

# TALLAHASSEE COLLEGE



## EMERGENCY RESPONSE MANUAL

**Dr. Billy C. Hawkins**

**President**

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## **Talladega College Mission Statement**

Talladega College is an institution rich in history whose mission is to equip its graduate for the global community through academic excellence, moral values, community service and professional development.

## **Talladega College Vision Statement**

Talladega College aspires to be a center of academic excellence in liberal arts higher education; thus preparing students not only for graduate studies but also for the global community.

## **Core Values**

Talladega College promotes its core values through:

- **STUDENTS FIRST:** The main stakeholders are students.
- **ACCOUNTABILITY:** Faculty and Staff promote planning that builds on a culture of responsibility and transparency, including the provision of benchmarks for measuring progress.
- **INTEGRITY:** Foster honesty by acting in a candid, fair, and ethical manner, creating a culture of trust that is evident in all College activities and decision-making.
- **DIVERSITY:** Expose students to diversity inherent in the world in which we live.
- **EXCELLENCE:** To teach high-quality educational programs and perform innovative research, thus being preeminent in all that we do

The college recognizes its historic achievements in the sciences and humanities grounded in liberal arts education by preparing students not only for the world of work but also for advanced graduate studies.

The college nurtures the whole person through mentoring relations between faculty and students. It provides experiences that develop strong moral and ethical behaviors and responsibility to the local community and to the world.

The college is part of a diverse global society and seeks to instill an understanding and appreciation of diversity through its curriculum and multicultural faculty.

Talladega College is dedicated to producing well rounded leaders who think independently, who are self-assured, and who are committed to intellectual growth and service to their community.

Adopted by the Board of Trustees  
July 21, 2016

## **PREFACE**

This Emergency Response Manual has been designed to provide a contingency plan for the Talladega College community in the event of a campus emergency. While the manual does not address every conceivable situation, it does supply the basic guideline 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 “**Talladega College Emergency Response Manual**” should be adhered to by the entire College community.

## **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**, or **his designee**, may declare a **state of emergency**.

## **MEDIA RELATIONS**

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

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

**256-322-3103**



# 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 Incident Commander 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;

**INCIDENT COMMANDER:** An Executive Cabinet Officer or his/her designee.

**ON SCENE COMMANDER:** Campus Police Chief.

**DIRECTOR OF PLANT OPERATIONS/LOGISTICS:** Director of Plant Operations and Plant Personnel.

**VICE PRESIDENT FOR ADMINISTRATION/STUDENT/ACADEMIC AFFAIRS:** The Vice Presidents, Deans, Faculty, and Other Supervisors.

**DIRECTOR OF COUNSELING/ADA SERVICES:** Counseling/ADA Director.

**COLLEGE NURSE:** College Nurse.

**FOOD SERVICE:** Director of Food Services.

**INFORMATION OFFICER:** Director of Public Relations.

**CAMPUS POLICE:** All officers and safety resources as directed.

**HAZARDOUS MATERIALS:** Talladega College Police Department and the City of Talladega Fire Department

**TALLADEGA FIRE DEPARTMENT:** City of Talladega Fire Department.

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

## EMERGENCY RESPONSE TEAM RESPONSIBILITIES

The Campus Police has the primary responsibility of ensuring the safety of the campus. However, the team approach is essential. Team members and their responsibilities are listed below:

### INCIDENT COMMANDER

An *Executive Cabinet Officer or his/her designee* serves as the incident commander and

- Is responsible for the overall direction and coordination of the College's response to an emergency.
- Works with other campus personnel to assess the emergency and prepare the College's specific response.
- Declares and ends, when appropriate, the state of emergency.

## ON SCENE COMMANDER

### *The Chief of Police*

- Initiates immediate contact with President and college administrators.
- Begins assessment of the College's condition.
- Notifies and utilizes Campus Police and if necessary off-campus personnel to maintain a safe and secure environment on campus.
- Ensures that appropriate notification is made to off-campus personnel when necessary.
- Performs other related duties as directed by the nature of the emergency.
- Assists in maintaining a command control center in a state of constant readiness.
- Notifies the Vice President of Student, Fiscal Affairs and Plant Operations of emergencies.
- Monitors campus emergency warning and evaluation systems.
- Takes immediate and appropriate action to protect lives, property and safeguard records as necessary.
- Obtains assistance from governmental agencies as needed.
- Provides traffic, access, perimeter and internal security control as needed.
- Maintains communication with essential personnel on and off campus.

## DIRECTOR OF PLANT OPERATIONS/LOGISTICS

### *The Director of Plant Operations and Plant Personnel*

- Provides equipment and personnel to perform damage assessment, shutdown procedures, control hazardous areas, erect barricades, and clear debris, do emergency repairs and/or protect equipment.
- Provides vehicles, equipment and operators for movement of personnel and supplies.
- Obtains the assistance of utility companies as required.
- Furnishes emergency power and lighting systems as required.
- Surveys habitable space and relocates essential services and functions.
- Provides facilities for emergency generator fuel.
- Provides for storage of vital records at an alternate site.
- Coordinates with building and other coordinators.

## VICE PRESIDENT FOR ADMINISTRATION/STUDENT/ACADEMIC AFFAIRS

### *The Vice Presidents*

- May designate a specific person as building/facility coordinator for all activities under their control.

- Distributes building evacuation information to all employees with follow-up discussions, training or explanation as required.
- Provides time for training employees in emergency techniques/procedures.
- Inform all employees under their direction of the emergency condition.
- Evaluates the impact of the emergency on their activity and takes appropriate action.
- Maintains emergency telephone communication with officials.

*Deans, Faculty and Other Supervisors*

- Educates students and/or employees concerning campus-wide emergency procedures as well as evacuation procedures for buildings/activities.
- Informs students and/or staff of an emergency and initiates emergency procedures.
- Evaluates surveys and estimates their assigned building facility or activity in order to determine the impact an emergency could have.
- Reports all safety hazards to the Campus Police Department.
- Works to reduce hazards and to minimize accidents.

