triggering device does it have?
  - (4) Why do you want to blow up this building?
- b. Write down the types of background noises you hear. Describe the caller's voice (crying, excited, slurred, disguised, etc.) and try to determine if the caller is male or female.
- c. Assist investigators/fire department personnel with describing exactly what happened and help identify the caller or person delivering a Bomb Threat note.

**The basic assumption that governs emergency evacuation procedures is that the alarm or suspicion of an emergency is real until the potential danger has proven to be false by proper authority. The governing rule for all must be the timely and safe evacuation of personnel.**

4. Uniform Crime Reporting (Murder, Rape, Robbery, Hostage Situations, Etc.)

Potential life threatening situations require the immediate attention of the MCAT leader or the designated representative. The following actions will be taken immediately.

**The MCAT leader or designated representative will use the website at (sos.troy.edu) to notify all personnel of required actions to take. Additionally, runners may be dispatched to help secure specific areas.**

- a. Notify the MCAT leader or designated representative as well as the campus police chief of the situation. The on-site representative will determine if evacuation or lock-down of personnel in facilities is appropriate.
- b. If the incident is occurring on the Montgomery Campus, notify the Montgomery Police at 911 of the situation and the need for assistance.
- c. The MCAT leader or designated representative will assist police by providing all available information about the suspect and facility relevant information.

5. Student Threats:

A student threat is any situation where a student's behavior is considered to indicate potential action harmful to themselves or to others. Threats of this nature are to be taken seriously and should be identified as follows:

**The MCAT leader or designated representative will work with the campus police to determine the most appropriate means of securing personnel and the site.**

- a. If a faculty member identifies or is notified by a student of a potential threat, the faculty member should report this information to their department associate dean. If the threat is not determined to need immediate attention, the department associate dean should notify the MCAT leader or designated representative and work to determine the next steps to resolve the situation.
- b. If the faculty member determines that the situation has an immediate threat associated with the information, the campus police should be notified immediately to take action. Call the Whitley Hall front desk at 334-241-9500 or 334-241-5920 and notify them to send campus police to your location. The MCAT leader or designated representative should be notified immediately.

6. Major Facility Issue: (Power Loss, Water Loss, IT, Etc.)

Loss of any major system supporting operation of the Montgomery Campus is extremely serious. The MCAT leader or designated representative will be notified immediately upon loss of any support system. The following actions will be performed based on the system loss.

**If available, use the website at (sos.troy.edu) for notification. If not available, use runners to notify personnel of actions to take.**

- a. The MCAT leader or designated representative will assess the situation to determine the extent of affected areas and the immediate impact on personnel. Physical plant operation will assist in providing needed information and projected repairs as quickly as possible.

- b. City of Montgomery agencies or contractor services will be solicited as quickly as possible to assist in returning operations to normal.
- c. The MCAT leader or designated representative will notify personnel as soon as possible of the expected repairs and any other actions that personnel on campus should take.

7. Emergency Medical Procedures. In case of sudden serious illness, the procedures listed below should be followed according to the instructions for each location. The instructions below are intended for use after regular work hours. During regular work hours the notification will be made to the chief of campus police at 334-241-9716 or 334-241-9542, who will in turn, notify the dean of student services and MCAT team leader or designated representative if the accident or illness involves a student.

- a. Whitley Hall, Bartlett Hall, Building 136, Davis Theatre, Rosa Parks Library and Museum, Children's Wing, Executive Building and the School of Nursing. In case of a serious accident or illness, the instructor or employee will notify the front desk personnel at ext. 9500 or ext. 5920 who will notify the police officer on duty immediately. The police officer will determine, through consultation with the instructor and the victim, if emergency medical attention is required. If so, the police officer will call the city paramedics (telephone 911) and ask for their assistance. If the paramedics determine that the victim should be taken to the emergency room of the day (paramedics will know which hospital) or the victim may elect to see a private physician at the emergency room of their choice. The victim will be informed by the police officer that he/she is responsible for all expenses incurred. After the emergency is over, the police officer will prepare the appropriate incident report ( see back of this document) and will forward the report to the chief of campus police who will provide a copy of all reports involving students to the dean of student services. If the victim is unconscious, do not delay calling the paramedics.
- b. Planetarium:
  - (1) Planetarium personnel should, if possible, offer an injured person the option of calling the paramedics. Notify the paramedics at 911 any time a person is unconscious.
  - (2) Notify the MCAT leader any time an incident occurs that requires medical attention.
- c. Maxwell AFB and Gunter Annex. In case of serious illness or accident, the instructor will notify the night manager at each location. If emergency assistance is required, the night manager will perform the following steps:
  - (1) Maxwell AFB and Gunter Annex. If the person is conscious, ask the person if they want emergency assistance called. If the person is unconscious, call 911 for assistance. If 911 is called, contact the base security police at 334-953-7222 to alert them of the ambulance coming to the base. If the base system

does not allow the use of the 911 system for notification, call the Whitley Hall front desk at 334-241-9500 or 334-241-5920 to dispatch the paramedics.

