

A large, white, arched entrance structure with brick pillars. The archway is inscribed with "ALABAMA STATE UNIVERSITY" in dark blue, serif capital letters. In the background, a brick building with a gold-domed tower and other campus buildings are visible under a blue sky with scattered white clouds.

ALABAMA STATE UNIVERSITY

**The Alabama State University  
Department of Public Safety (ASUDPS)**

# **EMERGENCY PREPAREDNESS GUIDE**

**ASU**

**ALABAMA STATE  
UNIVERSITY**

[www.alasu.edu](http://www.alasu.edu)

**OPPORTUNITY IS HERE.**

**REPORTING EMERGENCIES**  
**UNIVERSITY EMERGENCY: 24 HOURS A DAY & NIGHT**

**Call the ASUDPS**  
**On-Campus 4400 • Off-Campus (334) 229-4400**

1. **MEDICAL:** Render first aid as required if trained and then call 911 or 4400 for medical assistance.
2. At the direction of the Student Health Services staff you will be asked questions such as, Age of victim? Is the victim breathing? Is the victim alert? Gender of victim? Location? Is the victim conscious? Is the victim bleeding? What occurred?
3. **AMBULANCE:** Call 911 or 4400 for all ambulance requests.
4. **FIRE/EXPLOSION:** Activate the nearest fire alarm immediately and report the fire by calling 911 or 4400.
5. **FIRE ALARM PULL BOXES:** May be used to summon emergency help if you don't have access to a telephone. Pull boxes are located on each floor of all buildings throughout the campus.
6. **EMERGENCY TELEPHONES:** Black telephones with blue lights are available for public use in cases of extreme emergency. There are phones situated throughout the campus in highly visible locations.
7. **When Calling:** Remain calm and carefully explain the problem and location to Police officials or Dispatcher. Do not hang up until told to do so.

**DISASTER BEGINS WITH YOU**

In the event of a major emergency, ASUDPS Officials will activate the Emergency Operations Command Center on campus and will implement our Emergency Plan.

The University suggests that every member of the campus community prepare themselves for emergencies in the workplace, at home and in their vehicles. Each person should have available to them, in their vehicles and homes, blankets, water and flashlights. You will also have an opportunity annually to participate in an Emergency Evacuation drill. Your patience, cooperation and participation in the emergency drills are appreciated as disaster preparedness and proper planning are essential.

The University urges University personnel, individually and collectively to do their share in the total emergency efforts of Alabama State University.

**DISASTER BEGINS WITH YOU**

**ALL MEDIA INQUIRES SHOULD BE REFERRED TO  
MEDIA RELATIONS AND PUBLIC INFORMATION AT (334) 229-4103**

<b>EMERGENCY</b>	<b>911</b>
<b>ASU STUDENT HEALTH SERVICES (ASUSHS)</b>	<b>229-4436</b>
<b>ASU DEPARTMENT OF PUBLIC SAFETY (ASUDPS)</b>	<b>229-4400</b>
<b>ASU PHYSICAL PLANT</b>	<b>229-4408</b>
<b>MONTGOMERY POLICE DEPARTMENT (MPD Non-Emergency)</b>	<b>241-2641</b>
<b>ALABAMA DEPARTMENT OF PUBLIC SAFETY (Trooper Division)</b>	<b>242-4128</b>
<b>MONTGOMERY COUNTY SHERIFF'S OFFICE</b>	<b>832-4980</b>

**EMERGENCY PHONE NUMBERS**

## **AT THE INDICATION OF A FIRE:**

### **FIRE EMERGENCY – Action Steps**

#### **IF YOU DISCOVER A FIRE:**

- Evacuate building immediately and alert others to do the same.
- **DO NOT** use elevators.
- Activate the closest fire alarm as you exit, if possible
- Call 911 or 4400 Slowly state, I want to report a fire. Give your location (building, floor, room number)
- Use fire extinguisher **ONLY IF** trained in its proper use.  
Beware of special hazardous materials requiring special firefighting precautions.

