

# Be Safe...Be Smart... Be Informed!!!

Dear Resident,

Welcome to Residence Life at Southern Union State Community College. We are so pleased that you have chosen to be a part of Bison Living. We want your stay with us to be as safe and positive as possible.

This brochure contains safety tips and information on what to do in emergency situations within your residence hall and on campus. Please take a few moments to read and become familiar with the safety tips in this brochure. If you have questions or need further assistance, please feel free to contact me at ext. 5170. Again, welcome; and please remember, **the most important thing in any emergency situation is to remain calm and follow safety guidelines and use common sense.**

Sincerely yours,  
Lori Daniel  
Coordinator, Department of Residence Life

## Emergency Contacts:

Emergency/Fire	911
Violence, Injury, Robbery, etc.	5171 or 911
Hospital	334-863-4111
Mental Health Center	334-863-2518
After hours Crisis #	256-245-2201
Health Department	334-863-8983
ADA Support Services	5151



**Never loan your keys  
out to another person. Ever!!!!!!!!!!!!**

## **SAFETY IN RESIDENCE HALLS**

- **Do NOT prop exterior doors open.**  
For security reasons, doors other than those at the main entrance of the residence halls are emergency exits only and remain locked from the outside. An exterior door propped open invites non-residents into the building, some of whom might commit crimes against residents. Also, opening any doors other than the main entrance will set off the security alarm to that door.

In addition to compromising your safety, this is also a violation of Residential Life policy.



- **Lock your door when you are in or out of the room.**  
Locking your door when you are present or absent will be the most important thing you can do to ensure your safety. In the time it takes for you to shower or use the bathroom, a thief can take your wallet or laptop and be on their way. Also, if an unwanted guest comes to your room they cannot gain access without your permission. Remember to always lock your door.
- **Escort your guests at all times.**  
As a resident in housing, you are responsible for your guests and their actions. Even if you trust your guests, unescorted strangers might frighten others. Please escort your guest so that others in the community know that they are authorized to visit. Keep track of where your guests are at all times.
- **If you see an unknown person who is unescorted in the residence hall, please inform your Resident Assistant.**  
If your Resident Assistant is unavailable, contact another Residence Life Staff member or the Desk Assistant at the front desk as soon as possible.
- **Attend residential community programs.**  
Learn more about protecting yourself and others by attending programs focused on safety. In

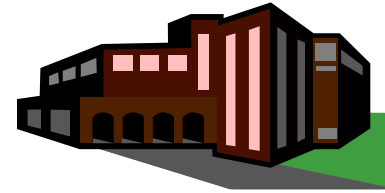
addition, pay attention to important messages posted in the halls about security and crime warnings.

- **Protect your property.**

Make sure you have a list of all the serial numbers of your valuables and keep the list in a safe place. You can also keep a list of your serial numbers on file with Campus Security or RLC. Register your valuables on the property inventory list. Also, mark your property with an identifiable number in a conspicuous place.

- **Learn the facts about alcohol, drug abuse, and violence.**

People under the influence of alcohol or other drugs can be dangerous to themselves and others. If you are assaulted, contact the Campus Security immediately. You can also contact the local Health Department and Mental Health Center for information, help, counseling, or referrals. If a friend or resident has consumed an excessive amount of alcohol or drugs, do not leave him/her alone. Contact a Residence Life Staff member immediately and call for medical assistance, if needed.



## SAFETY ON CAMPUS

- **Walk with a friend.**

If you are out on campus after dark, walk to and from your residence hall with a friend or classmate.

- **Use well-lit walkways.**

Always be sure to stay on well-traveled and well-lit walkways/paths (especially if you absolutely must walk alone at night).

- **Have your automobile keys ready.**

Always have your keys out before you get to your automobile, especially you are by yourself or it is dark outside. Having your keys ready will enable you to get into your vehicle more quickly, which can help to avoid possible attacks.

- **Safeguard your automobile.**

Do not leave valuables, such as purses, wallets, and textbooks in plain view. Ensure that doors are locked and windows are completely closed. If you see suspicious behavior in the parking lots, notify Campus Security.

## Emergency Situations in the Residence Halls

### FIRE SAFETY



**If you see a fire: Stay calm.**

1. Activate the building fire alarm immediately. If the alarm fails to operate, warn other occupants by knocking on doors and shouting warnings as you exit the building. Call Campus Security from a safely located phone outside of the building. Give as much information as possible to the dispatcher. Do not assume that someone else has already notified them. Do not hang up until told to do so by the dispatcher. Notify the Residence Life Staff as soon as possible.
2. Before opening the door, feel it with the back of your hand. If it is hot, do the following (if it is not hot go to step 3).
  - a. Open the windows.
  - b. Seal cracks around the door with towels, tape, bed, clothing or similar items to keep out smoke.
3. If you are able to leave the room, do so immediately and:
  - a. Take your key with you in case you are required to return. Close all doors behind you as you exit. This will retard the spread of smoke and lessen damage.
  - b. Go to the nearest exit or stairway. **Do not use an elevator.**
  - c. If smoke, heat or fire blocks your exit, go to an alternate exit.
  - d. If all exits from a floor are blocked, go back to your room and follow the procedures described above.
4. If smoke is present keep low to the floor. Take short breaths to avoid inhaling any more smoke than necessary.
  - c. If you are trapped, hang a sheet, jacket, or shirt or other object out the window that will attract attention. Shout for help. Call Campus Security on the phone and tell them that you are unable to get out of your room. Remain calm until firefighters reach you from the hallway or window. Their first duty upon arriving at a fire is to search for persons trapped in the building.

