

# EMERGENCY & SAFETY GUIDELINES

1700-0918

**FOR  
EMERGENCIES  
CALL 911  
AND  
CAMPUS SECURITY  
STAFF 24/7  
256-233-8222**

**PHYSICAL PLANT  
DIRECTOR  
256-233-8278**

**MAINTENANCE  
256-216-5341**

**ATHENS POLICE  
256-233-8700**



ATHENS  
STATE

UNIVERSITY

# CAMPUS EMERGENCIES

## WHAT TO DO IN THE EVENT OF A CAMPUS EMERGENCY

Emergencies can occur at any time, often without warning. This information can help you deal with many emergency situations appropriately. Your judgement often determines whether an incident is an emergency. If in doubt, err on the side of safety.

Athens State University is supported by Athens Police and Fire departments. Ambulance service is provided by Athens-Limestone Hospital. All can be reached by calling 911.

- If you have an EMERGENCY requiring police, fire or ambulance, call 911 without delay.
- When you call 911 for emergency services, stay on the line and give the following information:

-Your name, telephone number, and exact location.

-The location of the emergency.

-The nature and extent of the emergency (i.e., Are there injuries and how many?)

- Be informed and prepared in advance. Do not wait until an emergency strikes to know what to do.
- Be aware of your surroundings, and report any suspicious activities.
- Know where the fire alarm activation pull stations are located in your building and how to evacuate your building if the alarm is set off.
- Emergency call boxes have been installed in different locations around campus. The call boxes call Security when activated.

# CAMPUS EMERGENCY NOTIFICATIONS

The emergency notification systems on campus are in place to notify faculty, staff, and students of imminent and urgent situations that may affect the campus.

The following notification systems are in place:

## ATHENS STATE CAMPUS ALERT

Campus Alert is an emergency notification system that notifies active faculty, staff, and students of critical information and situations affecting campus through the use of text messages and email. Students can register cell, home, and work numbers or another email account for emergency notification. To register these numbers or another email account, go to the Athens State web site at:

[www.athens.edu](http://www.athens.edu)  
[about us > campus security > emergency notifications](#)

## PUBLIC ADDRESS SYSTEM

The Public Address System is in place in most buildings on campus. The system is used to announce messages regarding Severe Weather.

## NOAA WEATHER RADIO

The NOAA Weather radio is located in the Security Office. The NOAA weather alert radio receives information directly from the National Weather Service. This information includes current weather and also any issued watches and warnings.

## BUILDING FIRE ALARMS

Fire alarms are in place to notify building occupants of possible fire dangers in the building. If you hear the fire alarm, evacuate the building immediately.

## ACCIDENT REPORTING PROCEDURES

Timely reporting of **all** accidents, injuries, and illnesses of significant importance must be reported as soon as possible. **Reporting is mandatory.** Immediate notification provides the opportunity for an on-the-scene investigation of accidents, insures prompt preventive action, and provides the individuals with assistance in matters of insurance and employee benefits. It is the responsibility of each employee and/or supervisor to report all accidents/illnesses in accordance with the criteria outlined in this section.

### DEFINITIONS:

- **Accident** - An unintended, unforeseen event which results in an injury to a person and/or damage to property or equipment.
- **Motor Vehicle Accident** - An accident resulting in damage to a university vehicle which requires repair or replacement, and/or personal injury to occupants of any individual vehicles. (Report to be made by City Police Department and to Athens State University Security).

- **Property Damage Accident** - An accident or incident which produces damage or loss to property, facilities, or equipment.
- **Fire** - Any fire regardless of extent or damage. (Report immediately to the Athens Fire Department Campus Security and the Director of Physical Plant).
- **Unsafe Act** -The action of any employee, student, citizen, etc. which could cause injury to himself/herself, a fellow employee, a student, or a citizen.

**Campus Security-(256) 233-8222.**

## NOTIFY THE ATHENS FIRE DEPARTMENT (911)

### NOTIFY CAMPUS SECURITY AND DIRECTOR OF PHYSICAL PLANT

- Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
  - If a fire is small, try to extinguish it with a portable fire extinguisher.
  - If an emergency exists, activate the building alarm. If the building is not equipped with an alarm notify by voice. You must report the fire by phone.
  - On large fires that do not appear controllable, immediately notify the fire department. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen - **DO NOT LOCK DOORS!** Notify Campus Security and the Director of Physical Plant.
  - When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
  - Assist the disabled in exiting the building! EVAC chairs are available in all upper levels of buildings. Do not use elevators during a fire.
- Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
  - Once outside, move to clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
  - If requested, assist emergency crews as necessary.
  - Do not return to evacuated building unless told to do so by Campus Security or designee.
  - Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.  
**DO NOT PANIC!**