#### **IF A FIRE ALARM IS ACTIVATED:**

- Evacuate building immediately; close doors behind you (**DO NOT LOCK THE DOORS**)
- **DO NOT** try to save belongings, files, or equipment.
- **DO NOT** go to the basement.
- **DO NOT** use elevators.
- Help people with disabilities (non-wheelchair) leave building if possible
- If disabled persons cannot be evacuated lead them to the nearest enclosed stairwell and close the doors leading to the stairwell.
- Tell Fire personnel or University Police the location of disabled persons remaining in the building.
- Proceed to a meeting point at least 300 feet away from the building.
- Stay clear of firefighting equipment.
- If you activated the fire alarm, meet with Fire or Police personnel to identify the location of smoke or fire.

**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 emergency personnel. If there is no window, stay near the floor. Smoke is the greatest danger in a fire, by staying near the floor the air will be more breathable. Shout at regular intervals to alert emergency personnel of your location.

#### **IF IN DOUBT ABOUT THE SERIOUSNESS OF THE FIRE:**

- Evacuate building immediately.
- **DO NOT** use elevators.
- Activate the closest fire alarm as you exit, if possible.
- Call 911.
- Stay clear of the building and emergency equipment
- Do not reenter the building until instructed by Fire or Police personnel.

#### **IF YOUR CLOTHES CATCH ON FIRE:**

- **STOP** whatever you are doing; do not run.
- **DROP** to the ground.
- **ROLL** to smother flames. **RENDER FIRST AID AS NECESSARY:**
- **DO NOT ATTEMPT TO MOVE PERSONS WHO HAVE EXTREME INJURIES.**
- Get help from Fire or Police personnel.
- Administer CPR, if trained to do so.

## **FIRE SAFETY/ IN EVENT OF FIRE**

## **EXPLOSION on Campus – Action Steps**

### **IF AN EXPLOSION OCCURS IN YOUR WORK AREA OR BUILDING:**

- Remain calm. Immediately take cover under tables, desks and other such objects  
Call 911 or 4400 from an office phone
- If ordered, and able, evacuate.  
If necessary activate a fire alarm.
- DO NOT MOVE SERIOUSLY INJURED PERSONS unless danger is immediate.
- Assist persons whose injuries that are not serious.
- Avoid windows, mirrors, furnishings that might fall, and electrical equipment. Watch for falling objects.
- Open doors carefully.
- Do not use elevators.
- Assist and accompany persons with disabilities.
- Do not use phones, matches, or lighters.
- DO NOT USE CELL PHONES. They can trigger explosions.
- IF A DOOR IS WARM, DO NOT OPEN IT.

**Once outside**, move to a clear area at least 500 feet away from the affected building. Keep streets and walkways clear from emergency vehicles and personnel.

An EMERGENCY COMMAND POST may be set up near the emergency site. Keep clear of the Command Post unless you have important information to report.

**DO NOT RETURN** to an evacuated building unless directed to do so by Police Officials

### **IF TRAPPED IN A BUILDING:**

- DO NOT USE CELL PHONES. They can trigger explosions.
- IF A DOOR IS WARM, DO NOT OPEN IT.
- IF SMOKE IS ENTERING AROUND DOORS, stuff clothing in cracks to block smoke
- Signal rescue crews by placing clothing outside window, if possible.
- If there is no window, stay near the floor where the air may be less toxic
- Shout periodically to alert rescue crews

## **IN THE EVENT OF A MAJOR UTILITY FAILURE,**

Panic can be partially avoided by making immediate decisions about the need to evacuate or cancel classes.

### **POWER OUTAGE/DOWNED POWERLINES – Action Steps**

#### **IF A POWER OUTAGE OCCURS IN YOUR OFFICE OR BUILDING:**

- Remain calm.
- Call University Police at 229-4400 or Buildings and Grounds at 306-8285 to report power loss.
- Help those in your area who may be unfamiliar with your space.
- If in an unlighted area, cautiously move toward an area with emergency lights.
- **If in an elevator**, stay calm. Use the emergency button or phone to contact University Police at 229-4400 or Buildings and Grounds at 306-8285.
- Evacuate building if instructed to do so.

