

CRITICAL OPERATIONS MANUAL



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**REMEMBER
WHEN YOU HEAR:**

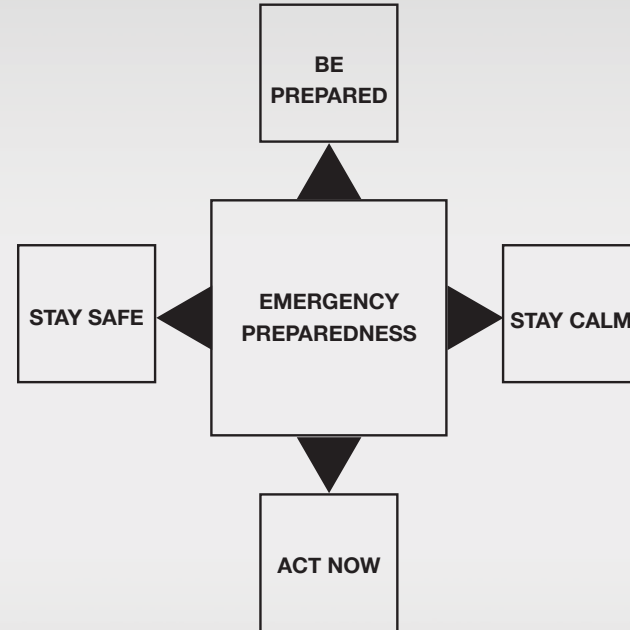
ALL HAZARD SIRENS

immediately seek shelter (shelter in Place) in a safe location within the closest location.

FIRE ALARMS

immediately evacuate the building and move to a safe location.

in both cases you should solicit additional clarifying information by all possible means... AUM Alert, AUM Homepage, TV, Radio, Email, etc.



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I. Purpose

Auburn University at Montgomery's (AUM) Critical Operations Plan is intended to provide guidelines for responses during certain emergency situations.

AUM will conduct continuous planning to minimize the risk of personal injury and property loss from critical incidents. We are committed to supporting the welfare of our students, faculty, staff, and visitors. The plan is fashioned in accordance with appropriate laws, regulations and policies that govern crisis/emergency preparedness and reflects the best and most current thinking in this area.

The Critical Operations Plan is designed to maximize the safety and welfare of people and the preservation of property. This Plan is set in operation whenever a natural or induced crisis affecting the University reaches proportions that cannot be handled by established measures. A crisis may be sudden

and unforeseen, or there may be varying periods of warning. This Plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

A. Scope

This Plan applies to all units of Auburn University at Montgomery. It is the basic framework for critical incident preparedness. It is not intended to cover every unit's individual needs. Plans specific to units and department plans will be developed to address these needs.

B. Critical Incidents and Response Strategies

In the event of an emergency, Auburn University at Montgomery's Office of Public Safety has primary responsibility for immediate response, and shall cooperate and coordinate with official emergency response authorities and university administration, in accordance with established policies and procedures.

Critical incidents are defined as those situations which have the potential to disrupt "normal" day to day operations, present a threat to the safety and welfare of the campus community or property damage or loss, to name a few.

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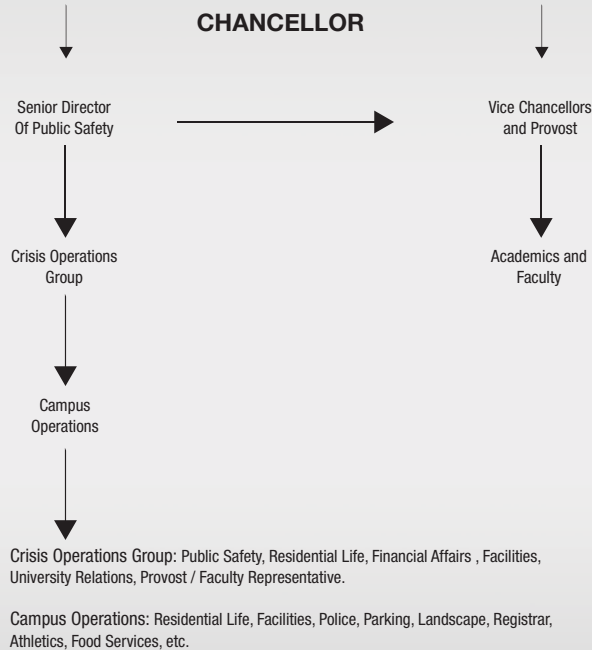
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II. Crisis Operations Group



AUM will activate, as needed, a Crisis Operations Group (COG), which is defined as the group of management staff who command the resources needed to recover university operations at the disaster site. More specifically, the concept means the group of executives who manage and control an emergency situation on behalf of the university. In other words, these people are in charge of the destiny of the total operation, with all the attendant responsibility. It is vital that the Crisis Operations Group performs well, both as individuals and as a well-matched team.

The Crisis Operations Group will report to the Senior Director of Public Safety and coordinate response efforts. University Relations will coordinate all media inquiries and activities through the COG. The Senior Director of Public Safety will report to the Chancellor and the Vice Chancellors and Provost. COG members have the right set of abilities, skills and knowledge. They are capable of performing well under difficult conditions. Their skills include practical expertise to deal with abnormal or out-of-line situations. They also possess knowledge and/or access to relevant information and operations of certain university functions.

Important Concepts to Remember During a Crisis

Empowerment

In an emergency situation there's no time or space for a large hierarchical command chain. Authority has been delegated to the Senior Director of Public Safety who is in the best position to be effective.

Dealing with trauma

In the wake of an emergency it is normal for people to be traumatized. Some may leave as a result, if they are not given support and or counseling. A good debriefing in which everybody has the chance to air their views and vent their feelings is a very constructive way of providing first-line support for all those involved or affected.

III. General Incident Guidelines

Generally the members of the Crisis Operations Group may be far less prone to being traumatized because they will be actively rather than passively involved. The opportunity to be contributing rather than the victim of circumstance is a powerful remedy for those who are in the front line of such an event.

Communication

AUM's Crisis Operations Group will need to communicate with a wide range of interested parties, each with their own viewpoint and needs. Mostly they will need clear, relevant, comforting messages, which are both understandable and useful to them. In order to achieve this we must avoid professional jargon and acronyms. Plain talk is the best form of communication. There should be an open dialogue with absolute honesty. The spokesperson for AUM will be an authoritative speaker, who is prepared to deal with any situation. The spokesperson should be prepared to provide the community with as much information as they reasonably can at the time regarding the crisis at hand. Messages will be composed carefully, based on a core of factual statements. It will do no harm to remind everyone of the 'good news.'

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Dealing with the outside world via the media or directly through our own communication lines requires a delicate touch and sound technique which can only be acquired through proper preparation, training, and experience.

Decision-making

Decision-making under pressure and strange circumstances is not always easy but is something the AUM Crisis Operations Group is willing to do. The most important part of this concept is to make a decision. All the major decisions, such as whether to invoke the Plan, should be based on the facts and criteria. It is very important to never believe the first report and gather all the facts as quickly as possible. The criteria can be agreed upon in advance, while the facts can be established at the time of the incident. All the decisions that are made will be recorded and adhered to without fear of retribution. This can only be achieved by making sure that

the COG is fully empowered to make strategic and tactical decisions, whatever the implications, and that they are working within the approved guidelines. By making these guidelines meaningful and familiar, the Crisis Operations Group are bound to feel comfortable in making sound judgments without debate or delay.