**DIRECTOR OF COUNSELING/ADA SERVICES**

*The Counseling/ADA Director*

- Provides emotional support for students, faculty and staff.
- Meets with Recovery Care Team for assessment of needs.

**COLLEGE NURSE**

*The College Nurse*

- Assesses the medical needs of the incident.
- Makes necessary referrals to local medical facilities.

**FOOD SERVICE**

*The Director of Food Services*

- Maintain contact with Food Service Personnel.
- Arrange meals and logistics for students obtaining meals.

**INFORMATION OFFICER**

*The Director of Public Relations*

- Establishes liaison with the news media for dissemination of information as requested by the President.
- Establishes liaison with local media for public announcements.
- Arranges for photographic and/or audiovisual services.
- Advises the President and coordinators of news concerning the emergency.
- Prepares news releases about the emergency for approval and dissemination to media.

**CAMPUS POLICE**

*The Talladega College Campus Police*

- Maintains the Campus Police Office in a constant state of readiness.
- Notifies College administrators of major emergencies.

- Monitors campus emergency warning and evaluation system.
- Ensure integrity of the site or scene.

## HAZARDOUS MATERIALS

*The Talladega College Police Department and the City of Talladega Fire Department*

- Campus police are to maintain integrity of the site or scene.
- Talladega Fire Department to take control of site or scene upon arrival.

## TALLADEGA FIRE DEPARTMENT

- *The City of Talladega Fire Department*
- Upon arrival, in charge of scene.
- Danger and evacuation perimeters.

## 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 256-322-3103.
- 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 256-322-3103.
- 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 essentials.

In addition, the Talladega College Chief of Police or others should promptly report any incident that has the potential for adverse publicity concerning the College to the Office of Public Relations.

## 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 Response Team**. **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.

# COMPREHENSIVE EMERGENCY PLAN

## *COLOR SYSTEM*

There is a new color alert system for emergencies on the campus.

**CODE RED** – Highest alert and imminent danger: includes lockdowns, bomb threats, active shooters, and any threatening situation that endangers life.

**CODE BLUE** – High alert, include lockout and similar scenarios.

**CODE YELLOW** – Caution system.

Building Captains (Primary and Secondary) have been designated for every building on campus.

CAMPUS BUILDING	CAPTAINS
Andrews Hall	Primary: Dr. Rebecca McKay Secondary: William Mitchell
Athletic Events	Primary: Athletic Director Secondary: Head Coaches
Callanan	Primary: Roger Colley Secondary: Erikka Banks
DeForest Chapel	Primary: Marshelle Long Secondary: Tchalandria Cole
Drewry Hall	Primary: Pamela Miller Secondary: Dr. Jonathan Elimimian
Facilities	Primary: Geno McGrue Secondary: Stanley Chatman
Fanning Refectory/Addition	Primary: Johnny Stokes Secondary: Miguel Bonds
Goodnow Building	Primary: Dr. Ernie Sherow Secondary: Abram Sinclair
Residence Halls and Houses	Primary: Housing Director Secondary: Resident Center Manager (RCM)
Savery Library	Primary: Caitlin Cox Secondary: Teresa Garrett
Seymour Hall	Primary: Lavonne Barclay Secondary: Tessica Jordan
Silsby Hall	Primary: Dr. Lawrence Drummond Secondary: Linda Woods
Sumner Hall	Primary: Brenda Rhoden Secondary: Linda Edmunds
Swayne hall	Primary: Jane Bailey Secondary: Celeste Bell

In the event of **CODE RED** incidents, the following procedures will be followed.

1. Students, faculty and staff who encounter danger will call 9-1-1, and Central Dispatch will notify the Talladega College Police Department (TCPD) and the Talladega City Police Department. TCPD will notify the TCPD Chief of Police (then proceed to step 3).
2. If the situation is first encountered by TCPD, TCPD will first notify central dispatch and then the campus officer will notify the TCPD Chief of Police.
3. Central Dispatch will notify all necessary local and state agencies.
4. The TCPD Chief of Police (or designee) will notify the President, VP of Student Affairs, and the Director of Public Relations of the College.
5. The TC Public Relations Officer (or designee – the IT Director) will activate the campus-wide notification systems (TC ALERTS) and disseminate information.
6. Building captains will move into place and follow lockdown protection procedures.
7. No one will be allowed to move from or exit buildings until the Public Relations Officer notifies the campus that the **CODE RED** has been lifted and the campus is secure.

In the event of **CODE BLUE** incidents, the above procedures will also be followed.

# TC Alert System

## Lock Out / Tag Out

### Severe Weather

Four real areas of disasters are typically found on college and university campuses, i.e. severe weather, fire, pandemics, and violence in public places. The plan for handling such disasters are outlined in this Manual and appear on the Talladega website to be accessed by code only. The plan is periodically tested to ensure effectiveness.

Severe weather (thunderstorms, tornados, hurricanes and tropical storms) can bring dangerous high winds, hail, flash flooding, and loss of electrical power to our area. Two levels of alert are provided by the National Weather Service:

1. **Storm watch** -conditions exist for severe weather to develop.

You should:

**Remain alert** for approaching storms.

**Listen** to radio or local television stations.

2. **Storm warning** - severe weather has been sighted or is indicated by weather radar.

You should:

**Seek shelter immediately.**

**Listen to radio or local television stations.**

**Check cell phone or emails for TC Alert information.**

### Notification

When severe weather appears imminent an announcement will be posted on the website. Individuals will be notified by self-provided email addresses and cell phone numbers via TC Alert. Individuals are asked to stay calm and quickly follow the procedures outlined below. All emergency response efforts will require clear thinking and cooperation from all members of the campus community.

### Response to Notice

#### *STORM*

##### **If a Storm Approaches Campus:**

**Save** work on your computer, then shut it down and disconnect it from the wall jack

**Stay** in your building, moving to the basement or inner hallway of a lower floor.

**Do not** use elevators to avoid being trapped if an electrical outage shuts off the elevators.

**Keep** a flashlight and extra batteries handy.

**Unplug** radio, appliances, television, etc., to avoid power surge problems.

**Go to** the nearest campus facility if you are participating in an outdoor activity.

##### **If Electrical Power is Lost:**

- Emergency lights from backup generators will minimally illuminate stairwells and lobbies.
- Hallways, bathrooms and student bedrooms will stay dark until the local power company restores power.