**ASSIST** those who are disabled in exiting the building.

Flashlights should be kept available to assist in evacuation, if necessary.

A major power outage may not be destructive, but panic and/or fire could endanger life and property.

#### **DOWNED POWER LINES:**

##### **Distance is Your Friend**

1. Under normal conditions, power lines are not supposed to lie on the ground. However, there are circumstances, such as high winds and storms that can bring down power lines and other utility wires. Downed power lines can be dangerous because they carry an electric current that can instantly injure or cause death.

2. There is no way for you to determine whether fallen power lines are energized or not because you can't smell, see, or hear electricity. Always keep your distance and presume a fallen wire is energized and dangerous.

##### **• Don't Guess, Stay Away**

1. Never touch a fallen wire, no matter how harmless it may look. Power lines are not insulated or coated like power cords for home appliances. In some instances, power lines may have a coating of weatherproofing material that may appear to be some form of insulation. It is not an insulating material and does not make the power line safe to touch.

2. It is sometimes difficult even for professionals to tell the difference between energized power lines and other utility lines.

3. Don't guess and stay away from all wires.

##### **• Keep Cars Clear, Too**

1. If your vehicle comes in contact with a downed power line, stay put. If you can, honk and lower your windows to alert passers-by. Caution them to stay away from the vehicle and ask them to call 911.

2. If you must exit the vehicle, remove all loose items or clothing and jump clear of the vehicle. Avoid touching the car and the ground at the same time. Land with both feet together; keep your feet as close together as possible; and shuffle away from the car.

## **POWER OUTAGE/ UTILITY FAILURE/ DOWNED POWER LINES**

## **FLOODING AND WATER DAMAGE - Action Steps**

Cease all operations. **DO NOT SWITCH ON THE LIGHTS.** Call 4400 or 911 and your Building Safety Coordinator and evacuate the area.

### **IN CASE OF MAJOR FLOODING:**

- Remain calm.
- AVOID ELECTRICAL APPLIANCES OR OUTLETS NEAR WATER.
- IF ELECTRICAL HAZARD IS POSSIBLE, EVACUATE AREA.
- Call 229-4400 immediately.
- Evacuate the building or campus if instructed to do so
- Do not return to the building unless instructed to do so.

### **IN CASE OF MINOR FLOODING:**

- Remain calm.
- AVOID ELECTRICAL APPLIANCES OR OUTLETS NEAR WATER.
- IF ELECTRICAL HAZARD IS POSSIBLE, EVACUATE AREA.
- Call University Police at 229-4400 or call Buildings and Grounds at 306-8285.
- If you are confident you can stop the leak (i.e., unclog the drain, turn off the water), do so.
- Help protect or secure vital equipment, records, or chemicals that are in jeopardy, if directed to do so.
- Take only essential action to avert immediate water damage (i.e., move items to higher ground, or covering objects with plastic).
- Do not return to your building unless instructed to do so.

### **STEAM LINE FAILURE**

Immediately call 4400 or 911 and evacuate the area.

### **VENTILATION PROBLEM**

If smoke or odors come from the ventilation system, immediately call 4400 or 911, If necessary, cease all operations and evacuate the area.

**FLOODING/WATER DAMAGE/STEAMLINE FAILURE/VENTILATION PROBLEMS**

## **BOMB THREATS – Action Steps**

### **IF YOU RECEIVE A BOMB THREAT CALL:**

- Remain calm.
- Get as much information as possible
- Call 911 or 229-4400.
- Inform your supervisor/department head of the bomb threat phone call.