Department / Unit / Faculty / Instructor / Staff Responsibility

It is important that each and every Faculty and Staff member familiarize themselves with AUM's Critical Operations Plan. Prior planning will benefit all involved and ensure quick reporting and handling of each crisis. Familiarization with pre designated "Emergency Assembly Points" (Attachment A) will also help in the safe and efficient evacuation in the event one is necessary.

Official Means of Distributing Information

AUM officials will use a variety of means to disseminate emergency or critical information depending on the scope and magnitude of the crisis. AUM may utilize AUM Alert, the AUM web page, email and PA announcements among numerous options.

IV. AUM ALERT

As part of ongoing efforts to safeguard students, faculty, and staff, Auburn Montgomery has implemented the AUM ALERT emergency communications system. This system allows students, faculty and staff to receive time-sensitive emergency messages in the form of e-mail, voicemail and/or text messages.

All active employees and currently enrolled students will receive emergency alerts to their campus e-mail address. In order to receive text and voice message alerts, members of the campus community will be asked to provide phone contact information. While participation in the text and voice messaging notification is optional, enrollment is strongly encouraged.

The information you supply is considered confidential and will not be shared or used for other purposes. You will be contacted through the system only in the event of an emergency.

To sign up go to:

<https://www.myschoolcast.com/go/aum/login.aspx>

For more information on AUM ALERT, please refer to the Frequently Asked Questions.



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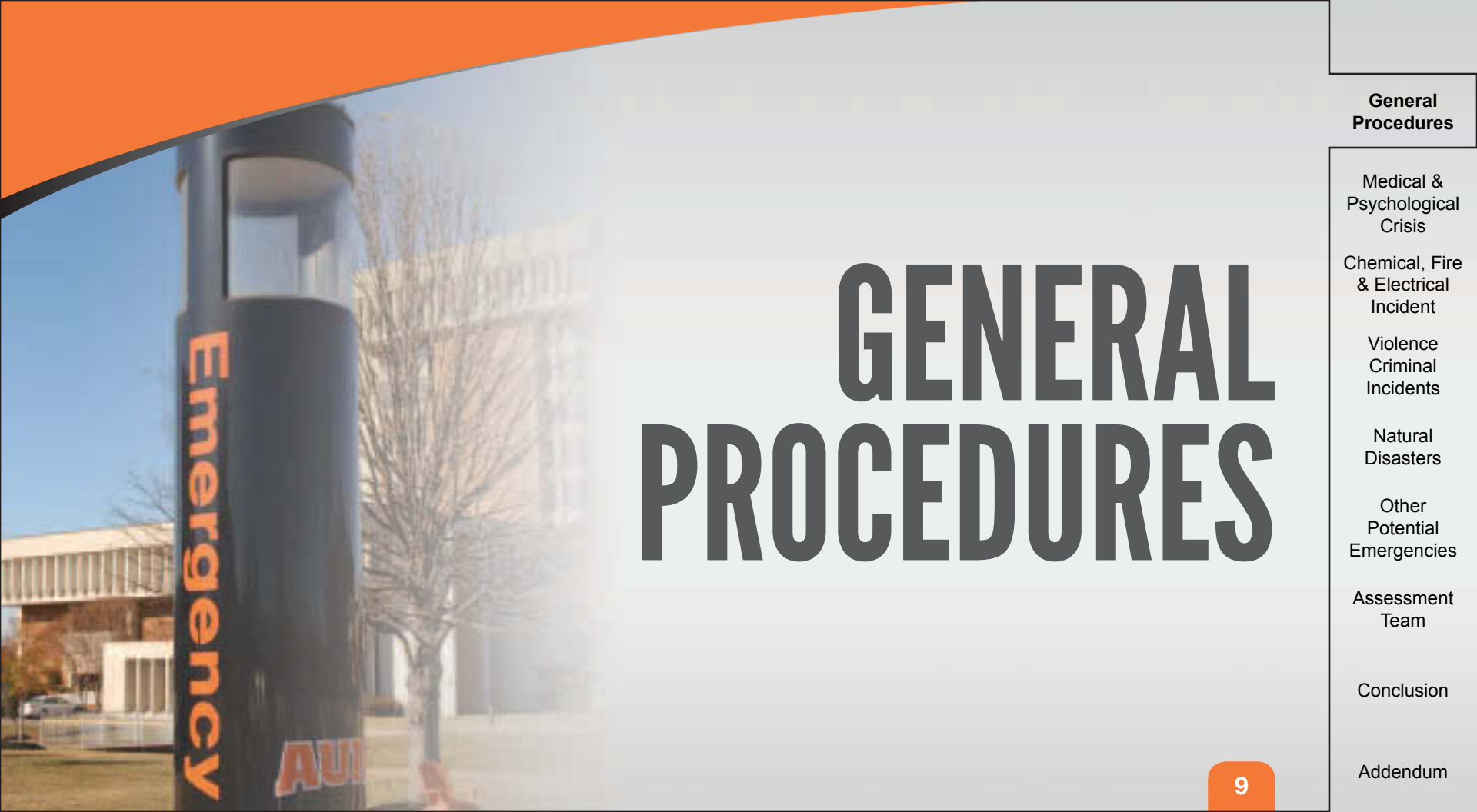
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V. Classroom and Teaching Laboratories Emergency Procedures

For Faculty, Lecturers, and Teaching Assistants

A. Instructor's Responsibility:

1. It is incumbent upon all those working in classrooms or laboratories to understand appropriate emergency procedures and assist students in responding appropriately to emergency situations. This also applies to those academic activities conducted in other buildings on campus.

B. Consistent with this responsibility, faculty and instructors must:

1. Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar.

2. The instructor should be familiar with any emergency equipment in the laboratory or building and able to instruct students and assistants on their proper use.

3. Know how to report an emergency from the classroom or laboratory being used.

4. Ensure that persons with disabilities have the information they need. The instructor should be familiar with the student's evacuation plan and be able to direct visitors with disabilities.

5. Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

C. Emergency Preparedness

The instructor is an authoritative figure for the student, and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor will have a calming effect on the students.

1. Evacuation Routes

University buildings have posted floor plans on walls showing evacuation routes. Become familiar with all evacuation routes in buildings you use.

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2. Evacuation Assembly Points

After the class leaves the building, it is important for students, staff and faculty to go to a pre-determined area where people can be accounted for. This “safe area” will be a designated “Evacuation Assembly Point” where the class or group will not interfere with responding emergency personnel nor place themselves at risk of injury from the emergency/crisis. Ensure your students know where these assembly points are located.

3. Accounting For Group Members

Accounting for all students can be very difficult, particularly with a large class. It might be possible for the instructor to use the class roster, use a head count, or have students see if the students seated next to them are at the assembly point.

4. Evacuations For Persons With Disabilities

If there is a person with a disability in the class, the instructor should be knowledgeable of their response and who may be assisting them. If the classroom is on the first floor, the student may immediately evacuate with others. On an upper floor, since elevators cannot safely be used in an emergency evacuation, another strategy for evacuation assistance must be used. AUM utilizes Evacutrak Emergency Evacuation Chairs in multi-story buildings to assist in the evacuation of the disabled. Please see Section V.

