



**ATHENS  
STATE  
UNIVERSITY**

**FOR  
EMERGENCIES  
CALL 911  
AND  
CAMPUS SECURITY  
STAFF 24/7  
256-233-8222  
Cell: 256-777-1283  
256-559-0237  
PHYSICAL PLANT  
256-216-5341  
ATHENS POLICE  
256-233-8700**

**EMERGENCY  
AND  
SAFETY GUIDELINES**

# TABLE OF CONTENTS

<a href="#"><u>ACTIVE SHOOTER</u></a> .....	3
<a href="#"><u>BOMB THREATS</u></a> .....	4
<a href="#"><u>BUILDING LOCKDOWN</u></a> .....	5
<a href="#"><u>CHEMICAL SPILLS/HAZARDOUS WASTE</u></a> .....	6
<a href="#"><u>CYBER ATTACK,RANSOMWARE OR DATA BREACH</u></a> .....	7
<a href="#"><u>DEMONSTRATION/CIVIL DISTURBANCE</u></a> .....	8
<a href="#"><u>EVACUATION ROUTES</u></a> .....	9
<a href="#"><u>FIRE/SMOKE</u></a> .....	10
<a href="#"><u>NUCLEAR DISASTER</u></a> .....	11
<a href="#"><u>PANDEMIC/FLU/INFECTIOUS DISEASE EPIDEMICS</u></a> .....	12
<a href="#"><u>REPORTING EMERGENCIES</u></a> .....	13
<a href="#"><u>THREATENING BEHAVIOR</u></a> .....	14
<a href="#"><u>SEVERE WEATHER</u></a> .....	15
<a href="#"><u>UTILITIES/PLUMBING FAILURES</u></a> .....	16
<a href="#"><u>VIOLENT OR CRIMINAL BEHAVIOR/TERRORISM</u></a> .....	17

# ACTIVE SHOOTER

**Evacuate (Run)** – if there is an accessible escape path.

**Hide** – if evacuation is not an option, hide behind large items, silence your cell phone and remain quiet. If possible, without jeopardizing safety, dial 911 to alert police to the active shooter's location; leave the line open to allow the 911 dispatcher to listen if you can't safely speak.

**Take Action (Fight)** – Only as a last resort and your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

# BOMB THREATS

## BOMB THREATS/SUSPICIOUS PACKAGES

**Do not handle the object!** Clear the area.

Immediately call security at **256-233-8222 or 256-777-1283 or 256-559-0237**.

Campus Security will initiate a detailed bomb search of the area with qualified personnel.

If an emergency exists, activate the building alarm and evacuate the building. Once outside, move to a clear area at least 500 feet away from the affected building(s) [following established evacuation routes](#). Keep streets, walkways, fire lanes, hydrants and walkways clear for emergency crews.

Do not return to an evacuated building unless told to do so by Campus Security or designate.

## BOMB THREATS BY PHONE

Any person receiving a bomb threat by phone should ask the caller the following questions and alert campus security:

- a) When is the bomb going to explode?
- b) Where is the bomb located?
- c) What will cause it to explode?
- d) What kind of bomb is it?
- e) What does it look like?
- f) Why did you place the bomb?

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

- a) Time of call.
- b) Age and sex of caller.
- c) Speech pattern, accent, possible nationality, etc.
- d) Emotional state of the caller.
- e) Background noise.

# BUILDING LOCKDOWN

## **Responsibility: Campus Security**

- Remain calm, and encourage others 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 Campus Security 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 Security or Athens Police Department.
- If you are directed by police to leave your secured area, assist others 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 Security, local police or you receive an "All Clear" announcement via the Campus Emergency Notification System or the campus PA System.

# CHEMICAL SPILL/HAZARDOUS WASTE

Any major spillage of a hazardous chemical should be reported immediately to Campus Security at **256-233-8222 or 256-777-1283 or 256-559-0237**.

A major spill is a spill greater than 4 liters (approximately one gallon) or 2.3 kilograms (approximately 5 pounds), or any unknown chemical, or if it will take longer than 15 minutes to clean up.

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 and report the emergency.