**Every call must be treated as real until verified.**

1. Any person receiving a phone call that a bomb or other explosive device has been placed on campus should ask the caller the following:

When is the bomb going to explode? \_\_\_\_\_  
Where is the bomb located? \_\_\_\_\_  
What kind of bomb is it? \_\_\_\_\_  
Why did you place the bomb? \_\_\_\_\_

2. Remain calm and continue talking to the caller as long as possible. Record the following:

Time of the call \_\_\_\_\_  
Age and gender of the caller \_\_\_\_\_  
Speech pattern, accent \_\_\_\_\_  
Emotional State \_\_\_\_\_  
Background noise \_\_\_\_\_

### **IF YOU OBSERVE/RECEIVE A SUSPICIOUS OBJECT, PACKAGE, ETC., DO NOT TOUCH, MOVE, OR TAMPER WITH SUSPICIOUS OBJECTS:**

#### **IF YOU RECEIVE A WRITTEN THREAT OR SUSPICIOUS PARCEL, OR IF YOU FIND A SUSPICIOUS OBJECT:**

- Call University Police at 229-4400 from a safe distance
- Keep yourself and others away from object.
- Do not use cell phones or radio equipment within 100 feet of object.
- Write down everything you can remember about receiving the letter or parcel or finding the object.
- Be prepared to relay this information to law enforcement
- Follow instructions of Police or Fire personnel
- If instructed to evacuate, move at least 300 feet away from the building.
- Do not reenter the building until instructed by either Police or Fire personnel

## **BOMB THREATS/ SUSPICIOUS OBJECTS/ WRITTEN THREATS**



## CRIMINAL BEHAVIOR

The ASUDPS is staffed 24 hours a day 7 days a week for your assistance and protection year-round.

### QUICK RESPONSE

#### IN-PROGRESS INCIDENTS

**Do not attempt to apprehend or interfere with the crime,  
Except in the case of self-protection.**

**Give your name and location. Please make sure that the Dispatcher understands that the incident **IS IN PROGRESS****

### REPORTING CRIMES IN PROGRESS...**CALL 4400**

IF YOU WITNESS A CRIME:

- Do not attempt to physically intervene
- All information is needed in investigating crimes that occur on campus.
- Be attentive to all details, descriptions, mannerisms, actions, license plates, etc.

Provide the following information:

- (1) Nature of the incident. Advise that the incident is in progress;
- (2) Location;
- (3) Description of the suspect(s);
- (4) Description of weapon(s);
- (5) Description of property;
- (6) License plate number of vehicle(s) involved;
- (7) Direction of travel upon escape; and,
- (8) Stay on the line with the Dispatcher;

### REPORTING CRIMES WHICH HAVE ALREADY OCCURRED...**CALL 4400**

ALL CRIMES SHOULD BE REPORTED. Do not touch anything that may relate to the crime and contaminate the crime scene.

When the Police officials respond, please provide the officers with a description of the property and the names and descriptions of any suspects or witnesses if possible.

## REPORTING CRIMES

## EVACUATION PROCEDURES

A building evacuation will occur when a fire alarm sounds and/or upon notification by Police officials or the Building Safety Coordinator.

Be aware of all marked exits from your areas and building. Know the routes from your work area. Building Safety Coordinators should know emergency exit routes for your building.

If necessary or directed to do so by Police officials or the Building Safety Coordinator, activate the building fire alarm. **CAUTION: Building Fire Alarms May Stop Ringing. If it stops, continue evacuation.**

Police officials may set up an emergency command post near the emergency site. Keep clear of the command post unless you have important information to report.

**DO NOT RETURN** to an evacuated building unless the “**ALL CLEAR**” has been announced by Police officials or the Building Safety Coordinator.

### EVACUATIONS – Action Steps

- Remain calm.
- Walk quickly—DO NOT RUN.
- Do not use elevators, except to assist a person with a disability when:
  - Evacuation is urgent;
  - Use of an elevator is necessary; or
  - An elevator is operated by Fire Department personnel
- Gather at a predetermined location so your supervisor can account for personnel
- QUICKLY check restrooms, copy rooms, and storage rooms for people unaware of the evacuation.
- Only take essential items with you.
- Close doors behind you as you leave.
- Assist and accompany persons with disabilities.
- Move to designated area at least 300 feet away from building.
- Follow instructions by Police or Fire personnel.