5. Notification To Emergency Personnel

After exiting and accounting for students, immediately notify the AUM Police of persons missing or trapped or persons with disabilities who require assistance.

6. How To Report an Emergency

Be familiar with the location of nearby telephones, and call 244-3424 or 911 to report any emergency.

7. What Emergency Preparedness Materials Should I have With Me at Class?

- i. Class Roster
 - ii. Important telephone numbers (in addition to emergency numbers)
Department Administrator/Manager
-
-

Incident Specific Guidelines for Classrooms and Teaching Laboratories

A. When you hear the fire alarm sounding continuously:

1. Everyone should calmly collect their belongings, books, and valuables and exit the building via the nearest exit route.

2. Turn off the gas supplies in laboratories as you are leaving.

3. Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.

4. Leave the room/lab and go the nearest building exit. Know the location of alternate exits.

5. Always exit by the stairs - NEVER USE THE ELEVATOR.

6. Once outside the building, go to an emergency assembly point.

7. Do not leave the area unless it is unsafe until released by a university official or emergency personnel

B. When there is a power outage

1. Everyone should stay in their seat or office area to see if the outage is temporary and to let their eyes adjust to the lower light level.

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2. If the outage appears to be long term, everyone should wait until emergency personnel provides clear instructions on what to do, then calmly collect your belongings and carefully exit the building using the stairs.

3. If additional information critical to your safety needs to be disseminated emergency personnel may do so using AUM Alert or other alternative methods.

C. If there is an earthquake

1. Have everyone take shelter if possible under a desk or table.

2. If this is not possible, shelter near an interior wall away from window, and protect your head and neck. Most of the injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment.

3. After the shaking stops, tell the class to:

a. Collect their possessions calmly and evacuate the building to the Emergency Assembly Point, if it is safe to do so. Use stairways to exit the building after an earthquake, **DO NOT USE THE ELEVATORS.**

b. Watch for brick and other exterior building materials that may have been knocked loose by the earthquake.

4. Lab experiments or procedures that may be hazardous if left unattended should be shut down, if it is safe to do so.

Go to the emergency assembly point.

VI. Emergency Evacuation for Persons With Disabilities

This section provides general evacuation procedures for persons with disabilities during fire and other building emergencies. Individuals with disabilities must identify their primary and secondary evacuation routes, and seek out colleagues who are willing to serve as evacuation assistants. Other faculty and staff members can help by becoming aware of others who may need assistance in an evacuation.

A. Mobility Impaired Wheelchair

1. In most buildings people will need to use stairways to reach building exits. Elevators should not be used.

- a. For persons in wheelchairs located on the first floor, they may use building exits to the outside ground level.
- b. For disabled individuals on upper floors, it is not safe to attempt to move a wheelchair down a stairwell.

2. One effective approach to this situation is to stay in place

- a. Working with an evacuation assistant, select a room with an exterior window, a telephone, and a solid or fire-resistant door.
- b. Remain with the disabled person in this room, and send someone to the evacuation assembly area to notify emergency personnel of the location of the person in need of assistance.
- c. It is also possible to place the disabled person near a stairway landing to await assistance, although this area may not be protected from smoke and other hazards.
- d. Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person in exiting the building, either down the stairs or using the emergency elevator recall.
- e. While staying in place, the wheelchair user should keep in contact with emergency services by dialing 911 and report his or her status and location.

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3. Only trained professionals from the fire department should conduct stairway evacuation of wheelchair users. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. If this must be attempted, one possibility is the following:

4. Two (2) Person Cradle Carry

- a. Wait until other evacuees have moved down the stairwell.
- b. The two (2) helpers stand on either side of the individual.
- c. They reach under the individual and lift them out in a cradle.
- d. Helpers control the descent by walking slowly and cautiously.
- e. **NEVER LEAVE A WHEELCHAIR IN A STAIRWELL.**

Office Chair Evacuation

- a. Transfer the physically challenged individual to a sturdy office chair
- b. One (1) helper gently leans the chair backwards
- c. The other helper faces the chair and holds onto the front legs of the chair. Both will lift the chair simultaneously.
- d. The helpers control the descent by bending their legs slowly and keeping their back straight.

B. Mobility Impaired Non-Wheelchair

Persons with mobility impairments who are able to walk independently should be able to negotiate stairs in an emergency with minor assistance. The individual should wait until the heavy traffic has cleared on the stairwell before attempting to exit.

C. Hearing Impaired

All buildings on campus are equipped with fire alarm strobe lights. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted to emergency situations by other building occupants.

D. Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating.

The assistant should offer his/her elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to ensure safe evacuation.

Building Emergency Response Staff should assess the needs of any building occupants with special needs within their zone prior to an emergency. Ask if there are staff or faculty members who will need assistance in the event of an evacuation, and arrange for nearby individuals to serve as evacuation assistants.

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VII. Universal Precautions

“Universal precautions,” as defined by CDC, are a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other blood borne pathogens when providing first aid or health care. Under universal precautions, blood and certain body fluids of all persons are considered potentially infectious for HIV, HBV and other blood borne pathogens. Universal precautions apply to blood, other body fluids containing visible blood, semen, and vaginal secretions. Universal precautions also apply to tissues and to the following fluids: cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, and vomit unless they contain visible blood. Universal precautions do not apply to

saliva except when visibly contaminated with blood or in the dental setting where blood contamination of saliva is predictable.

A. Needle and sharps disposal

All workers should take precautions to prevent injuries caused by needles, scalpel blades, and other sharp instruments or devices.

B. Hand washing

Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood, other body fluids to which universal precautions apply, or potentially contaminated articles.

C. Cleaning, disinfecting, and sterilizing

Environmental surfaces which have become soiled should be cleaned and disinfected using any cleaner or disinfectant agent which is intended for environmental use. Such surfaces include floors, woodwork, seats, countertops, etc. These methods also apply to housekeeping and other cleaning tasks.

D. Cleaning and decontaminating spills of blood

All spills of blood and blood-contaminated fluids should be promptly cleaned up using an EPA-approved germicide or a 1:100 solution of household bleach. If splashing is anticipated, protective eye wear should be worn along with an impervious gown or apron which provides an effective barrier to splashes.

E. Laundry

Although soiled linen may be contaminated with pathogenic microorganisms, the risk of actual disease transmission is negligible. Rather than rigid procedures and specifications, hygienic storage and processing of clean and soiled linen are recommended.

F. Decontamination and laundering of protective clothing

Protective work clothing contaminated with blood or other body fluids to which universal precautions apply should be placed and transported in bags or containers that prevent leakage.

G. Infective waste

The selection of procedures for disposal of infective waste is determined by the relative risk of disease transmission and application of local regulations, which vary widely. In all cases, local regulations should be consulted prior to disposal procedures and followed. Infective waste, in general, should either be incinerated or should be decontaminated before disposal in a sanitary landfill.

Upon suspicion, notify Montgomery Emergency Services and the School of Nursing.

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VIII. Medical Emergency

A. In case of medical emergency:

Call Campus Police at 244-3424 or 911 to request assistance.