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 designate.

# CYBER ATTACK, RANSOMWARE OR DATA BREACH

## Definition:

A cyberattack is a compromise of a website, computer system, or individual computer that compromises the confidentiality, integrity, or availability of data/information. There are several types of cyberattacks including ransomware, virus infections, data breaches, and denial of service attacks.

Evidence of a cyberattack may include the deletion of files, passwords no longer working, unknown software appearing, or a warning message requesting a ransom for the release of locked data files.

## What to do?

1. Do not turn off the machine, evidence of the attack needs to be preserved
2. Disconnect the system from the network (unplug ethernet cable/turn off wireless)
3. Do not close any open applications/windows or continue to use the computer
4. Report the incident to Help Desk immediately **256-216-6698** (regular work hours)  
-or-  
Contact Campus Security immediately (after hours/weekends)  
Campus Security will contact the Information Security Officer (ISO)
5. Next steps will be provided by a security technician

# DEMONSTRATION OR CIVIL DISTURBANCE

In most cases, campus demonstrations will be peaceful. Normal duties are to continue.

Avoid provoking or obstructing the demonstrators.

Should a disturbance occur, call campus security at **256-233-8222 or 256-777-1283 or 256-559-0237**. Security will assess the situation and take appropriate action.

Participants who refuse to disperse may be subject to prosecution if any laws have been violated.

# EVACUATION ROUTES

## CAMPUS EVACUATION

**Responsibility: Campus Security and  
Athens Police Department**

## EVACUATION ROUTES

### ALABAMA CENTER FOR THE ARTS

Follow procedures established by Calhoun Community College

### CENTER FOR LIFELONG LEARNING

The Limestone County Archives parking lot located to the east of the Center.

### CHASTEEN HALL

North side of the First Baptist Church Family Life Center.

### MAIN CAMPUS

South side of Hobbs Street to the College Street Centre

The corner of East Pryor and North Beaty Street

The Library parking lot, northeast of Library

### REDSTONE ARSENAL CAMPUS

Follow procedures for Redstone Arsenal Personnel.

### REGIONAL IN-SERVICE CENTER/AMSTI

Parking lot located adjacent to the AMSTI Building

# FIRE/SMOKE

Notify Campus Security **256-233-8222 or 256-777-1283 or 256-559-0237**. Do not use elevators during a fire.

All University personnel should know the location of fire extinguishers, fire exits, and alarm systems in their work area and 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.

On large fires that do not appear controllable, immediately call 911. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen

**DO NOT LOCK DOORS!**

Stay near the floor where the air will be less toxic. Once outside, move to a clear area at least 500 feet away from the affected building [following established evacuation routes](#). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

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 not a window, you should stay near the floor where the air is less toxic. Shout at regular intervals to alert emergency crews of your location.

**DO NOT PANIC!**

# NUCLEAR DISASTER

In the event of an emergency situation at the Browns Ferry Nuclear Plant, please follow the procedures below which have been established by the Tennessee Valley Authority.

Be alert to Prompt Notification System sirens which can be heard within a 10-mile radius of Browns Ferry. If you hear a long, steady siren tone (other than the test time of the 1st Wednesday of the month at 9:15 a.m.), turn on your local radio or TV station for news and instructions.

If the local news advises you to take shelter indoors be sure to close all doors and windows. Shut off all systems that draw outside air into the building.

If the local area is being directed to evacuate there are 2 designated evacuation routes leading to designated reception centers:

Proceed east and follow signs to the center at East Limestone High School OR  
Proceed northeast to the reception center at Ardmore High School.

# **PANDEMIC/ FLU/INFECTIOUS DISEASE EPIDEMICS**

The University will receive guidance from the Limestone County Health Department as to when a declared emergency exists. This situation may necessitate cancellation of classes until recovery of students/faculty is adequate to permit the classes to proceed at a minimal acceptable level. Any cancellation of this type must be declared by the President or his/her designee based on local public health recommendations.