5. Leave the building immediately. When Campus Security and/or firefighters arrive, inform them of the location of the fire.
6. After leaving the building, stand clear. Follow the directions of the Emergency Personnel and the Residence Life Staff. **Do not reenter the building for any reason until the fire department has declared it safe.**

**If you hear the fire alarm:** Follow steps 2 through 6 above.

## **TORNADO/ SEVERE WEATHER**

When the warning siren is heard, or a tornado is sighted, take shelter immediately. All residents should move to the designated safety area in their residence hall. The warning sirens will sound as long as the tornado is a threat. Remain in the sheltered area until the sirens are silenced. If you are outside and there is insufficient time to reach a substantial structure, take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine and cover your head with your arms.

## **HOSTILE INTRUDER/DANGEROUS PERSON**

If College personnel alert the campus and housing that there is a hostile intruder/dangerous person on campus, all staff and students are to stay in a locked and secure place. If there is a hostile intruder in the same building you are in, **STAY IN PLACE** and Call Campus Security, also inform them of any persons injured.

### ON CAMPUS

When a hostile person is actively causing (or the threat of) death, serious physical injury, to person(s) on the campus, we recommend the following procedures be implemented:

- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line (run in a zig-zag motion instead).
- Contact the Campus Security possible, or dial 911 on a cell phone.
- Keep vehicles, bushes, trees, and anything that could possibly block your view between you and the hostile person(s) while you are running.
- If you can get away from the immediate area of danger, summon help and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will you be found there? Is this really a good spot to remain hidden?



## **IN A NON-RESIDENCE HALL BUILDING**

While the emergency procedures protocol refers primarily to residence halls, it should be stated that these procedures are also relevant to other common buildings on the campus. We recommend the following procedures if you are in a non-residence hall building:

- Immediately lock everyone in the classroom if possible. Cover any windows or openings that have a direct line of sight into the hallway.
- If communication is available, call for help.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building.
- Lock the windows and close blinds or curtains.
- Stay away from the windows.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- Keep everyone together.
- Keep classrooms secure until police arrive and give you directions.
- If you are not in a classroom, try to get to a classroom or an office.
- Stay out of open areas and be as quiet as possible.

## **IN A RESIDENCE HALL**

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within the residence hall, we recommend the following procedures be implemented:

- Lock yourself in your room.
- If communication is available, call for help.
- If away from your room, join others in a room that can be locked.
- Do not stay in the open hallway or open lounges.
  
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Barricade yourself in your room with desks, beds, or anything you can push against the door.
- Lock your window and close blinds or curtains.
- Stay away from the window.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.

If you are caught in the open such as hallways and lounge areas, you must decide what you are going to do. If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, do not run in a straight line.

If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.

The last option you have if caught in an open area in the hall maybe to fight back. Remember, if you decide to fight back it is dangerous, but depending on your situation, this could be your last option. If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes.

Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

***These procedures for hostile intruder(s)/dangerous person(s) cannot cover every possible situation that might occur but is a recommendation that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the management of these types of situations.***

## **HOSTAGE PROCEDURES**

If you are taken hostage, the following instructions should be put into action as the situation develops. The initial period is the most dangerous. Follow instructions, be alert and stay alive. The captor is likely to be emotionally imbalanced.

- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile.

- Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected, i.e. mood swings or irrational actions.
- Be patient. Avoid drastic action. Do not make quick or sudden moves.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait. If medications, first aid, or rest room privileges are needed by anyone, say so. In all probability, the captors do not want to harm persons held by them.

In hostage and other related situations, please be mindful that the Campus Security personnel's objective is to:

- Secure safe release of any hostages involved.
- Minimize risk to uninvolved people and security personnel.
- Apprehend offender(s) with the amount of force that is reasonable given the circumstances.
- Secure available evidence to assist in the appropriate disposition of the offender(s).

## **SEXUAL ASSAULT and DOMESTIC VIOLENCE**

Sexual assault is a felony and all acts of sexual assault will be considered a crime. If you or someone you know has been raped or sexually assaulted, please contact Campus Security

# ALCOHOL POISONING



Alcohol depresses nerves that control involuntary actions such as breathing, the heartbeat, and the gag reflex (which prevents choking). A fatal dose of alcohol will eventually stop these functions leading to alcohol poisoning or possibly death. Critical signs for alcohol poisoning include:

- Mental confusion, unconsciousness, or person cannot be awakened
- No response to pinching the skin
- Vomiting while sleeping
- Seizures
- Slow breathing (less than 8 breaths per minute)
- Irregular breathing (10 seconds or more between breaths)
- Hypothermia (low body temperature), bluish skin color, paleness

If you suspect that someone may have ingested a fatal dose of alcohol, help is required immediately. Call 911, stay with the victim and keep the victim from choking on vomit. Be sure to tell emergency medical technicians the symptoms and, if you know, how much alcohol the victim drank. Prompt action may save the life of a friend, or your own.

## MEDICAL EMERGENCIES

In the event of a life-threatening emergency, call 911 and request an ambulance.

In the event of a non life-threatening medical emergency call the Residential Life Coordinator or Campus Security. Give the following information:

1. Your name.
2. The exact location of the injured/ill student.
3. The injured/ill student's name.
4. Your assessment of the situation
5. Follow any instructions given by Security
6. Inform your RA immediately.

In the event a resident is in severe emotional distress and is disrupting the hall or is in danger of inflicting harm to him/herself or others, notify your Campus Security, RA or another member of the Residence Life staff immediately.

**Please, accept this information as safety tips.  
Best wishes for**

**a satisfying and SAFE year in our residential family  
at Southern Union State Community College**