- Use a flashlight - do not light candles or otherwise cause fire or flame.
- Elevators, air conditioning and heating/hot water system will not operate until electrical power is restored.
- Fire alarm will operate on battery power for a period of 24 hours before total power to the system is lost. The system will resume operating when electrical power is restored. Residence hall staff will provide continuous 'fire watch' rotations during power outages.
- Smoke detectors in student rooms are battery powered and are not affected by loss of electrical power.
- Cordless telephones do not work during a power outage.
- Food in refrigerators should be checked for spoilage or thrown away if power is lost for a significant amount of time.

### **Personal Safety:**

**Be careful** when walking on wet and slippery surfaces (steps, walks, tile floors, slate patios).

**Report** to the residence hall front desk staff or Campus Police (256) 322-3103 any medical concerns, temporary or permanent physical disabilities if assistance is needed during a power outage.

**Call 256-322-3103** (Campus Police) to report downed power lines or other dangerous conditions.

**Call Plant Operations** (256) 761-6590 to report downed trees, limbs, standing water, broken glass, debris, etc.

**Be cautious** when crossing streets – use crosswalks and watch approaching drivers carefully.

## **TORNADO**

### **Watch vs. Warning**

*A **tornado watch** means conditions are favorable for a tornado in our area.*

**Remain alert** for approaching storms.

**Remind** others of the safest places in your building to move to in the event a tornado approaches campus.

**Listen** to radio or local television stations.

**Save** work on your computer, then shut it down and disconnect it from the wall jack.

**Keep** a flashlight handy.

*A **tornado warning** means a tornado has been sighted or is indicated by weather radar.*

**Take shelter** in the basement or lowest level of a brick building (most classroom and administrative buildings, residence halls) or other building with a strong foundation.

**Do not** use elevators. This avoids being trapped if loss of electrical power shuts off the elevator.

**Stay away** from windows and glass.

### **If Indoors When a Tornado Approaches:**

**Close** and lock room door behind you, wear hard soled shoes and also a jacket to protect your head.

**Use stairs**, not elevators.

**Go** to an interior hallway in the basement or lower level of your building.

**Do Not** pull the fire alarm, which tells people to go outside – they need to stay inside.

**Stay away** from windows and glass.

**Use** a flashlight; do not light candles or otherwise cause fire or flame.

**Move** outside only when the storm has passed and the all-clear siren has sounded, if it is safe to do so.

**Watch** for downed power lines or debris; walk carefully (steps, walks, tile floors, or slate patios may be

slippery.

**If Outdoors When a Tornado Approaches:**

**Get inside** the nearest building at once.

**Lie down** in a low-lying area or crouch near a building if shelter is not available or there is no time to get inside.

**Keep away** at a safe distance from hazards such as glass, smaller buildings, fencing, and construction materials.

**Be aware** of the potential for flying debris and flooding.

**Use arms** to protect head and neck.

Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist the Campus Police and or Building Facilitator. Do not return to an evacuated building unless directed to do so by the Campus Police Department or the Building Facilitator. Buildings will be equipped with emergency response kits, which will include flashlights, radios, first aid supplies, etc.

**If IN a Vehicle When a Tornado Approaches:**

**Do not** try to out drive a tornado.

**Get out** of the vehicle immediately and get inside a building or, if there is no time, lay face down in a low-lying area. Take cover in the nearest ditch or depression, away from power lines, buildings, and trees. **DO NOT STAY IN A CAR OR ATTEMPT TO OUT RUN THE TORNADO. DO NOT ATTEMPT TO LEAVE THE CAMPUS. ALL STUDENTS SHOULD GO INDOORS IN THE DESIGNATED SAFE AREA WHEN THE EMERGENCY SIREN SYSTEM SOUNDS.**

**ASSIST THE DISABLED IN EVACUATING THE BUILDING!** Remember that the elevators are reserved for disabled persons' use only. **DO NOT USE ELEVATORS IN CASE OF FIRE.**

***What Happens Next***

Once the danger is passed individuals will be notified via self-provided email addresses and cell phone numbers. Evaluate the situation and if emergency help is necessary, contact the Campus Police Department (256) 322-3103 and the Building Facilitator (256) 761-6590. Be aware at all times of dangerous structural conditions around you. Damaged facilities should be reported to the Campus Police. **NOTE:** Gas leaks and power failures create special hazards.

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

# EMERGENCY PREPAREDNESS IN RESIDENCE HALLS

Following is a list for the Director of Housing, Resident Center Managers, Relief Directors, and Resident Assistants that should be completed at the outset of each semester, in advance of any emergency incident.

## **Director of Housing**

**Train** Residence Hall staff including Resident Center Managers, Relief Directors and Resident Assistants on their responsibilities associated with Fires and Fire Alarms, Fire Exit Drills, Fire Watch, Bomb Threats, Severe Weather and Acts of Violence to refer to the sources in this manual if the TC Alert System is activated.

**Confirm** that the following are readily available and in good condition at the Front Desk(s).

- Bullhorns
- Flashlights
- Fire watch binder (and spare copies of forms, signs, and checklists.)
- Severe weather/tornado alert signage
- Charged Radios

**Establish** the *Evacuation Assistance List*:

The Evacuation Assistance List should contain the names, addresses, and phone numbers of residents who have permanent or temporary mobility limitations and who require assistance from emergency personnel in order to evacuate. This list will be used to locate and check on residents with mobility limitations after emergency events.

Each Resident Center Manager is responsible to create/compile the list for his or her building.

**Obtain** a list of residents with physical disabilities/special needs from the Director of Counseling/ADA Services. Work with the Resident Center Manager to establish an “Evacuation Assistance List.”

**Confirm** that Resident Assistants know the process for adding temporarily disabled residents to the list and for removing them if they no longer require assistance.

**Confirm** that the desk has copies of the “Information for Residents Who Require

Evacuation Assistance” fact sheet and is prepared to provide the fact

sheet to residents as their names are added to the “Evacuation Assistance List.”