B. Provide the following information:

- 1) Building name
- 2) Floor or room number
- 3) Nature of injury
- 4) Location of injured person
- 5) Age and sex of injured person(s)
- 6) Condition of injured person
- 7) Any known medical history
- 8) Your name and telephone number

C. Remain with the person with the medical emergency

Do not move them unless they are in immediate danger of further injury.

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IX. Psychological Crisis

A. In the event of a psychological crisis

(e.g., someone is considering suicide or is delusional) **the following steps will be taken:**

1. The person who becomes aware of a psychological crisis is to immediately contact the AUM Police Department at 244-3424 or 911.

2. The AUM Police will dispatch patrol to the incident to provide initial care and contact:

- i. Senior Director, Public Safety
- ii. Chief, AUM Police Department
- iii. Dean of Students
- iv. Contact the AUM Counseling Center and request support

3. If the AUM Counseling Center cannot be contacted, contact one of the below listed agencies:

- i. Counsel Against Rape 213-1227
(if person was a rape victim)

ii. Domestic Violence Sunshine Life Center 263-0218
(if person was a victim of domestic violence)
NOTE: These agencies are to be contacted only if the AUM Counseling Center cannot be contacted.

4. Contact the appropriate personnel as needed from the following list:

- i. Director, Residential Life, if incident involves a student living on Campus
- ii. Director/Dean/Department Head and Human Resources (if staff/faculty involved)
- iii. Director, Center for Disability Services

5. Competent medical or professional authorities will be contacted.

6. Until the arrival of professional assistance, the responding unit will take measures to ensure the safety and security of the distressed party and the campus community.

B. The AUM Senior Director of Public Safety will brief the Director of University Relations and Dean of Students regarding the incident.



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X. Power Outage

Response to a power outage will depend on the circumstances. If possible, information should be obtained from Facilities on the extent and likely duration of the outage. However, in many cases, the likely duration cannot be determined.

Most buildings are equipped with emergency generators. Emergency power is provided only for emergency systems, and does not provide power for equipment or normal electrical outlets, unless special arrangements have been made in advance.

A. Assess the extent of the outage in your area.

B. Report status to the AUM Police Department at 244-3424 or 911. AUM Police will notify SODEXO (maintenance).

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C. Help persons in darkened work areas move to safety.

D. Check elevators to determine if anyone is trapped inside. If so, immediately call AUM Police at 244-3424 or 911 for help; do not attempt to force open doors and rescue them. Wait for a qualified elevator mechanic or emergency personnel.

E. Unplug desktop computers, equipment, and appliances during the outage, especially if not connected to a surge protector.

F. Shut down any equipment or process that could be hazardous if the power suddenly returns.

G. If practical, secure current experimental work, and then move it to a safe location.

Get assistance – hazardous spills are a significant risk to others safety

H. Keep lab refrigerators and ultra-low freezers closed during the outage. Take any steps possible to protect materials dependent on power.

I. Check to ensure appropriate personnel have been notified if there are critical areas that need power.

J. Instructions regarding evacuation or shelter in place will be issued by emergency personnel.

XI. Fire Emergency

If you discover a fire or smoke:

A. If safe to do so, attempt to put the fire out with a portable fire extinguisher **ONLY** when you have been properly trained and when:

1. The fire is small (wastebasket size)
2. You are not alone
3. A safe escape route is present

B. If this is not the case, simply close the door and:

1. Remove anyone from immediate danger.
2. Confine the fire by closing doors as you leave the area.
3. Activate the closest fire alarm and shout “fire” to alert building occupants.
4. Call 244-3424 or 911 or use a campus emergency phone.

Give the following information:

- a. Building Name
- b. Floor or Room Number
- c. Size or type of fire
- d. Your name and location

C. Evacuate by the nearest exit or exit stairwell. Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep stairwells safe for evacuation and fire personnel.

D. Go to your pre-determined Evacuation Assembly Area.

E. Once assembled, help to account for personnel and report to the emergency response staff if any occupants are unaccounted for and may be still in the building.

F. Meet and provide directions to emergency personnel on location, possible cause of the fire and any hazards associated with the fire

IF YOU HEAR THE ALARM SIREN OR SEE A FIRE ALARM SIGNAL

A. Never assume the fire alarm is false

B. Close doors as you leave the area

C. Move to the nearest, safest exit or stairwell

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D. Exit the building

E. Proceed to the designated assembly area.

F. Wait for further instructions from Emergency Personnel, Campus Police or the Fire Department.

G. If you are in a laboratory and hear the fire alarm, shut down any hazardous equipment, burners or processes as you exit, unless doing so presents a greater hazard.

IF TRAPPED INSIDE YOUR OFFICE OR AREA

A. Wedge cloth material along the bottom of a door to keep out smoke.

B. Close as many doors as possible between you and the fire.

C. Telephone the Campus Police at 244-3424 or 911, and notify them of your situation.

D. If windows are operable, and you must have air due to large volumes of smoke, open the window.

E. Break windows as a last resort, as they cannot be closed if necessary.

F. If necessary signal through the window to let emergency personnel know your location.



XII. Chemical Spill or Release

A. SMALL/NON-HAZARDOUS SPILL

Spills that do not endanger workers in the immediate area may be cleaned up by trained laboratory personnel who have been trained by their principal investigator (PI) or lab supervisor and who are properly equipped to handle the situation. Any spill shall be documented and reported to the Senior Director of Public Safety as soon as reasonably possible. Chemical spill guidelines should be established by the PI or lab supervisor and should take into consideration the following:

1. The hazards of the chemical(s) involved.
2. The amount of the chemical(s) spilled.
3. The possible spill locations.
4. Availability of spill cleans up materials or kits.

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B. LARGE/HAZARDOUS SPILL

If the spill is large, if the chemical is not easily identifiable, or if the chemical is extremely hazardous, then:

1. Alert/notify personnel within the affected and adjacent areas.
2. If safe and possible use signs and/or barricades to isolate the area.
3. Evacuate the area and close the door.
4. If the release cannot be contained in the area, activate the nearest fire alarm pull station.
5. Call AUM Police at 244-3424 or 911. AUM Police will dispatch officers to assess the situation. AUM Police will also call for a hazardous materials response team.
6. Stay upwind of the building. Note: Use your Department Emergency Assembly Point only if it is in an upwind location.
7. When responders arrive, be prepared to provide detailed information on the spill or release.
8. Do not re-enter the building until authorized to do so by emergency response personnel.

Note: Public Safety Office, Campus Police, and the School Dean should be notified of all spills or releases regardless of magnitude.



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XIII. Violent Crimes

A. A person witnessing, hearing or having knowledge of a violent crime should immediately report the incident to the AUM Police Department at 244-3424 or 911.