- (2) The night manager at Maxwell or Gunter will inform the student (victim) that he/she will be responsible for all expenses incurred. After the emergency, the night manager will prepare the appropriate incident report (see form in this document) and forward it to the chief of campus police, who will provide a copy of each report involving a student to the dean of student services. If the victim is unconscious, do not delay calling the paramedics.

8. Possible Cancellation of Classes. The procedures below will be followed by the Montgomery Campus in the event of severe or hazardous weather conditions or other conditions warranting closure of facilities:

- a. The MCAT leader or designated representative will contact the Troy University chancellor's office to determine when situations arise that may affect normal class operations. The Chancellor's office has sole responsibility for the cancellation of any class operations.
- b. Under certain weather conditions Air Force Security Police at Maxwell AFB and Gunter Annex may declare the bases closed and prevent vehicles from entering or departing the bases. They may also under certain conditions direct that all personnel on base proceed to a designated shelter area. If such notification is issued by the security police, the Montgomery Campus night manager at Maxwell AFB and Gunter Annex will follow their instructions and insure that Troy University faculty and students are informed and comply.
- c. **If the decision is made to cancel classes, the MCAT leader or designated representative will use the campus website at (sos.troy.edu) and local television and radio stations to announce closure.**
- d. Additionally, the responsible person at the downtown campus on duty will notify the Maxwell AFB night manager at 334-241-9743, and Gunter AFB night operations at 334-832-7280 to notify them of any closure of operations.

## **OTHER SAFETY PROCEDURES – FIRE PROTECTION**

### Fire Inspections and Drills **(FIRE DRILLS MUST BE TAKEN SERIOUSLY)**

- a. Unannounced fire drills will be conducted annually. The purpose of these drills is to check alarm system for proper operation and train personnel in timely evacuation procedures.
- b. A professional company will check the fire alarm system annually. The emergency (back-up) lighting will also be checked at this time. A 24-hour service contract is in effect in case of malfunction.
- c. Fire extinguishers will be inspected monthly and serviced once per year. They will be hydrostatically tested every five years.
- d. The fire sprinkler system will be inspected semi-annually by a qualified contractor.
- e. The kitchen hood system will be inspected twice each year by a qualified contractor.
- f. The elevators will be inspected once each month by a qualified contractor.

## **RESPONSIBILITIES OF MCAT MEMBERS**

**Campus Vice Chancellor – Leader:** Serves as MCAT team leader and assigns responsibilities as needed. Determines when the MCAT will be activated and initiates notification of other team members. Reports incidents to the chancellor’s office once enough information is available to describe any incidents. Performs follow-up analysis and directs corrective actions to be taken.

**Dean of Student Services – Assistant Leader:** Performs functions of MCAT leader in his absence.

**Physical Plant Manager:** Performs all responsibilities assigned by the MCAT leader. Assist with physical plant assessments of any damages and executes repairs to facilities as needed.

**Campus Police Chief or Senior Security Officer:** Assists with controlling situations involving faculty, students and staff.

**Information Technology:** Performs duties assigned by the MCAT leader. Issues website messages at (sos.troy.edu) as directed by the MCAT leader.

**Associate Deans in Academics:** Serves as point of contact in matters affecting faculty and students.

**Public Affairs:** Serves as point of contact for issuing information for press releases as directed by the MCAT leader or designated representative.

**City Representatives and Campus Partners:** Specific agencies or businesses that will be notified should actions on the Montgomery campus be determined to affect them.



# MONTGOMERY CAMPUS ACCIDENT/INCIDENT REPORT

DATE: \_\_\_\_\_

TIME OF ACCIDENT/INCIDENT: \_\_\_\_\_

PERSON COMPLETING REPORT: \_\_\_\_\_

PERSON REPORTING ACCIDENT/INCIDENT: \_\_\_\_\_

WHERE ACCIDENT/INCIDENT OCCURRED: \_\_\_\_\_

TYPE ACCIDENT/INCIDENT: \_\_\_\_\_

MCAT ACTIVATED (Y/N): \_\_\_\_\_

MCAT MEMBER NOTIFIED (NAME): \_\_\_\_\_ TIME: \_\_\_\_\_

TYPE NOTIFICATION WITHIN FACILITIES USED: \_\_\_\_\_

DESCRIPTION OF ACCIDENT/INCIDENT: \_\_\_\_\_

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REPORT COMPLETED BY: \_\_\_\_\_

FOLLOW-UP INFORMATION: \_\_\_\_\_

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SIGNATURE OF PERSON DOING FOLLOW-UP: \_\_\_\_\_