**Establish** a specific location at each desk where the list will be kept. The “Evacuation Assistance List” must be available and provided to emergency personnel when needed.

## **Resident Assistants**

**Confirm** each room or suite/ contains an “In Case of Fire” notice posted by the door during room inspections, before residents arrive, and report missing notices to Resident Center Managers.

**Work** with your Resident Center Managers on a fire safety communication plan for your floor or unit. Review the “Floor/Unit Meeting Agenda” scheduling a guest speaker from the Talladega Fire Departments Office.

**Review** and become familiar with the “Storm Safety” and “Tornado Alert” section of this manual with residents at one of your first floor/unit meetings.

**Confirm** mobility impaired residents are listed on the “Evacuation Assistance List” kept at the Front Desk, as you initiate by room verifications and/or housing contracts, and meet residents. “Fire Safety Information for Residents Who Require Evacuation Assistance” to residents.

**Help** keep fire doors closed throughout the year. Fire doors, which are located in hallways and stairwells, slow down the spread of smoke and fire significantly, but only if they are closed. Fire doors withstand fire for up to 120 minutes.

### **Resident Directors**

**Review** and be familiar with the procedures contained within this Emergency Response Manual.

**Train** Resident Assistants. Campus Police in conjunction with the Talladega Fire Department conducts a fire safety training session with all RAs in August. The Office of Student Affairs supplement these training materials with a review of the pertinent portions of the Emergency Response Manual.

**Work** with Resident Assistants on a fire safety communication plan for residents. Highlight use of the “Floor/Unit Meeting Agenda for Resident Assistants” for use in the halls.

**Work** with Resident Assistants to help them present weather/tornado information.

**Consult** with the Resident Center Manager: Know the location of the Front Desk’s

*Fire Watch Log*, (copies of forms, signs, checklists), and fire watch supplies (bullhorn, etc.).

**Confirm** the presence and location of the *Evacuation Assistance List* for all Front Desks on campus. You are expected to provide it to emergency personnel in a fire emergency.

**Confirm** the presence of ample quantities of “Storm Safety” and “Tornado Alert” notices at the Front Desk and/or Resident Center Manager’s Office.

# Fire Safety Floor Meeting Agenda

Although Resident Assistants may handle it themselves, Resident Assistants may prefer to utilize professional assistance with fire safety education efforts. Assistance and guest lecturers may be scheduled by contacting Campus Police and/or the Talladega Fire Department.

Fire safety education programs should generally include:

- **What to do if a resident encounters smoke or fire.**
- **Crawl** if there is smoke (cooler, cleaner air will be near the floor).
- **Feel** each door, and then the metal knob with your hand before opening them.
- **Discuss what to do if a resident is trapped by smoke or fire.**
- **Go** back to their room and close the door if exits are blocked. Sometimes it's safer to stay in place - do not jump! Rescue is the fire department's priority.

**Call Campus Police (256) 322-3103** and report that you are trapped in your room.

**Close door and keep it closed:** Seal cracks under the door with a towel or clothes.

**Signal for help:** Hang an object from the window (bed sheet, shirt) to attract attention.

**Remind** residents about "stop, drop, and roll" if they are on fire.

## **Fire Prevention:**

**Remind** residents of the common causes of fires in residence halls: arson, candles, incense, smoking, overloaded outlets, extension cords, cooking equipment, and halogen lamps.

**Remind** residents to keep exits and stairwells clean and unobstructed.

**Report** any fire safety issues to Residence Hall Staff.

## **Severe Weather and Tornadoes:**

**Review** Severe Weather and Tornado Warning Information in the College Emergency Response Manual.

# **FIRE EXIT DRILL**

Fire exit drills are conducted in residence halls once per semester in accordance with the Emergency Response Manual. A fire exit drill is designed to prepare residents and staff for an actual fire and to evaluate resident and staff performance and readiness. Fire exit drills therefore are not announced in advance to residents or front-line staff.

Campus Police schedule, conduct, and evaluate fire exit drills. Their pass/fail evaluation is based on the following factors:

- Campus emergency (256) 322-3103 or 911 is called promptly (by a resident, RA, or Resident Director) when the fire alarm begins to sound.
- The hall is correctly identified during the emergency call.
- Residents evacuate promptly, via the stairwells.
- Residence staff perform their duties in the “Fire or Fire Alarm” section of this manual.
- Resident Assistants perform their duties in the “Fire or Fire Alarm” procedures section of this manual.
- A list of residents who require evacuation assistance is available at the front desk and is provided to emergency personnel.

Buildings that fail fire exit drills are reported to the Resident Center Manager for additional training or appropriate action.

# GENERAL EVACUATION PROCEDURES

1. All buildings evacuations will occur when an alarm sounds continuously and/or upon notification by the Campus Police or Building Facilitator.
2. Be aware of all the marked exits from your area and building. Know the routes from your work area.
3. If necessary or directed to do so by the Campus Police or Building Facilitator, activate the building alarms. **CAUTION: THE BUILDING ALARMS RING ONLY IN THE BUILDING.**
4. When the building evacuation alarms are sounded or when told to leave by the Campus Police or the Building Facilitator, walk quickly to the nearest marked exit and ask others to do the same.
5. **ASSIST THE DISABLED IN EXITING THE BUILDING!**
6. Once outside, move to a clear area away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
7. If requested, assist the Campus Police and/or the Building Facilitator.
8. A Command Post (CP) may be set up near the emergency site. Keep clear of the incident CP unless you have important information to report.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the Campus Police or the Building Facilitator.

## ADDITIONAL INFORMATION AND PROCEDURES

### *Elevator Failure*

If you are trapped in an elevator, use the call button in the elevator to alert someone in the building that you are trapped.

### *Plumbing Failure/Flooding*

Cease using all electrical equipment. Notify Plant Operations during regular working hours. If necessary, vacate the area.

### *Serious Gas Leak*

Cease all operations. **DO NOT SWITCH ON LIGHTS or ANY ELECTRICAL EQUIPMENT---** REMEMBER, electrical arcing can trigger an explosion! Notify the Campus Police Department at (256) 322-3103 or 911 and Plant Operations (256) 761-6590 during regular working hours. Vacate the area.