# SEVERE WEATHER PROCEDURES

- **DURING NORMAL HOURS:** Normal hours of operation for each classroom and administrative building.
- **TORNADO WATCH:** Personnel that desire shelter may report to any of the shelter areas and leave when they feel comfortable about departure.
- **TORNADO WARNING OR SHELTERING EMERGENCY:** Everyone should report to the nearest shelter (notification of warning will be the sounding of the Emergency Management Siren). All faculty, staff and students should remain until the warning has been lifted.
- **AFTER HOURS:** (Anytime that the shelter buildings are not normally open).
  - When an alert for a tornado warning is sounded after normal business hours the Campus Security will immediately open the Carter Physical Education Center. When the shelter is opened and lighted it will be available for use by any personnel who desires. Departure is discretionary.
  - All personnel are requested to bring flashlights and battery operated radios if they are readily available. **Remember Basements or Lowest Floors Only** will be used and all faculty, staff and students should remain until **ALL CLEAR IS GIVEN.**

Sheltering Locations	Quality
Carter Physical Ed. Center Basement	Best
Sandridge Student Center Basement	Good
Waters Hall Basement	Fair
Mccain Hall Basement	Good
McCandless Basement	Fair

## SHELTER LEADERS:

- **NORMAL DUTY HOURS:** When an alert is sounded, if an administrative officer or faculty or staff member is present in the shelter building, he/she will become the shelter leader.
- **AFTER NORMAL DUTY HOURS:** When an alert is sounded after normal business hours the Campus Security will immediately open the **Carter Physical Education Center** and function as shelter leaders until they are relieved by a faculty or staff member or when the **ALL CLEAR** is sounded.
- **SPECIFIC INSTRUCTIONS FOR THE SANDRIDGE STUDENT CENTER** The Sandridge Student Center will be used as a shelter area only during those hours when it is normally open.
- **WHEN AN ALERT IS SOUNDED:** Sandridge Student Center personnel will move to the shelter area in the hallway from the lounge area to the elevator. All personnel entering the shelter will report to the shelter leader for instructions.

**AMSTI:** Those located at AMSTI during a weather emergency should, at their own discretion, seek shelter on the main campus

**Center for Lifelong Learning:** Those located at the CLL during a weather emergency should, at their own discretion, seek shelter on the main campus

## SEVERE WEATHER

## UTILITY FAILURE

- In the event of utility failure occurring during regular working hours (7:00 am - 4:30 pm Monday – Friday) immediately notify Maintenance at 256-216-5341 or the Campus Security at (256) 233-8222.
- If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify Campus Security. Security will notify Maintenance or other necessary personnel.
- If an emergency exists activate the building alarm. You must report the emergency by telephone.
- All building evacuations will occur when the alarm sounds continuously and/or when an emergency exists.
- Assist the disabled in exiting the building! Remember that the elevators are reserved for handicapped persons. Do not use elevators in case of fire. EVAC chairs are available in all upper levels of buildings.
- Once outside move to a clear area at least 500 feet away from the affected building(s). Keep walkways, fire lanes and hydrants clear for emergency crews.
- A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- Do not return to an evacuated building unless told to do so by Campus Security.

## ADDITIONAL INFORMATION AND PROCEDURES

- Always observe steps 1 and 2 above, whenever the following utility emergencies arise.

### PLUMBING FAILURE/FLOODING

- Cease using all electrical equipment. Notify Maintenance at 256-216-5341 or Security at (256) 233-8222. If necessary vacate the building.

### GAS LEAK

- Cease all operations. Do not switch on lights; do not activate Fire Alarm or any other electrical equipment. Remember electrical arcing can trigger an explosion! Notify Maintenance at 256-216-5341 or Campus Security at (256) 233-8222.

### Electrical Failures

- Notify Maintenance and Security. Exit the building while emergency lighting is available.

**Maintenance at 256-216-5341  
Campus Security-(256) 233-8222.**

## BOMB THREAT PROCEDURES

- If you observe a suspicious object or potential bomb on campus **do not handle the object!** Clear the area and immediately call Security or the Director of Physical Plant.

- Any person receiving a bomb threat by phone should ask their caller the following questions:

When is the bomb going to explode?

Where is the bomb located?

What kind of bomb is it?

What does it look like?

Why did you place the bomb?

- Keep talking to the caller as long as possible and record the following:

Time of call.

Age and sex of caller.

Speech pattern, accent, possible nationality, etc.

Emotional state of the caller.

Background noise.

- Immediately notify Campus Security or Director of Physical Plant to report the incident.
- Campus Security will conduct a detailed bomb search of the area. **Do Not Touch The Object!**

- If an emergency exists, activate the building alarm. You must report the incident by telephone.
- When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building! Remember that elevators are reserved for handicapped persons. **Do not use elevators in case of fire. Do not panic!** EVAC chairs are available in all upper levels of buildings.
- Once outside move to a clear area at least 500 feet away from the affected building(s). Keep streets, walkways, fire lanes, hydrants and walkways clear for emergency crews.
- If requested, assist emergency crews as necessary.
- **Do not return to an evacuated building** unless told to do so by Campus Security or designee.

Director of Physical Plant at 256-233-8278  
Campus Security-(256) 233-8222.