# REPORTING EMERGENCIES

## REPORTING EMERGENCIES

Alabama Center for the Arts  
Calhoun Security – **256-476-0884**

Center for Lifelong Learning, Chasteen Hall, Main Campus

Campus Security – **256-233-8222 or 256-777-1283 or 256-559-0237.**

Redstone Arsenal  
On-Post Police

University Centers  
Security Office at the Site

All campus buildings and elevators are equipped with security call boxes that will automatically connect to security personnel.

## MEDICAL EMERGENCY

All non-life-threatening emergencies should be reported to Campus Security at **256-233-8222 or 256-777-1283 or 256-559-0237.**

If the medical emergency appears to be life threatening, call **911 BEFORE** calling Campus Security.

## PHYSICAL PLANT EMERGENCY

During normal working hours - **256- 216-5341**

**ATHENS POLICE - 256-233-8700**

# THREATENING BEHAVIOR

If contact is made with a student, employee or a campus visitor who appears to be an immediate threat to his/her own safety or that of others, please immediately call Campus Security at **256-233-8222 or 256-777-1283 or 256-559-0237**.

Immediate threat behavior includes:

- 1) Stated intention to commit suicide or inflict serious harm to self.
- 2) Stated intention or obvious behavior indicating an imminent threat to harm others.
- 3) Non-emergency situations in which the individual does not appear to pose a threat to self or others, but exhibits behavior revealing a potential for harm, may be referred to: the Vice President for Enrollment of Student Services for students or Human Resources for employees.

# SEVERE WEATHER

**TORNADO WATCH:** Employees, students, visitors that desire shelter may report to any of the severe weather areas and leave when they feel comfortable about departure.

**TORNADO WARNING OR SHELTERING EMERGENCY:** Employees, students, visitors should report to the nearest severe weather area.

The Security Office **will attempt** to alert faculty and staff in the event of a tornado warning or active tornado. However, the Emergency Management sirens will be the primary signal for all severe weather warnings or other emergencies which require shelter on this campus. **All classes in session are to be DISMISSED when the siren sounds.**

**Athens State University will not accept responsibility for the employees, students, or visitors, once the siren has sounded and classes have been dismissed.**

## SEVERE WEATHER AREAS

- 1) Carter Physical Education Center Basement
- 2) Waters Hall Basement
- 3) McCain Hall Basement
- 4) ACA – Room 118 in Performing Arts Bldg.

Campus severe weather areas are designated with appropriate signage and all individuals are encouraged to seek shelter in designated locations. **Employees, students, and visitors will be allowed to use their own discretion as to seeking shelter or leaving campus facilities once class has been dismissed.**

Security personnel will inform those in severe weather locations when it is safe to exit the severe weather location.

## SEVERE WEATHER LEADERS

When an alert is **sounded during normal business hours**, if an administrative officer or faculty or staff member is present in the severe weather area, he/she will become the severe weather area leader.

When an alert is sounded **after normal business hours**: Security personnel will proceed to the Carter Physical Education Center basement and open it. When the severe weather area is opened and lighted, it will be available for use by any personnel who desires. Departure is discretionary.

# UTILITIES/PLUMBING FAILURES

In the event of utility failure occurring during regular working hours (7:00 a.m. - 3:30 p.m. Monday - Friday), immediately notify **Physical Plant at extension 341**. 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 the failure is related to plumbing or flooding, cease using all electrical equipment.

If the failure is a gas leak, cease all operations. **Do not switch on lights; do not activate the Fire Alarm, or any other electrical equipment.** Remember electrical arcing can trigger an explosion! Notify Maintenance or Campus Security and evacuate the premises.

# VIOLENT OR CRIMINAL BEHAVIOR TERRORISM

If you observe a criminal act or if you observe a suspicious person on campus, immediately notify Campus Security at **256-233-8222 or 256-777-1283 or 256-559-0237**. Lockdown Procedures are used in situations involving dangerous intruders or other incidents that may result in harm to persons on campus. Once security is made aware of any situation requiring buildings to go to the lockdown mode, the Athens Police Department will be contacted immediately for assistance.

Should anyone see a potential dangerous situation unfolding, you need to contact Campus Security immediately and initiate lockdown procedures until further notice from Campus Security.