### *Steam Line Failure*

Immediately notify Plant Operations during regular working hours. When necessary, vacate the area immediately.

# RESIDENTS WHO REQUIRE EVACUATION ASSISTANCE

## FIRE SAFETY INFORMATION

*(Provided to Individual Residents by the Resident Assistant as Needed)*

Residents with limited mobility, disabilities, or injuries (such as a broken leg), and who may require evacuation assistance are responsible to notify their service desk to be placed on the “**Evacuation Assistance List.**” Their name, room number, and reason assistance may be required, will be included on the list which will be given to the fire department in an emergency. Assisting persons who cannot evacuate will be a priority for responding emergency personnel.

The front desk should be notified to remove a name if evacuation assistance is no longer required so emergency personnel will not look for that person and can focus efforts where needed.

**A person with limited mobility, in the event of a fire or fire alarm, should:**

**Evacuate** to the outside if able, if on the ground floor, or if they have an unobstructed route.

- **Do not** use an elevator. It may not respond or may shut down in a fire, leaving

individuals trapped. Persons with disabilities know their abilities and limitations best. Attempts by residents to assist or carry someone down stairs may result in injury to the person receiving or providing assistance. Make decisions to accept or refuse assistance accordingly. Request that others (once they can evacuate outside) notify emergency personnel of your location in the building, if an individual elects to remain inside.

- **Move** inside an exit stairwell, to a stairwell landing, and stay there if not able to exit to the exterior. Exit stairwells are intended to keep out smoke and fire and serve as a primary *area of refuge*. Emergency personnel will check stairwells for individuals who need assistance.

**Remain** in your room with the bedroom door closed if not able to exit the building exterior or an exit stairwell.

- **Call (256) 322-3103** from your cell phone. Even if an individual’s name may be listed on the “Evacuation Assistance List” retained at the front desk, any person remaining in the building should call (256) 322-3103 to verify their location and confirm they are still present inside the building awaiting assistance.

# DISASTERS

## *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 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.**
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 Command Post unless you have official business.
11. **DO NOT RETURN TO AN EVACUTED 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.**

## *TALLADEGA COLLEGE MAN-MADE HUMAN INITIATED CATASTROPHES EVACUATION*

The following procedures will be followed during a human initiated catastrophe. Whatever form the disaster takes, we must be in a state of constant readiness to salvage lives and to defend ourselves against human perpetrators.

- A. The following individuals will be alerted by campus police and the Talladega Police Department:
  - Director of Facilities Management
  - Office of Student Affairs
  - Department of Housing
  - All campus wooden structured buildings
  - College Nurse
- B. Campus Police will monitor National Televised broadcasts and will follow local emergency management agency instructions, also ask for the assistance to Talladega Police and Sheriff Departments.
- C. The following buildings have been selected as shelters during man-made catastrophes.

Ish Hall—hallway/basement  
Silsby Hall—hallway/basement  
Summer Hall—main floor hallway  
Seymour Hall—hallway/basement  
Savery Library—hallway/basement  
Drewry Hall—hallway/basement  
Fanning Refectory—hallway/basement

- D. The evacuation process of all personnel and students will begin immediately at the first official warning or imminent approach of a natural or man-made disaster.

The following Residents Halls shall follow these evacuation procedures:

**Shores, Crawford, Ish, Derricotte, Senior Grove**

- Proceed to the lowest level of the building
- Take roll call and have everyone sit in the hallway
- Await further instruction from College staff/personnel

**NOTE: FURTHER INSTRUCTIONS WILL FOLLOW IF ASKED TO LOCATE TO OTHER SHELTER LOCATIONS.**

**THESE AREAS ARE: CHILDERSBURG AND SYLACAUGA SHELTERS**

***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.**

### ***MEDICAL AND FIRST AID (EPIDEMIC/POISONING)***

#### **CALL THE CAMPUS POLICE IF YOU NEED ASSISTANCE**

EMERGENCY TELEPHONE NUMBERS: TCPD – 256-322-3103 or 911

College Nurse – 256-493-9256

1. If serious injury or illness occurs on campus, immediately dial 911 or 256-322-3103
2. In case of minor injury or illness, provide first-aid care and dial 256-322-3103.  
**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.
4. Every office should have a person trained in first aid and CPR. Training is available through the local American Red Cross and through the Talladega Campus Police.

Talladega 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 exists when an individual is threatening harm to themselves or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior. A psychotic episode may also involve a person from a neighborhood hospital or a halfway house walk-away.

#### **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; call 256-322-3103. State clearly that you need immediate assistance. Give your name, your location and the area involved.

### ***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 exists, Campus Police should be notified and will be responsible for contacting and informing 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 as 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 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.
  - \* 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 Talladega Police Department, the remaining demonstrators will be notified of the intent to arrest.

## **VIOLENT, DISRUPTIVE, DEMONSTRATIONS**

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the President, Provost, and the Vice President for Student Affairs shall be notified.

### **A. During Business Hours**

- \* In coordination with Emergency Director the Talladega Police Department shall be notified by the Campus Police.
- \* The President, Emergency Director and other College officials who are deemed necessary shall consult to determine the need for an injunction.

### **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, and the VP of Students Affairs. In their absence, the President will be contacted.
- \* The Chief of Police will.
  1. Report the circumstances to the President.
  2. Notify key administrators.

**NOTE: THE CAMPUS POLICE CHIEF SHALL RESERVE THE RIGHT TO REQUEST ASSISTANCE FROM THE TALLADEGA POLICE DEPARTMENT OR ELSEWHERE WITHOUT COUNSEL FROM OTHERS IF IT 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 the College accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, TC Police will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order – including calling for assistance from the Talladega 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 256-322-3103. The Campus Police will contact Operations as needed. The direct line to Operations is 256-761-6590.
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 EVACUTED 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.