## BUILDING LOCK DOWN

- In the event of an emergency and notification of a campus lockdown, please follow the procedures below:
- Remain calm, and encourage other to remain calm.
- Immediately cease all activity. (i.e. teaching, meeting etc.)
- Remain silent.
- Lock or barricade all doors where possible; use furniture or desks as cover.
- If possible, cover any windows or openings that have a direct line of sight into a hallway.
- Close window blinds or pull shades down. Turn off all lights.
- Stay low, away from windows and doors.
- Sit on the floor or crouch under or behind desks and bookshelves.
- Immediately silence all cell phones. Calls to University Police should be made only if specific information becomes available regarding the location or conduct of the intruder.
- Be aware of alternate exits in all buildings.
- If outdoors when a lockdown is issued, seek nearby shelter (behind trees, walls, vehicles) and wait for additional instructions from Campus Police or Athens Police Department.
- If you are directed by police to leave your secured area, assist other in moving as quietly and quickly as possible.
- Do not sound the fire alarm in the building unless there is a fire. If a fire alarm goes off during a lockdown, do not evacuate the building unless you smell smoke or see fire in your area.
- Do not unlock doors or attempt to leave your secured area until instructed by Campus Police, Athens Police or you hear an "All Clear" announcement via the Campus Emergency Notification System.

**Athens State Security  
(256) 233-8222**

## VIOLENT OR CRIMINAL BEHAVIOR

- Everyone is asked to assist in making the campus a safe place by being alert to and promptly reporting suspicious situations.
- If you are a victim or a witness to any on campus offense, promptly notify Campus Security or the Director of Physical Plant as soon as possible and report the following information.
  - a. Nature of incident
  - b. Location of incident
  - c. Description of person(s) involved
  - d. Description of property involved
- If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Security or the Director of Physical Plant.
- Assist the Campus Security when they arrive by supplying them with all additional information. Ask others to cooperate.
- 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.
- What to do if taken hostage.
  - a. Be patient. Time is on your side. Avoid drastic action.
  - b. The initial 45 minutes are most dangerous. Follow instructions and be alert. The captor is emotionally imbalanced. Don't make mistakes which could hazard your well-being.
  - c. Do not talk down to the captor. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
  - d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
  - e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
  - f. Be prepared to answer the police on the phone. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability will not want to harm their hostages because such action further implicates the captor in additional offenses.

**Director of Physical Plant at 256-233-8278  
Campus Security-(256) 233-8222.**

## NATURAL GAS/ CHEMICAL/RADIATION SPILL

- Any spillage of a hazardous chemical or radioactive material or natural gas leak should be reported immediately to Campus Security or the Director of Physical Plant.
  - When reporting, be specific about the nature of the involved material and exact location. Campus Security or the Director of Physical Plant will contact the necessary authorities.
  - The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Security.
  - Anyone who may be contaminated by the spill is to avoid contact with others, remain in the vicinity and report their names to Campus Security. Required first aid and cleanup by specialized authorities should be started at once.
  - If an emergency exists, evacuate the building. You must report the emergency by phone.
  - Assist the disabled in exiting the building! Remember that elevators are reserved for handicapped use. Do not use elevators in case of fire. Do not panic! EVAC chairs are available in all upper levels of buildings.
  - Once outside, move to clear area at least 500 feet away from affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
  - A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
  - Do not return to an evacuated building unless told to do so by Campus Security or a designee.

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Campus Security-(256) 233-8222.**

## MEDICAL/ FIRST PROCEDURES

- If requested, assist emergency crews as necessary.

- If serious injury or illness occurs on campus immediately dial 911. Give your name, describe the nature and severity of the medical problem and the campus location of the victim. Notify Campus Security and the Director of Physical Plant Immediately.
- In case of minor injury or illness provide first aid care. Use sterile first aid materials.
- In case of minor injury or illness, Red Cross trained personnel should perform the following steps:
  - a. Keep the victim still and comfortable. Do not move the victim.
  - b. Ask victim, "are you okay?" and "What is wrong?"
  - c. Check breathing and give CPR if necessary.
  - d. Control serious bleeding by direct pressure on the wound.
  - e. Continue to assist the victim until help arrives.
  - f. Look for emergency medical I.D., question witness(es) and report to the paramedics.

**Director of Physical Plant at 256-233-8278  
Campus Security-(256) 233-8222.**

## EXPLOSION, AIRCRAFT CRASH ON CAMPUS

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

- Immediately take cover under tables, desk and other objects which will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, notify Campus Security or the Director of Physical Plant, or dial 911 if after normal working hours. Give your name and describe the location and nature of the emergency.
- When the building evacuation notice is given or when told to leave by University Officials, walk quickly to the nearest marked exit and ask others to do the same.
- Assist the disabled in exiting the building! Remember that elevators are for handicapped persons. Do not use elevators in case of fire! EVAC chairs are available in all upper levels of buildings. Do not panic!

- Once outside, move to clear area at least 500 feet away from affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
- Do not return to an evacuated building unless told to do so by Campus Security or a designee.

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