#### **CAMPUS WIDE EVACUATIONS:**

- LEAVING BY VEHICLE: Follow traffic instructions.
- LEAVING BY FOOT: Leave campus by the most direct route.
- If being picked up, meet your party at a predetermined location.
- PERSONS WITH DISABILITIES: Call 229-4400 for assistance

## EVACUATION PROCEDURES

## SEVERE WEATHER AND OTHER NATURAL DISASTERS

Violent weather by nature is unpredictable, however, the approach of such weather is often known in advance. Good communication and quick response throughout the ASU community will minimize the possible damage caused by violent weather. You will be notified via voicemail, e-mail blasts, building announcements by each floor Building Safety Coordinator, and through announcements aired on ASU's WVAS (90.7FM) Radio Station.

### QUICK RESPONSE

**REMAIN CALM AND ACT...DON'T REACT**  
**Seek Refuge Away from Windows.**  
**Call 911 if assistance is necessary.**  
**Evacuate if an alarm sounds.**

### TORNADO/HURRICANE

Move into an interior hallway away from open doors and windows.  
Do not use electrical equipment or phones.  
Do not use elevators.  
Go to the lowest level of the building and take shelter.  
Sit on the floor and put your head in your lap. Cover your head with your arms.  
Remain calm.

### TORNADO WATCH AND TORNADO WARNING – Action Steps

#### **WHAT TO DO IN A TORNADO WARNING:**

- Remain calm.
- If notified of a tornado warning, PROCEED IMMEDIATELY to a basement or the lowest level of building.
- USE ELEVATORS IF YOU HAVE A DISABILITY OR ARE HELPING A PERSON WITH A DISABILITY
- Stay away from windows, glass, stairwells, and unsecured objects.
- Stay tuned to a media outlet for notification of an "all-clear."
- Do not contact the University Police unless an emergency situation exists.
- In the event of an emergency, call 229-4400 to contact University Police.

#### **IF OUTDOORS IN A TORNADO WARNING:**

- SEEK SHELTER IMMEDIATELY
- Protect your face and head.

#### **WHAT TO DO IN A TORNADO WATCH:**

- Be prepared to seek shelter.
- Determine the location of the nearest shelter.
- Listen to TV or radio for further weather reports.
- Realize the next step could be a warning.
- Be aware of your surroundings.
- Advise others of severe weather conditions.
- If weather grows threatening, SEEK SHELTER even if you hear no tornado warnings.

### SEVERE WEATHER/TORNADOS

## **SEVERE WEATHER – Action Steps**

### **STEPS TO TAKE IF CAUGHT IN SEVERE WEATHER:**

- Be alert to possible weather conditions.
- Monitor local radio/television for information.
- Stay or get indoors.
- Lightning is generally associated with these storms. Time is critical and moving to an interior room must be done quickly. People outdoors should move indoors to a permanent facility interior room.
- Ensure that you are in a permanent building and not a temporary structure such as a trailer, automobile, truck, or pole building.
- Move to an interior room away from windows
- Monitor WVAS (90.7FM) Radio or local Television for Watch & Warning and road condition details.
- If you hear thunder you are in close proximity to lightning and a possible lightning strike.

### **REMEMBER TO PLAN AHEAD**

## **UNIVERSITY CLOSING AND CANCELLATIONS**

The University will provide television and radio stations with timely updates on any campus closings, cancellations and delays due to inclement weather.

Hurricane Advisories will be made 24 hours in advance on the University Weather Hotline.

Employees and students are urged not to call the ASUDPS for weather-related updates. They may refer to the University hotline page on the ASU Website at [www.alasu.edu](http://www.alasu.edu).