**EMERGENCY PHONE NUMBERS: 911 and 256-322-3103**

## **VIOLENT OR CRIMINAL BEHAVIOR**

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 TALLADEGA COLLEGE CAMPUS POLICE**

The Campus Police Department is located at 627 Battle Street West, Talladega, AL 35160. The phone number is 256-322-3103. 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!

## ***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 256-322-3103.
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 if 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 256-322-3103
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 the bomb going to explode? \_\_\_\_\_
2. Where is the bomb located? \_\_\_\_\_
3. What kind of 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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **VIOLENCE**

## ***Definition***

Public disturbances involving guns, other dangerous weapons, or violent acts perpetrated by a group, are considered emergencies that would prompt the campus to close down.

## ***Notification***

Transmission of specific information regarding an emergency is to be accomplished expeditiously. During an emergency, campus telephones must be restricted for official use only. In case of an emergency the following procedures will be followed:

Campus Police personnel, in conjunction with the Campus Emergency Response Team (which includes the Vice President for Student Affairs, Director of Human Resources and the Vice President of Academic Affairs, etc.), are the focal point for communication of official emergency communications to College personnel. Upon notification of the emergency, appropriate residence hall bull horns will sound to inform the campus community to check email or text messages or anticipate a cell phone call for an emergency notification. College administrators will disseminate the same information to departments, offices, etc. under his/her direction via the College website, internet, bulletin board and TC Alert.

## ***Response to Notice***

- Campus will close down i.e. no entry or exit to contain situation.
- Shelter in Place Policy will be enforced.
  - Where possible, lock/barricade doors until all clear.
  - Stay in room or office.
  - Stay low to floor.
  - Stay away from windows

## ***What Happens Next***

- Activate Recovery Care Team
  - Recovery Team includes:
  - Vice President for Student Affairs
  - Director of Counseling/ADA Services
  - Director of Student Support Services
  - Director of Public Relations
  - Psychology/Social Work Department Faculty

# FIRE

## *Notification*

If smoke is observed DO NOT INVESTIGATE! Contact Campus Police at (256) 322-3103 immediately! Report the location of the smoke and leave the building by the nearest, safe exit.

If fire is observed, pull the nearest fire alarm pull-station. This will notify individuals of a potential fire. Fire alarm pull stations activate alarm bells throughout the building to alert other residents to evacuate the area immediately. Pulling the fire alarm station saves lives.

## *Response to Notice*

**Use the Nearest Exit or Exit Stairwell:** Immediately exit the building upon hearing an alarm, even if you have not seen smoke or fire. Use the nearest stairwell to exit.

**Do not** wait for confirmation of an actual fire or assume the alarm is a false alarm.

Evacuate immediately, even if fire and smoke are not apparent.

**Do not** use the elevator. Elevators enter into a “fire service” mode and may **not respond** to calls when the fire alarm system has been activated. Occupants may become trapped in elevators.

**Do not** attempt to locate the fire.

**Do not** attempt to fight or extinguish the fire.

**Do not** re-enter the building until the fire department gives authorization.

Once safely outside, call Campus Police at (256) 322-3103.

Residence Hall fire alarm systems are connected to the local Fire Department monitoring system. However, residents still must call Campus Police to report as much information as possible and to confirm the local fire department has been notified and dispatched.

## **Expectations of Residence Hall Staff:**

### *Notification*

Residence hall staff who are advised of a fire by telephone should:

**Instruct** the caller to pull the alarm station.

**Call Campus Police at (256) 322-3103** to report the emergency.

**Lock** the key box.

**Contact** the Resident Assistant on-duty, or front desk, if during business hours.

**Notify** the Resident Center Manager/Relief Director on-duty.

**Locate:** The list of residents who require evacuation assistance and have it ready.

**Remain** at the desk (if you're not at risk) to receive calls and help coordinate communication.

**Evacuate** if directed to do so by the fire department or if you feel you are at risk.

### **Expectations of the Resident Assistant:**

If you hear an alarm or are notified by a Resident Center Manager/Relief Director, or others, of a fire emergency:

**Call** Campus Police to report the emergency or confirm it has been reported

**Notify/Verify** the Front Desk has been informed.

**Contact** the Resident Center Manager/Relief Director on-duty.

**Report** to the emergency site. Remain outside.

**Wait** at the main entrance for emergency personnel. Do not enter the building/residential floors.

**Introduce** yourself to police or other emergency staff. Remain outside and available as a resource to the Resident Center Manager and/or emergency staff.

**Provide access** if emergency personnel need access through a locked door.

**Assist** the Resident Center Manager and/or emergency personnel as requested and appropriate. Help keep residents out. Residents may interfere with emergency personnel and put themselves in danger by attempting to re-enter to obtain valuables or assist in the fire-fighting efforts. Residents may not re-enter until authorized to do so by the Fire Department.

**Check and secure** exterior doors when the incident is over, and notify Plant Operation of any doors that need to be electronically reset or relocked (request they contact a Plant worker on-duty to respond immediately).

**Write and submit** an incident report.

### **Expectations of the Resident Center Manager on-duty:**

- **Report** to the Front Desk
- **Provide** the list of residents who require evacuation assistance to emergency personnel.
- **Confirm** the hall staff responsibilities have been accomplished.
- **Locate** the Resident Assistant (s).

**Direct** residents to the designated area if you expect the evacuation to extend beyond 30 minutes or if weather conditions are poor.

### ***What Happens After a Fire***

**Assist** displaced residents. Campus Police will secure the scene until their investigation is completed. In some cases, this could take hours, or days. Determine the likely length of their investigation and work with the Resident Center Manager and or Director of Housing to find accommodations for displaced residents.

**Assist** police and fire investigators. They will need to speak with anyone who was in the area at the time of the fire and with the person who reported the fire. If the fire was in a bedroom or suite/apartment, investigators will need to talk with the residents.

The Chief of Police will contact the Director of Plant when it is appropriate to begin clean-up and repair.

## **Insurance Claims:**

Residents with personal property damaged by fire, smoke, or water may be eligible for reimbursement by their personal insurance companies. Reimbursement is not automatic and is based on the findings of an independent claims investigator. The College assumes no responsibility for damage to property.