B. Upon notification, the AUM Police will:

1. Obtain the caller location, time and nature of the incident
2. Dispatch a patrol officer to investigate the reported incident and secure the crime scene. Paramedics or other necessary emergency personnel will be contacted, if needed.
3. Dispatch a patrol to interview the caller.
4. Notify the following:
 - i. Senior Director of Public Safety
 - ii. Chief, AUM Police Department
 - iii. Dean of Students
 - iv. Director, Residential Life, if the incident involves a student living on campus or occurs in Housing
 - v. Senior Director, Human Resources, if the incident involves staff or faculty
 - vi. Director, University Relations
 - vii. Montgomery Police Department

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5. The responding patrols will:

- i. Identify any victims and witnesses and secure the crime scene
- ii. Obtain statements from complainants and witnesses
- iii. Identify, secure and separate witnesses
- iv. Search for and apprehend any known suspects
- v. Maintain the crime scene until released or advised to do so by the appropriate jurisdiction.
- vi. Maintain a written log of all individuals who enter the secure crime scene. **ONLY AUTHORIZED PERSONNEL SHOULD BE ALLOWED INTO A CRIME SCENE.**
- vii. Complete the appropriate incident report citing the appropriate charges

C. In cases involving students, the Dean of Students should be provided information pertaining to the incident and brief the Chancellor.

D. University Relations may be responsible for media relations and releases.



XIV. Sexual Assault

In the event of a sexual assault on Campus, the following steps will be taken:

A. Once a sexual assault has been reported the AUM Police will:

1. Dispatch a patrol officer to secure the crime scene and care for the Victim.
2. Contact paramedics.
3. Contact the Montgomery Police Department for assistance.
4. Dispatch an AUM officer to remain with the victim until the arrival of the Rape Investigator.
5. Advise the victim not to shower or clean up.
6. Assign an AUM Police Officer to accompany the victim to the hospital for a physical examination.
7. Notify the following persons or departments:

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- a. Senior Director, Public Safety
 - b. Chief, AUM Police Department
 - c. Dean of Students
 - d. Director, University Relations
 - e. Director, Residential Life
(if a resident is the Victim)
8. The responding patrol will:
- a. Obtain as much details as possible from the responding Investigating Officer(s) to write an incident report.

B. The Director of University Relations will consult with the Senior Director of Public Safety and/or the Chief of Police to prepare a written notice to be released to staff, all students, and faculty and will respond to media inquiries.

C. The Director of Residential Life will ensure that the written notice is distributed to housing residents.

D. If necessary, the Vice Chancellor of Financial Affairs and/or the Senior Director of Public Safety will notify the Chancellor. Family members may be notified as warranted.

XV. Barricaded Suspect / Hostage

A. The person having knowledge of a barricaded subject/hostage situation should immediately report the incident, location and persons involved to the AUM Police Department at 244-3432 or 911.

B. The AUM Police will:

1. Immediately dispatch an officer(s) to investigate the incident and to secure the scene
2. Contact the Senior Director of Public Safety and the Chief of Police who may activate the Crisis Operations Group.

NOTE: The COG will immediately meet with the AUM Senior Director of Public Safety at the Emergency Operations Center (Campus Police Office- Taylor Center) or other area designated upon activation.

3. The responding patrols will:

a. Determine whether to evacuate the scene or shelter in place in order to isolate the area, if possible, and reduce the risk of injury or loss of life.

b. Obtain as much information as possible about the barricaded suspect and any persons being held

c. As quickly as possible, identify, interview and obtain statements from as many witnesses as possible. Detain all witnesses until Investigators are satisfied that they have been properly debriefed.

d. Establish a perimeter around the immediate vicinity of the incident and restrict access to the campus as deemed necessary.

e. Notify the Montgomery City Police Department for assistance.

f. Determine whether or not it is safe and reasonable to establish primary contact with the suspect(s) to begin negotiations.

g. If and when directed by the Senior Director of Public

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Safety and/or the Chief of Police release the scene and information to the responding negotiator or other law enforcement personnel.

h. Maintain the perimeter / scene until released by the Senior Director of Public Safety and/or the Chief of Police.

i. Update the AUM Senior Director of Public Safety and the AUM Chief of Police as often as necessary.

4. The negotiator will gather information about the subject and negotiate for the safe release of any hostages.

5. University Relations may coordinate all media inquiries and activities through the COG who will be in consultation with on-scene law enforcement personnel.

XVI. Bomb Threat

University personnel or individuals receiving telephoned threats should get as much information as possible from the caller realizing that you may be required to obtain information in a very brief period of time, using the form below, and report it immediately to AUM Police at 244-3424 or 911. Bomb threats received through the mail or by other means are also to be reported immediately. No threats, whether direct or indirect, should be taken lightly or dismissed as a joke.

The AUM Police along with the AUM Office of Public Safety will assess each individual threat and advise building occupants, if it is necessary to evacuate the building. Note: Not every threat requires the evacuation of a building. If the facts that exist do require an evacuation, assemble in the emergency assembly point but remain at a safe distance from the building until advised to return.

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Obtain and record as much information as possible. The following information is critical:

Exact time of call: _____

Exact words of caller: _____

Questions to Ask

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?

9. What is your address?

10. What is your name?

CALLER'S VOICE (circle)

Male Female

Calm Disguised Nasal Angry Broken

Stutter Slow Sincere Lisp Rapid

Giggling Deep Crying Squeaky Excited

Stressed Accent Loud Slurred Normal

If voice is familiar, whom did it sound like?

Were there any background noises?

Person receiving call:

Date:

Telephone number call received at:

XVII. Suspicious Mail

A. What should make me suspect a piece of mail?

1. It's unexpected or from someone you don't know.
2. It's addressed to someone no longer at your address.
3. It's handwritten and has no return address or bears one that you can't confirm is legitimate.
4. It's lopsided or lumpy in appearance.
5. It's sealed with excessive amounts of tape.
6. It's marked with restrictive endorsements such as "Personal" or "Confidential."
7. It has excessive postage.

8. If you suspect that for any other reason the package is suspicious, **TRUST YOUR INSTINCTS.**

B. What should I do with a suspicious piece of mail?

1. Don't handle a letter or package that you suspect is contaminated.
2. Don't shake it, bump it, or sniff it.
3. Leave the letter/package alone, leave the area and seal off access.
4. Wash your hands thoroughly with soap and water.
5. Notify AUM Police immediately at 244-3424 or 911

C. What should people do who get a letter or package with powder?

1. Do not shake or empty the contents of any suspicious package or envelope.
2. Do not carry the package or envelope, show it to others or allow others to examine it.

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3. Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.

4. Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.

5. WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.

6. If at work, notify AUM Police immediately at 244-3424 or 911. If at home, contact your nearest local law enforcement agency.

7. If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and Campus Police.

XVIII. Workplace Violence

The purpose of this section is to establish standard procedures for responding to an incident involving workplace violence within the campus community.

A. In the event of such an incident, the following procedures will be followed:

1. The person having knowledge of a workplace violent crime will immediately report the event to the AUM Police Department call 244-3424 or 911.
2. The AUM Police will:
 - a. Dispatch a patrol officer to the scene to isolate the area

b. Contact the following, as appropriate:

- I. Paramedics
- II. Senior Director, Public Safety
- III. Chief, AUM Police Department
- IV. Dean of Students, if the incident involves a student
- V. Senior Director, Human Resources (if the incident involves an employee)
- VI. Director, Housing, if the incident involves a student
- VII. Provost if the incident involves faculty.

c. The responding patrol will:

- I. Secure and isolate the crime scene
- II. Detain any suspects, if they have remained on or near the scene
- III. Secure, identify and interview all witnesses
- IV. Prepare and submit appropriate incident reports

3. If necessary, the Senior Director of Public Safety will form a Crisis Assessment Team consisting of:

- a. Senior Director, Human Resources
- b. Director, Counseling Center
- c. Appropriate Vice Chancellors
- d. Provost or Designee
- e. Appropriate Directors

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B. Active Shooter on Campus

In an active shooter situation, follow these steps in the order below.