## **MEDICAL EMERGENCIES – Action Steps**

### **IF YOU EXPERIENCE OR WITNESS A MEDICAL EMERGENCY:**

- Call 911 or 229-4400 immediately.
- Remain calm.
- Be prepared to provide information about the emergency.
- Unless trained, DO NOT render first aid—wait for emergency personnel.
- IF TRAINED, use pressure to stop bleeding
- IF TRAINED, use CPR if victim has NO PULSE and is NOT BREATHING.
- Do not move a victim unless safety dictates.
- Be prepared to provide University Police with vital information, such as:

1. Your name and telephone number
2. Location of the injured person (building, room, etc.)
3. Type of injury or problem o Individual's present condition
4. Sequence of events leading to the emergency o Medical history and name of injured person's doctor, if known
5. Stay on phone with emergency personnel
6. Alert others of the emergency, if possible

## **SEVERE WEATHER/MEDICAL EMERGENCY**

## **BIOLOGICAL, CHEMICAL, AND RADIATION (DIRTY BOMB) THREATS/NUCLEAR BLAST – Action Steps**

### **BIOLOGICAL, CHEMICAL, AND RADIATION (DIRTY BOMB) THREATS:**

- Cover your mouth and nose with layers of cloth (handkerchief, towel, etc.)
- Get as far as possible from the source of contamination.
- Wash with soap and water.
- Change to clean clothes. Bag contaminated clothes in a plastic bag.
- Call 911 or 229-4400 for the University Police Department.
- Follow instructions of Police or Fire personnel.

### **NUCLEAR BLAST (from an atomic weapon with accompanying flash, fireball, and blast):**

- If time permits, evacuate to a safe locality.
- If the threat is imminent, take cover immediately in the nearest emergency or below-ground shelter.
- Lie down and protect your face and head.
- Protect yourself from radioactive debris. Avoid contaminated areas, food, and drink.
- Consider methods to shield or distance yourself from radioactive remnants and reduce the duration of your exposure.

## **HAZARDOUS MATERIAL SPILL/ INFECTIOUS MATERIAL SPILL RESPONSES – Action Steps**

### **HAZARDOUS MATERIAL SPILL:**

- Call 911 or 229-4400 immediately.
- If the hazardous material comes in contact with your skin, immediately flush the affected area with copious amounts of water for at least 15 minutes, and then seek medical attention.
- Stop the source of the hazardous material if possible.
- Evacuate the immediate area, closing doors behind you.
- Unless trained, DO NOT attempt to clean up the spill yourself.
- Make yourself available to emergency personnel to supply critical information to aid in clean up.
- Provide as much of the following information as possible:
  1. Where has the hazardous material spill occurred? Specify the floor, room number, and location in room. Has there been a fire and/or explosion?
  2. Are there any injuries? If so, how many?
  3. What material has been spilled? What is the state of the material (i.e., solid, liquid, gas, combination)? Is any of the hazardous material escaping from the spill location in the form of chemical vapors/fumes or running or dripping liquid?

### **INFECTIOUS MATERIAL SPILL RESPONSE:**

- If the infectious material comes in contact with your skin, immediately wash with soap & water
- Unless trained, DO NOT attempt to clean up the spill yourself.
- Contact University Police (229-4400).

**Make yourself available to responding emergency and Environmental Health and Safety personnel to supply information to aid in clean up.**

## **BIOLOGICAL/CHEMICAL/NUCLEAR/HAZARDOUS/INFECTIOUS MATERIAL EMERGENCIES**

## **ASSISTING PEOPLE WITH DISABILITIES – Action Steps:**

### **MOBILITY IMPAIRED:**

- Designate helpers to assist non-ambulatory persons to the nearest safe exit or stairwell.
- One helper remains with assisted person whenever possible.
- Other helper goes to ground level, notifies Police and Fire personnel that someone needs help
- Police and Fire personnel complete the rescue.

### **VISUALLY IMPAIRED:**

- Explain nature of the emergency to visually impaired persons.
- Guide visually impaired persons to nearest safe exit by having them take your elbow.

### **HEARING IMPAIRED:**

- Explain nature of emergency to hearing impaired persons (speak slowly and clearly or use writing).
- Provide further assistance as necessary.
- Guide hearing impaired persons to nearest safe exit.
- Provide further assistance as needed

## **EARTHQUAKE DURING AND AFTER SHAKING STOPS – Action Steps**

- Do not use regular or cellular phones except to call 911 or 229-4400 to report serious injuries.
- Assist and accompany persons with disabilities.
- Use battery-powered radios to follow instructions given by the Emergency Alert System.
- Obey instructions/audio announcements by University Police.
- Evacuate if instructed to do so.
- Do not enter any building that is deemed or looks unsafe.