# **SEVERE WEATHER**

## **TALLADEGA COLLEGE SEVERE WEATHER REGULATIONS**

The following procedures will be followed during severe weather, natural, and man-made disasters. These disasters may come in the form of tornadoes, hurricanes, snow and ice storms, (natural catastrophes) or in the form of fire (or human initiated catastrophes). Whatever form the disaster takes, we must be in a state of constant readiness to salvage lives and to defend ourselves against human perpetrators who try to capitalize on our misfortune by “looting”. The following procedures will be in effect as soon as the college receives official word of severe weather warnings:

- A.** The following individuals will be alerted by campus security and the Talladega Police Department:

- Director of Facilities Management
- Director of Facilities Operations
- Department of Student Services
- Department of Housing
- All campus wooden structured buildings
- School Infirmary Personnel

- B.** Campus Police will monitor National Weather Service broadcasts and will also ask for the assistance to Talladega Police and Sheriff Departments in monitoring the weather.

- C.** The following buildings have been selected as shelters during severe weather.

- Callanan--basement
- Ish Hall—hallway/basement
- Silsby Hall—hallway/basement
- Summer Hall—main floor hallway
- Seymour Hall—hallway/basement
- Savery Library—hallway/basement
- Drewry Hall—hallway/basement
- Fanning Refectory—hallway/basement
- Andrews Hall—basement of Callanan

- D.** The evacuation process of all personnel and students will begin immediately at the first official warning or imminent approach of a natural or man-made disaster.

The following Residence Halls shall follow these evacuation procedures:

### **Shores, Crawford, Ish**

- Proceed to the lowest level of the building
- Take roll call and have everyone sit in the hallway
- Await further instruction from College staff/personnel

## **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 make the decision as to the status of the College. One of these officials will contact the Campus Police. The Campus Police will contact the Vice President for Student Affairs.

In the event the decision is made to close the school, the Vice President for Student Affairs will inform the Campus Police in the “Inclement Weather/Declaration of School Closing Procedures” should be initiated.

## **EQUIPMENT/SUPPLIES**

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

- A. Additional clothing (Offices will be responsible for extra clothing)
- B. Radio equipment

## **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 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. 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.
5. Officers unable to report to their scheduled shift will remain on standby. (Stay available for phone contact!)
6. Officers unable to report to their scheduled shift on time will report for duty if conditions allow them to do so during their shift.
7. If officers have advanced notice of pending inclement weather, they should consider bringing additional clothing with them when reporting for duty.

## ***TORNADO/SEVERE WEATHER***

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

At this time, when the NWS issues a TORNADO WARNING, it is done so for all counties in Alabama. While the potential tornado may be across the county from Talladega College, the campus will initiate the tornado plan immediately. Helpful items to take to your safe area would be a radio (battery powered preferably), and a flashlight if available.

The EMA activates the county siren 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 24.

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.**

## ***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.

## **SEVERE WEATHER REGULATIONS**

### **SHELTER LOCATIONS**

**The following areas has been designated for shelter during Severe Weather.**

1. Andrews – Basement of Callanan
2. Basement of Chapel - Remain in the Chapel
3. Crawford Hall – Basement of Crawford
4. Derricotte – Basement of Shores
5. Drewry – Basement of Callanan
6. Fanning Hall – Basement of Fanning Hall
7. Foy Cottage – Basement of Foy
8. Houses – 710-804-803-707 – Basement of Chapel
9. Houses – 709-711 – Basement of Callanan
10. Ish Hall – Basement of Ish (If needed basement of Fanning Hall-/Chapel)
11. Library – Basement of Library
12. Maintenance – Basement of 705
13. Presidents House – Basement of President House
14. Senior Grove – 1-2- Shores Hall
15. Senior Grove – 3 – Basement of Callanan
16. Seymour – Basement of Seymour
17. Shores Hall – Basement of Shores
18. Silsby – Basement of Silsby
19. Sumner Hall – Basement of Sumner
20. Swayne Hall – Basement of Swayne



Dear Talladega Students:

Talladega takes the safety and security of our students very seriously. To this end, planning for emergencies, both small and large scale is extremely important. Although major emergencies can never be anticipated, proper planning can and will significantly reduce the number of injuries that may occur. There will be instances in which the College may find it necessary to cancel classes, evacuate buildings, and or close down the campus and we want to be prepared for such an event. In such a case, you may be asked to vacate the residence hall and return home for a period of time.

In order to prepare for such campus emergencies, we will need the assistance of every member of the Talladega community. Therefore, we are asking that you assist in these efforts by considering the following steps:

1. Make certain that your emergency contact information is up to date with the Office of the Vice President for Student Affairs.
2. Make certain your roommate has contact information for your parent/guardian.
3. Talk with your parents about arranging temporary shelter for you in case the College has to evacuate for an extended period (i.e. local family members).
4. Inform your parents or emergency contact person of an alternate means of communication with you in the event cell phones are inoperable (i.e. email, College webpage, landline phone).

In the event that we have an emergency that would require the cancellation of classes, we could contact you via College email, bulletin board and MyTalladega postings. In addition, information about a campus-wide emergency would be available via TC Alert and the College's webpage, [www.Talladega.edu](http://www.Talladega.edu).

We have sent a copy of this letter to your parent/guardian/emergency contact at the address listed in your College record. If you know that you have moved or changed your phone number and have not updated your records with the College, this is the time to do so. Please take this opportunity to also discuss this information with your family, and establish a plan in advance of a campus wide emergency so that you may be able to coordinate with one another regarding where you will go in the event the campus is evacuated. If you have questions, please do not hesitate to contact me via email at [swhittaker@talladega.edu](mailto:swhittaker@talladega.edu).

Sincerely,

Sharon Whittaker-Davis, Ph.D.  
Vice President for Student Affairs



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In order to prepare for such campus emergencies, we will need the assistance of every member of the Talladega community. Therefore, we are asking that you assist in these efforts by considering the following steps:

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Sincerely,

Sharon Whittaker-Davis, Ph.D.  
Vice President for Student Affairs

## GENERAL MEDICAL EMERGENCIES

When an emergency medical event occurs, contact the Campus Police at (256) 322-3103 and/or call 911.