1. Get Out

- a. If you decide to flee, make sure you can do it safely and have an escape route and plan in mind.
- b. Get out fast.
- c. Leave your belongings behind.
- d. The best way to survive an active shooter situation is to not be where the shooter is and not go where he can see you.

2. Call Out

- a. Call AUM Police at 244-3424 or 911. Do not assume someone else has called the police. You may be the first to report.
- b. Be persistent in calling because the phone lines may be jammed.

3. Hide Out

- a. If you cannot “get out, ” you should “hide out.”
- b. Lie down away from windows or “fields of fire.”
- c. Silence cell phones, close blinds, turn off lights, stay on floor, and do not peek out doors or windows.
- d. Spread out - huddling together makes a better target.
- e. If in a hallway, look for an unlocked room or closet to hide in.

4. Keep Out

- a. Lock classroom doors if possible. If doors cannot be locked, barricade with desks or tables.
- b. Turn out lights.
- c. Do not pull fire alarms or evacuate rooms or buildings, unless directed by emergency responders.
- d. Follow AUM ALERT directions.

5. Spread Out

- a. Avoid huddling together.
- b. Spread out to make for a harder target for the shooter.
- c. If safe to do so, talk about what to do if the shooter enters the room.
- d. Whatever the decision, always “help out” where you can.

7. **Figure Out**

a. Keep in mind that as events unfold, you must continue to “figure out” what is happening so you can adjust your actions accordingly.

8. **Take Out**

- a. If there is absolutely no other opportunity for escape or survival, you may try to take out the shooter yourself.
- b. You must be committed to this action.
- c. The shooter’s very presence is a threat to your life.
- d. Be prepared to do whatever it takes to neutralize the threat.
- e. To do so, you will have to become more aggressive than ever before.
- f. This is not a time to throw up your hands and resist passively. See your decision through.

g. To do so, you will have to become more aggressive than you ever thought possible.

- Throw things
- Used improvised weapons
- Fight to live

9. Summary for Survival

“**GET OUT**” of the area if you can do so safely.

“**CALL OUT**” to police authorities.

“**HIDE OUT**” to avoid being seen by the shooter.

“**KEEP OUT**” the perpetrator.

“**SPREAD OUT**” to avoid becoming an easy target.

“**FIGURE OUT**” what needs to happen next.

“**TAKE OUT**” the shooter as a last resort.

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XIX. Tornado & Storm Warning

A. The procedures listed below will be followed in the event the University receives a weather warning:

1. When the National Weather Service issues a tornado warning for Montgomery County, the Montgomery Emergency Management Agency will activate the warning sirens. This indicates that a tornado has been observed by radar and threatens the area.
2. Upon hearing the sirens, everyone on campus should go to the lowest floor (designated shelters) in the building and stay away from windows. Do not leave the campus buildings. Areas have been pre-designated using “Tornado Shelter” signs and placards indicating where to shelter. The “Tornado Shelter” locations are attached on page 66 and 67 of this manual.

NOTE: There may be areas of the campus where the sirens cannot be heard. A campus-wide alert will be sent to every faculty, staff and student via AUM Alert, who is signed up to receive AUM alert. Also, the AUM Public Address (PA) system may be activated to notify the campus of the emergency.

B. A test of the warning sirens is conducted at 3:30 pm on the first Wednesday of each month, unless there is inclement weather.

C. Tornado warnings are issued for periods of one (1) hour. After one hour from the time the sirens sound, people may return to the upper floors of the buildings. If other tornados are indicated, the sirens will sound again, signaling another warning which will last one hour.

D. The AUM Police Department and the Critical Operations Group (COG) will maintain contact with the Weather Service and with State and County Emergency Management Agencies, and monitor conditions that threaten the AUM Campus.

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E. In the event the University suffers a direct hit and extensive damage, the Critical Operations Group (COG) will be responsible for:

1. Assessing the situation and the impact on “normal” operations
2. Making a recommendation to the Chancellor whether the university can continue normal operations, or if a part or all of the University should be closed.
3. Work with internal and external agencies to coordinate emergency operations
4. Work with internal and external agencies to restore services and/or repair damages
5. Provide information for an official statements to the media through University Relations

F. In the event of a threatening storm, the following procedures will be followed:

1. The Senior Director of Public Safety will:
 - a. Maintain contact with the National Weather Service, Montgomery County Emergency Management Agency, and the State Emergency Management Agency to determine the impact that a severe threatening storm will have on the university operations.
2. Work with University Relations to disseminate information ____ to the crisis to the community via AUM Alert, home page, etc...
3. Notify the Chancellor, if necessary. The primary consideration will be the safety of the students, staff and faculty while on the campus and traveling to and from the campus.

When it becomes apparent that a threatening storm may impact university operations or create hazardous travel conditions, at the directions of the Chancellor, the Senior Director of Public Safety will contact the members of the Critical Operations Group (COG) to advise them of the situation. This team may recommend to the Chancellor what action needs to be taken, if any.

G. University Relations may release the official statements to the campus community and the news media.

XX. Earthquake

The following procedures apply to major earthquakes that cause strong shaking.

A. If indoors:

1. Drop, cover, and hold.
2. Protect yourself from falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple.
3. Stay away from windows.
4. If possible, get under a table or desk.
5. Hold on and be prepared to move with it.
6. If no shelter is available, seek cover against an interior wall and protect your head and neck with your arms.

7. Do not stand in a doorway. The earthquake safety procedure of moving to a doorway is obsolete, and doorways offer no greater protection than any other area.

8. During the shaking, do not run for exits or attempt to leave the building, since heavy objects or debris may be falling in your path.

DO NOT USE THE ELEVATORS.

B. When the shaking stops:

1. Check for injuries to personnel in your area.
2. Do not attempt to move seriously injured persons unless they are in immediate danger.
3. Render first aid assistance, if required and safe to do so.
4. Check the area for safety hazards such as building damage, fires, spills of flammable or combustible liquids, or leaks of flammable gases. If the area or building appears to be unsafe, begin evacuation procedures.

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5. Turn off ignition, heat, and gas sources before evacuating if it is safe to do so. This may include laboratory equipment, workshop equipment, or electrical equipment in offices.

6. Exit the building and go to the assembly point to check in and to report on injuries, damage, and potentially hazardous conditions.

C. Call Campus Police at 244-3424 or 911 to report any serious injuries or other immediate emergencies. If the phone line is busy, send a runner to the campus Emergency Operations Center (Campus Police Dispatch area) to notify them of any needed assistance and emergencies that may exist.

D. Once you have exited the building, do not reenter until emergency personnel have inspected the building and render it safe. Use the telephone system only for urgent matters. Listen to battery-operated radio for emergency information.

E. If outside:

1. Move away from structures, power poles, or other possible hazards.
2. Stay in an open area.

A grayscale photograph of a group of people at a protest or demonstration. They are holding up large white signs. The scene is slightly blurred, suggesting movement. The image is overlaid with a large, bold, dark gray title.