### **IF INSIDE:**

- Stay inside—do not run outside.
- Do not use elevators.
- Take cover beneath a desk or table.
- Protect your head and neck.
- Stay away from windows and objects that could fall.

### **IF OUTSIDE:**

- Get away from trees, buildings, walls, and power lines.
- Assume a fetal position on the ground, with eyes closed, and arms crossed over back of your neck for protection.
- Stay in a fetal position until the shaking stops

## **ELEVATORS DURING AN EMERGENCY – Action Steps**

- Remain calm
- Call the University Police at 229-4400 on the campus phone in the elevator.
- Police and Physical Plant personnel will assist you.

## **ASSISTING PEOPLE WITH DISABILITIES/ EARTHQUAKES**

### CIVIL DISTURBANCE– Action Steps

- Call 911 or 229-4400 to contact University Police.
- Be prepared to give the following information:
- The name of the group, if known.
- The exact location of the group
- The size of the group.
- Weapons involved
- Avoid provoking or obstructing demonstrators.
- Avoid the area of the disturbance.

### IN CASE OF A CIVIL DISTURBANCE IF DISTURBANCE IS OUTSIDE AND YOU ARE INSIDE:

- Stay inside.
- Stay away from doors and windows.
- Continue with normal business operations, if possible.
- If necessary, cease operations and evacuate.
- Secure your work area (lock doors, safes, files, vital records, and expensive equipment).
- Log off computers

### **ARMED SUBJECTS**

If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact University Police at ext. 4400.

### ACTIVE SHOOTER – Action Steps:

#### **IF AN ACTIVE SHOOTER IS IN THE SAME BUILDING AS YOU OR OUTSIDE YOUR BUILDING:**

- Proceed to a room that can be locked or lock the room you are in.
- Close and lock all windows and doors.
- Turn off the lights.
- If possible, get everyone down on the floor where no one is visible from outside the room.
- Have one person call 911. Advise the dispatcher of your location and what is taking place.
- Remain in place until the police or campus administrator known to you gives the “all clear”.

**IMPORTANT:** unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify the source.

#### **IF AN ACTIVE SHOOTER ENTERS YOUR OFFICE/AREA/CLASSROOM:**

- Try to remain calm.
- Dial 911, if possible, and alert the police to the shooter’s location. If you can’t speak, leave the line open so the dispatcher can listen to what’s taking place
- If there is absolutely no opportunity to escape or hide and you can communicate, it might be possible to negotiate with the shooter. **Attempting to overpower the shooter with force should be considered last resort after all other options have been exhausted.**
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

#### **IF YOU DECIDE TO FLEE DURING AN ACTIVE SHOOTER SITUATION:**

- Do not attempt to carry anything
- Move quickly, keep your hands visible and follow the instructions of any police officers you may encounter.
- Do not attempt to remove injured people. Notify authorities of their location as soon as possible.

### **CIVIL DISTURBANCE/ACTIVE SHOOTER**

## **WORKPLACE VIOLENCE – Action Steps**

### **EXAMPLES OF WORKPLACE VIOLENCE:**

- Threats direct or implied.
- Physical conduct that results in harm to people or property.
- Conduct that harasses, disrupts, or interferes with another individual's performance.
- Conduct that creates an intimidating, offensive, or hostile environment.

### **POTENTIAL WARNING SIGNS:**

- Verbal, nonverbal, or written threats.
- Fascination with weapons or violence.
- New or increased stress at home or work.
- Expressions of hopelessness or anxiety.
- Insubordinate behavior.
- Dramatic change in work performance.
- Destruction of property.
- Drug or alcohol abuse.
- Externalization of blame.