## EMERGENCY CONTACT NUMBERS

Campus Police (256) 322-3103 or (256) 761-6137  
Talladega Police Department 911  
Fire Department 911  
Emergency 911

## RESIDENCE HALL/HOUSE TELEPHONE NUMBERS

Crawford	(256) 761-8516
Derricotte	(256) 761-6274
House 707	(256) 761-6274
House 709	(256) 761-6274
House 803	(256) 761-6274
Ish Hall	(256) 761-6370
MLK	(256) 761-6274
Arthur Shores Hall	(256) 761-8516
Senior Grove	(256) 761-6110

## EMERGENCY SHELTER AREAS

Proceed to the lowest level of:  
Crawford Hall  
Ish Hall  
Savery Library  
Arthur Shores Hall  
Silsby Hall

TALLADEGA COLLEGE  
627 West Battle Street  
Talladega, AL 35160

Telephone: (256) 761-6100  
[www.talladega.edu](http://www.talladega.edu)

This document represents a general set of guidelines regarding the Talladega Emergency Preparedness Plan. Additional information on the plan may be obtained from Campus Police or the Office of Student Affairs

# TALLADEGA COLLEGE

## *Quick Reference Emergency Preparedness Information*



Dr. Billy C. Hawkins  
President

**INTRODUCTION:** Talladega takes the safety and security of students and employees very seriously. To this end, being prepared for emergencies, both small and large scale is extremely important. Although emergencies can never be anticipated, proper planning can and will significantly reduce the number of injuries that may occur. This pamphlet is designed to provide basic information about campus-wide emergency procedures. It should serve as a quick reference for your actions in an emergency.

**TALLADEGA ALERT SYSTEM:** Talladega has an Early Warning System, consisting of a series of sirens, to alert the campus community to potentially life threatening emergencies. The alert system also includes a communication designed to provide notification to students, faculty, and staff of imminent dangerous conditions. The sirens are loud enough to alert the entire College outside areas and areas contiguous to the College.

**TALLADEGA COLLEGE ALERT:** Talladega Alert is a notification system that allows College administrators to send time-sensitive notifications via voice, email, and text messaging. All students and College employees have the opportunity to register preferred phone numbers, email address and text message for emergency notification.

The phone numbers you provide will be used for emergency communication only. For registration and additional information on the Talladega Alert System visit the College website, [www.talladega.edu](http://www.talladega.edu).

**EMERGENCY NOTIFICATIONS:** Emergency notifications are limited to the four areas of significant danger which are typically found on college and university campuses, i.e. **severe weather, fire, pandemics and violence in public places.**

**STORMS:** When severe weather appears imminent an announcement will be posted on the website. Individuals will be notified by self-provided cell phone numbers. Individuals are asked to stay calm and quickly follow the procedures outlined below:

- **Save** work on your computer, then shut it down and disconnect it from the wall jack.
- **Stay** in your building, moving to the basement or inner hallway of a lower floor.
- **Do not** use elevators (to avoid being trapped if an electrical outage shuts off the elevators).
- Keep a flashlight and extra batteries handy.

- Unplug radios, appliances, television, etc. to avoid power surge problems.

**FIRE:** If unusual smoke is observed, contact Campus Police immediately (256-322-3103), report the location of the smoke and leave the building using the nearest, safe exit. Do not investigate. If fire is observed, pull the nearest fire alarm pull station. Fire alarm pull stations activate alarm bells throughout the building to alert other residents of the fire emergency.

- **Upon hearing the fire alarm** immediately exit the building, even if you have not seen smoke or fire. Use the nearest, safe door or stairwell to exit.
- **Do not** wait for confirmation of an actual fire or assume the alarm is a false alarm. Evacuate immediately, even if fire and smoke are not apparent.
- **Do not** use the elevator. Elevators enter into a “fire service” mode and may not respond to calls when the fire alarm system has been activated.

Occupants may become trapped in elevators.

- **Do not** attempt to locate the fire.
- **Do not** attempt to fight or extinguish the fire.
- **Do not** re-enter the building until the fire department gives authorization. Once safely outside, call Campus Police 256-761-6137 or 256-322-3103.

**PANDEMICS:** A pandemic is a widespread outbreak of highly contagious disease that occurs within a defined location that can spread easily from person to person.

If you suspect that you or someone you know may have contracted a highly contagious communicable disease, call Health Services (extension 6208) and/or the Career Placement/Counseling Office (extension 6246) so that a qualified health care professional can be contacted as soon as possible. Limit personal contact and follow all instructions of the health care professional.

If a pandemic strikes, the situation may change from day to day. Authorities will let the public know if a pandemic does start. The College Public Relations Office will work with authorities, to give information on current health related events. They will keep us informed of available services, signs and symptoms of an outbreak, actions to take to limit the effect of the illness and what is expected to happen next.

Important information regarding any health emergency will be made via E-mail and Flyers.

**VIOLENCE:** Public disturbances involving guns, other dangerous weapons, or violent acts perpetrated by a group, are considered emergencies that will prompt the campus to close down i.e. no entry or exit to contain situation.

The Shelter in Place Policy will be enforced, i.e.:

- Where possible, lock/barricade doors until all clear.
- Stay in room or office.
- Stay low to the floor.
- Stay away from windows.

#### OTHER EMERGENCIES

**BOMB THREAT:** Bomb threats usually occur by telephone. If you receive a bomb threat, try to keep the caller on the line as long as possible. Remain calm and obtain as much information as possible.

- What is the exact location of the bomb?
- What time is it set to go off?
- What kind of bomb is it?
- What will cause it to explode?
- What does the caller want?
- What group does the caller represent?

Save or make note of the caller ID (number) as it appears on your telephone. Notify Campus Police immediately and give them as much information as you have- voice features of caller, noise in the background, specific requests of the caller, and etc. A decision will be made whether to evacuate the building. If instructed to evacuate, leave the building calmly but do not use elevators. Move at least 500 feet from the building. Do not re-enter the building until advised that it is safe to do so by police personnel, residence hall directors, or other building officials.