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XXI. Demonstration

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. Demonstrations will be conducted at the designated “Free Speech” area on the campus. Demonstrations should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

1. **THREAT** of physical harm to persons or damage to University facilities.
2. **INTERFERENCE** with normal operations of the University.
3. **PREVENTION** of access to offices, buildings, or other University facilities.

If any of these conditions exist, immediately contact the AUM Police Department. AUM Police will notify the Senior Director of Public Safety

who may confer with the Vice Chancellors and/or the Chancellor or their designee. Depending on the nature of the demonstration, the appropriate procedures listed should be followed:

A. Peaceful, Non-Obstructive Demonstration

1. Generally, demonstrations of this kind should not be interrupted.
2. Demonstrations should not be obstructed or provoked, and efforts should be made to conduct University business as normally as possible.

B. If demonstrators are asked to leave but refuse to leave by regular facility closing time:

1. Arrangements will be made by the Senior Director of Public Safety and/or the Chief of Police to monitor the situation.
2. Determination will be made to treat the violation of regular business hours as a disruptive demonstration.

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C. Non-Violent, Disruptive Demonstration

In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:

1. Demonstrators will be asked to terminate the disruptive activity by the Senior Director of Public Safety, the Chief of Police or their Designee.
2. The Senior Director of Public Safety, the Chief of Police or their Designee will, if deemed appropriate, have a photographer on hand to document the proceedings.
3. If the demonstrators persist in the disruptive activity, they will be advised by AUM Police that failure to discontinue the specified action may result in disciplinary action, including suspension or expulsion or possible police intervention up to and including arrest. Whenever possible the Chancellor or Vice Chancellor should be consulted before such disciplinary actions are taken.

a. Efforts should be made to secure positive identification (including photographs if deemed advisable) of demonstrators in violation in order to facilitate later testimony.

b. If the situation allows, the Senior Director of Public Safety should consult the Chancellor, the Vice Chancellor of Academic Affairs and recommend whether or not to remove the demonstrators.

c. If a decision is made to discontinue the protest, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest. If the protestors refuse to comply arrest may occur.

E. Violent Demonstration

In the event that a violent demonstration occurs or appears eminent, the Chancellor should be notified immediately.

During regular office hours:

1. The Chancellor, Senior Director of Public Safety, and Campus Police will be summoned to the scene. If necessary, Montgomery Police or Montgomery County Sheriff's Department may be asked for assistance.
2. The Director for University Relations will be notified and will arrange for a photographer to document the disruptive behavior, if safe to do so.
3. The Vice Chancellor will notify the appropriate University personnel.
4. The Campus Police will provide sufficient personnel to contain the demonstrators. Should an insufficient

number of personnel be available, the Senior Director of Public Safety and/or the Chief of Police or designee will request back-up officers from the Montgomery Police Department as needed.

After regular office hours:

1. The Campus Police should be notified immediately of the disturbance.
2. The Campus Police will investigate the disruption and report findings to the Senior Director of Public Safety and the Chief of Police.
3. The Senior Director of Public Safety and/or Dean of Students will:
 - i. Notify the Vice Chancellors.
 - ii. Notify the Director of University Relations.
 - iii. Notify other appropriate University personnel.

NOTE: The Senior Director of Public Safety, the Chief of Police or Senior Supervisor on duty may order intervention without counsel if it is deemed to be of paramount importance to the safety and security of persons and/or property.

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XXII. Explosion

The following procedures will be implemented in the event of an explosion:

A. Person(s) witnessing or hearing the explosion should contact the AUM Police Department 244-3424 or 911, relaying the location and time of the explosion or suspicious noise.

B. The AUM Police will:

1. Dispatch a unit to the scene to evaluate the situation and contact the Montgomery Fire and Police Department and request support, as necessary.

2. If a building is involved, notify the Senior Director of Public Safety and SODEXO (maintenance) to check the Material Safety Data Sheets (MSDS) to determine what possible chemicals may be involved.

3. The Senior Director of Public Safety may activate the Critical Operations Group (COG) and have them assemble at the designated Emergency Operations Center.

4. Establish a safe perimeter from the explosion site and evacuate all nonessential personnel. Establish necessary roadblocks to restrict the flow onto campus and to expedite the arrival of emergency personnel.

5. Dispatch additional patrol officers to assist in evacuation and possible assistance for injured persons.

6. Contact the Montgomery City Police Department and Montgomery County Sheriff's Office if further support is needed.

7. If a bomb is suspected, contact the Alabama State Police / Bureau of Investigation / or Montgomery Police Department.

C. The COG will coordinate emergency response and university business.

D. University Relations will handle all media inquiries and activities through the COG.

XXIII. Aircraft Incident

In the event of an aircraft incident, follow these procedures:

1. Notify the AUM Campus Police at 244-3424 or dial (911).

2. The AUM Police will:

a. Dispatch Campus Emergency Personnel to assess the situation, establish a safety corridor from the center of the crash site, and establish an entry control point upwind of the point of impact. Block off all road access to the crash site except entry control point that will be used by emergency responders.

b. A secondary exit route will be determined and communicated to the community that will not interfere with emergency responders.

c. Contact the Montgomery Fire Department and request response and paramedic support.

d. Contact the Montgomery Police Department and Montgomery County Sheriff's Office and request support, if necessary.

e. Notify Senior Director of Public Safety to assemble the Emergency Operations Group.

f. Contact the Montgomery Regional Airport to report the crash at 334-281-9567.

g. Evacuate all personnel who are located within the defined corridor.

h. Contact the National Weather Service or internet weather data and obtain wind speed and direction. This data should be monitored until the crisis is over.

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The Crisis Operations Group may report to the EOC as specified by the Senior Director of Public Safety and coordinate response efforts. University Relations will coordinate all media inquiries and activities through the COG.

The Responding Patrols will:

- a. Keep all nonessential personnel away from the crash site
- b. Direct all on scene media to the designated media gathering point where they can speak with a member of University Relations or the designated spokesperson.
- c. Obtain all data information needed to document the incident. Allow only emergency response personnel into the crash site and maintain a log as to who enters the site. Release the crash site to the primary investigative agency as directed by the Senior Director of Public Safety and/or the Chief of Police.



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XXIV. Crisis Assessment Team

Overview

Auburn Montgomery has established a Crisis Assessment Team to assist in addressing situations where students, faculty, staff or others are displaying disruptive or threatening behaviors that potentially impede their own or others ability to function successfully or safely. The process is designed to help identify persons whose behaviors potentially endanger their own or others health and safety.

It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at the University. Any member of the campus community may become aware of a troubling person or situation that is causing serious anxiety, stress, or fear and, if so, this information should be forwarded to the Senior Director of Public Safety. In cases where a person may pose an

immediate risk of violence to self or others, the AUM Police Department should be contacted at 244-3424 or 911.

Purpose

For the safety of the campus community any threat, explicit or implied, will be considered a statement of intent. The Crisis Assessment Team will recommend actions to the appropriate Chancellor / Provost / or Vice Chancellor(s) in order to protect the student, employee, and the university community.