### **REPORTING WORKPLACE VIOLENCE:**

- Report ALL incidents of workplace violence University Police at 229-4400

## **HOSTAGE SITUATION – Action Steps**

- Dial 911 or 229-4400, if possible, and supply as many details as possible including
  1. Number of people involved
  2. Description of hostage takers
  3. Weapons displayed
  4. Threats made
  5. Any other information
- Do what you are told without argument.
- Do not attempt to negotiate or argue with the hostage taker.
- Try to get others to remain calm.
- Tell them to do what they are told.

## **MENACING PERSON – Action Steps**

### **IF YOU ENCOUNTER A POTENTIALLY DANGEROUS PERSON:**

- Remain calm.
- Cooperate with the person
- Make no sudden movements.
- Call University Police (229-4400) as soon as possible.
- Prepare to provide as much information as possible
- If safe to do so, alert others of the emergency/danger
- Advise others to quietly leave the area.

## **WORKPLACE VIOLENCE/HOSTAGE SITUATION/MENACING PERSON**



### **IF YOU ENCOUNTER A DISRUPTIVE PERSON:**

- Remain calm.
- Do not ignore disruptive behavior.
- Tell the disruptive person that such behavior is inappropriate.
- Set limits and explain that disruptive behavior has consequences.
- Explain clearly and directly what behaviors are acceptable.
- Allow the disruptive person to voice what is upsetting him/her.
- Acknowledge the disruptive person's feelings.
- Maintain eye contact.
- If appropriate, postpone dealing with the situation.
- Set a mutually agreeable time and place to discuss the issues again.
- Apprise supervisor or department chair of the problem.
- Call University Police at 229-4400.
- Be prepared to give your name, the name of the disruptive person, your location, and a brief description of the incident.

### **STUDENTS/PEOPLE IN CRISIS – Action Steps**

#### **MENTAL ILLNESS:**

- DO be respectful
- DO attribute symptom(s) to the illness
- DO maintain poise and self-control
- DO maintain personal space
- DO keep your voice low and calm
- DO use short, simple statements
- DO keep your hands in view
- DO be matter-of-fact
- DO reduce contact if the individual is especially ill
- DON'T give sharp commands or use threats
- DON'T challenge – verbally or physically
- DON'T argue, criticize, or be judgmental
- DON'T make promises you can't keep
- DON'T take anger personally

#### **Alcohol & Chemical Dependency:**

- Contact the Counseling Center at 229-4382

#### **Traumatic Incident:**

- Call 911 or the University Police Department 229-4400

### **ROBBERY/SHOPLIFTING/THEFT SITUATION – Action Steps**

- Do what you are told without argument during a robbery.
- Tell others around you to do what they are told.
- As soon as it is safe, dial 911 or 229-4400 and supply as many details as possible including number of people involved, description of person(s) involved, weapons displayed, threats made, etc.
- Do not attempt to negotiate or argue with the person(s) involved.
- If there is more than one person available, have someone maintain visual contact to provide direction of travel from a safe distance. If there was a weapon displayed  
DO NOT ATTEMPT TO FOLLOW.

### **DISRUPTIVE PERSON/STUDENTS IN CRISIS/ROBBERY AND THEFT**

**DOCUMENT CITATION: ORIGINALLY PREPARED BY: DEPARTMENT OF SOCIAL WORK**

Dr. Voncile B. Gowdy, chair

Karen Roberson, Director of Field Placement

Turenza Smith, Instructor

Karen Roberson, Instructor

Audrey Humphery, Sr. Secretary

For

ALABAMA STATE UNIVERSITY DEPARTMENT OF PUBLIC SAFETY

FORMER CHIEF HENRY C. DAVIS Jr.

**Emanating from a grant awarded to the Department of Social Work by the Alabama Department of Public Health (ADPH). Research, in part, conducted by two Social Work Policy classes taught by Mrs. Turenza Smith and Ms. Tracy Pressley.**

**Updated by Barbara Brown, Administrative Assistant, for Chief James N. Graboyes on 2/1/2015**

**Updated by Chief James N Graboyes on 10/07/15 utilizing the Action Plans of THE OHIO UNIVERSITY EOP**