This Team has been established to:

- » Respond to circumstances of violence, threatening behavior, unwanted pursuit, or harassment;
- » Investigate the situation and recommend appropriate actions including suspension, expulsion, termination of employment, filing of criminal charges, or ongoing monitoring for follow-up and observation of behavior patterns;
- » Respond quickly to behavior indicating a student, faculty, or staff member poses a risk to self or others;
- » Identify resources for troubled students and personnel and make referrals to appropriate campus and off-campus agencies;

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- » Help secure therapeutic actions that are appropriate, such as treatment or counseling;
- » Notify, within FERPA guidelines, parents, guardians and/or next-of-kin;
- » Initiate action to place a student/employee in the custody of a mental health facility capable of supporting specific behaviors;

- » Require psychological evaluations;
- » Coordinate and assess information from faculty, administrators, students, and local authorities;
- » Make recommendations to the Chancellor, Provost and/or the Vice Chancellors who may sign-off on action to be taken;
- » Periodically assess outcomes of actions taken.

Procedure

Threat-related information must be forwarded to the Senior Director of Public Safety, AUM Human Resources Representative Jeanine Boddie-LaVan, the Provost or in an emergency to the AUM Police Dispatch Center (334-244-3424 or 911). The Senior Director of Public Safety and AUM Human Resources Representative Jeanine Boddie-LaVan will initially evaluate the report and, if appropriate, convene the Crisis Assessment Team. Individual members of the Team are also available for advice and consultation.

Once a report is received, the following preliminary investigative information will be collected:

1. Interviews to determine the existence of corroborating evidence;
2. Initiation of threat assessment review;
3. Student disciplinary/judicial history;

4. Relevant employment records under the custody of the Director of Human Resource Management;

5. Other relevant information as deemed appropriate to assure the safety of the University community.

When information is received about a possible threat, it will be investigated and a probability will be identified. It should be noted that assessing a possible threat cannot be 100% accurate. Information on “red flags, warning signs, and indicators” will be used to help guide decision-making.

Crisis Assessment Team

The Crisis Assessment Team consists of University personnel with expertise in human resources/employee assistance, law enforcement/threat assessment/tactical applications, university operations, medical knowledge, and student affairs. A collaborative process to assess threats will be used and depending on the situation, personnel with areas of specialization/responsibility may be called upon to assist the Team. The Senior Director of Public Safety will keep senior officials advised of situations and specifically will communicate with the Director of University Relations on PR matters. Other individuals may also be consulted as needed such as a faculty member who has a concern about a student, a counseling psychologist to share expertise, and/or a manager who has information concerning an employee.

The Team may meet on an emergency basis as well as regularly to review reports brought forward by faculty, staff, and students concerning disruptive, inappropriate, and/or threatening behavior.

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Procedures

Medical &
Psychological
Crisis

Chemical, Fire
& Electrical
Incident

Violence
Criminal
Incidents

Natural
Disasters

Other
Potential
Emergencies

Assessment
Team

Crisis Assessment Team Members:

Ricky W. Adams
Senior Director of Public Safety

Yulanda Tyre
Counselor

Jeanine Boddie-LaVan
Human Resources

Glenn Ray
Psychology

Janice Lyn
Dean of Students
Provost

Other members may be included as necessary.

CONCLUSION

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Addendum

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XXV. Conclusion

While supervisors, department chairpersons, deans, and student affairs/residence life staff are appropriate counsel for general student/employee concerns they are not experts in responding to threatening or alarming situations. Therefore, it is everyone's responsibility (faculty, staff, students, visitors) to report situations that could possibly result in harm to the campus community to the Senior Director of Public Safety or, in an emergency, to the AUM Police Dispatch Center (244-3424 or 911).

If you would like to schedule individualized or group sessions regarding AUM emergency procedures and safety, or in the event of any questions, please contact:

Ricky W. Adams
Senior Director of Public Safety
Office phone: 334.244.3930
radams7@aum.edu
Office: 919 Library Tower

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Severe Weather Safe Areas (Lower level / Windowless Safe Areas)

ADMINISTRATION BUILDING (LIBRARY PHASE I)

First Floor Restrooms
Interior Rooms in Suite 114
(Sponsored Programs)
Interior Rooms in Suite 137
(Chancellor's Office)
Interior Rooms Suite 109
(University Relations)
Interior Rooms 107
(Continuing Education)

LIBRARY TOWER (PHASE II)

First Floor Cool Room
Stairwells at the lowest levels

GOODWYN HALL

Basement Hallway closest to the elevator
Rooms 109, 110, 111, 112, 113, 116
Basement Hallway in Life Sciences Addition

LIBERAL ARTS / EDUCATION

Reading Center 112
Early Childhood Center Nap Room
1st Floor Restrooms
1st Floor Hallway (adjacent to the Early Childhood Center)
1st Floor Stairwells

MOORE HALL

Auditorium 106 – 107
Rooms 103, 105, 106
First Floor Restrooms
Hallway outside Suite 101

CLEMENT HALL

Hallway in Phase I (adjacent to Room 105)
Restrooms on First Floor
Room 108 Classroom
ITS Office (former TRC Employee Space)
Hallway in Phase 2 (adjacent to Room 108)
2nd floor Hallway

PHYSICAL EDUCATION COMPLEX

Training Room
Locker Rooms
Hallway
(adjacent to Physical Education Offices)
Hallway (adjacent to Athletic Offices)
1st Floor Restroom

FACILITIES BUILDING

Main Building Interior Space

LIBRARY ANNEX

Old Mailroom

TAYLOR CENTER

1st Floor Hallway (adjacent to Financial Aid)
Financial Aid Office
Registrar's Office
Hallway connecting Phases 1 & 2
(close to Housing Mailboxes)
Hallway (leading to Chief of Police's Office)

Hallway (leading to Campus Police Dispatch Office)
Housing Office
Mailroom
Student Affairs Office on back hallway – from Room 157
to SGA Office

WEST COURTYARD

All Students evacuate to the 1st floor of their individual buildings
or shelter in place away windows and doors.

NORTH COMMONS

Evacuate to interior hallways of their suite and rooms away from
windows

MODULAR BUILDINGS

Do not seek shelter inside of any modular or temporary structure.
Seek shelter in any adjacent permanent building

TECHNA CENTER

Stairwells at their lowest levels, restrooms, and interior rooms
without windows

Evacuation Points

Evacuation Assembly Area (EAA):
an outside location at least 100 feet from the building, away from roads and walkways used by emergency vehicles.

Evacuation Site (ES):
a building in close proximity to the evacuated building that will provide protection from the weather or other elements in the case of a prolonged evacuation. The on-site incident commander, usually an AUM Police officer will determine if personnel should move from the Evacuation Assembly Area to the Evacuation Site.

The following buildings may be the designated Evacuation Sites (ES) when a prolonged building evacuation occurs as determined by emergency personnel. Individuals may be sent to the emergency assembly areas, when necessary.

**Taylor Center
Goodwyn Hall
Physical Education Building (Gymnasium)
Moore Hall**

Procedures:
Evacuation is required any time the fire alarm sounds, an evacuation announcement is made, or a university official orders you to evacuate a building. Building occupants should proceed to the Evacuation Assembly Area (EAA). After the building has been evacuated, the building cannot be re-entered until AUM Police give permission. The silencing of alarms is not the sole indicator that it is safe to re-enter.

In the event of an evacuation, everyone must be accounted for, and names should be written down, or checked off an attendance roster. This is important in events such as a tornado, fire, or building collapse, to help emergency responders coordinate search and rescue efforts.

Evacuation Points



