

# 10 SAFETY AND EMERGENCY PROCEDURES

## INTRODUCTION

Lurleen B. Wallace Community College (LBWCC) takes the safety of its students and employees very serious. We are committed to protecting the College community in the event of an emergency on College property or surrounding areas. All College employees are responsible for maintaining compliance with federal, state, and local laws, as well as College policies and procedures. LBWCC does not have sworn safety officers on staff. Maintenance technicians and custodial staff serve as campus security officers. These technicians perform immediate assistance, pending the arrival of emergency services personnel, provided such assistance can be given without endangering themselves or others involved in the incident. In an effort to maintain a safe College environment for all students, employees, and visitors and to expedite aid in the event of an emergency, please be familiar with these procedures.

## EMERGENCY MANAGEMENT/SAFETY PLAN

The Lurleen B. Wallace Community College Emergency Management/Safety Plan has been developed to ensure that, to the extent possible, the College provides a safe, secure learning environment. While the guide does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies. The plan outlines procedures for the following emergency situations:

- Fire
- Chemical or radiation spill
- Natural gas leak
- Explosion, downed aircraft (crash) on campus
- Bomb/Bomb threat
- Civil disturbance or demonstrations
- Utility failure
- Violent or criminal behavior
- Psychological crisis
- Automobile accident
- Flooding
- Harassment
- Sexual Assault

***The Lurleen B. Wallace Community College Emergency Management/Safety Plan is available on the College website.***

## EMERGENCY NOTIFICATION

As part of LBWCC's effort to ensure the safety of students, employees, and visitors, the College utilizes a campus emergency notification system. To achieve this, the College has partnered with SchoolCast to implement the *Saints Alert System*. The *Saints Alert System* enables the College to better inform the campus community of a possible dangerous situation. Students and employees can receive time sensitive emergency messages via text and voice messages to cell phones and home phones. Everyone who has provided an email address to LBWCC during the admission

process will receive emergency alerts to those e-mail addresses. Although participation in this system is not mandatory, enrollment is strongly encouraged. To access the *Saints Alert Dashboard* go to the following secure Website: <https://www.myschoolcast.com/go/lbwcc/>

## **SAFETY, SECURITY, AND EMERGENCY PROCEDURES**

### **Threatening Situation Procedures**

#### **CALL THE CAMPUS DIRECTOR IF YOU NEED ASSISTANCE.**

In the event of a serious threatening situation dial 911 immediately. Give your name. Describe the nature, severity, and location of the situation. Never put yourself or anyone else at risk.

### **Medical Emergency Procedures**

#### **CALL THE CAMPUS DIRECTOR IF YOU NEED ASSISTANCE**

If serious injury or illness occurs on campus, immediately dial 911. Give your name. Describe the nature and severity of the medical problem, and the campus location of the victim.

In case of serious injury or illness, properly trained personnel\* should quickly perform the following steps:

1. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM!**
2. Ask victim, "Are you okay?" and "What is wrong?"
  - A - Allergies?
  - M - Medication?
  - P - Past Medical History?
  - L- Last Meal?
  - E - Events? What were they doing?
3. Check breathing and give CPR, if necessary.
4. Control serious bleeding by direct pressure on the wound.
5. Continue to assist the victim until help arrives.
6. Look for emergency medical identification, question witness(es) and give all information to the emergency medical personnel.

\*Nursing and Allied Health Faculty are certified in cardiopulmonary resuscitation and trained to respond to medical emergencies.

First aid kits are available in the Business Offices at each campus/center and in other departmental locations for minor injury or illness.

**Accident/Incident/Medical Emergency Report**

This form is used for reporting any accident, incident, or medical emergency. The College employee who has the greatest familiarity with the situation should submit the report to the appropriate person as soon as possible following the event.

- If the situation involves students, please submit the report to the Dean of Student Affairs
- If the situation involves employees or other individuals, please submit the report to the Director of Human Resources
- If the situation involves safety, security, or property damage, please submit the report to the Director of College Facilities and Maintenance

Copies of these completed forms will be sent to the Campus or Center Director where the incident occurred.

***A copy of the Accident/Incident/Medical Emergency Report is found in Section 11 of the Policies and Procedures Manual on the LBWCC website.***

**EMERGENCY PREPAREDNESS**

**Emergency Evacuation**

Evacuation routes are posted in each program and building. Emergency evacuation procedures are outlined in the *Emergency Management/Safety Plan* which is available on the College website.

**Emergency Telephone Numbers**

**REMEMBER FROM A COLLEGE PHONE: DIAL 9 AND THE PHONE NUMBER FOR AN OUTSIDE LINE.**

FIRE, POLICE, AMBULANCE .....	911
Director of College Facilities and Maintenance .....	334-488-3406
Andalusia Police Department.....	334-222-1155
Opp Police Department .....	334-493-4511
Greenville Police Department .....	334-382-7461
Luverne Police Department.....	334-335-3334
Poison Control Center.....	1-800-462-0800
Switchboard.....	Ext. 2200 or 334-222-6591

***See the LBWCC Emergency Management/Safety Plan on the College website for additional information on Safety, Security, and Emergency Procedures.***

## INCLEMENT WEATHER/EMERGENCY CLASS DISMISSAL

In the event it becomes necessary to close the campus or to cancel classes and other activities due to inclement weather, notices will be submitted to the following television and radio stations as well as official LBWCC social media.

### Radio Stations:

WAAO (93.7 FM) in Andalusia  
 WAMI (102.3 FM) in Opp  
 WKMX (106.7 FM) in Enterprise  
 WFXX (107.7 FM) in Andalusia  
 WLWI (92.3 FM) in Montgomery  
 WDJR (96.9 FM) in Enterprise  
 WKXN (95.9 FM) in Greenville  
 WOOF (99.7 FM) in Dothan  
 WOPP (1290 AM) in Opp  
 WTBF (94.7 FM) in Troy  
 WKWL (1230 AM) in Florala

### Television Stations:

WAAO (Local) in Andalusia  
 WAKA 8 (CBS) in Montgomery  
 WNCN 32 (ABC) in Montgomery  
 WSFA 12 (NBC) in Montgomery  
 WTVY 4 (CBS) in Dothan

Announcements for closing will be made by 7:00 a.m. for day classes and during the noon hour for night classes. Unless otherwise indicated, the closing of campus or canceling of classes will be for one day.

**Campus Closed** - All students and employees (except for the maintenance staff) should remain at home. Any maintenance staff who can safely report to work will have documented work time to be taken at a later date. In the event that the roads normally traveled are officially closed, do not attempt to report to work.

**Canceled Classes** - Students do not report to the campus. Employees are expected to report to work if safety permits. Faculty must communicate with their supervisor concerning plans. When danger threatens, the faculty is notified to take previously designated evacuation action. (Follow procedures detailed in the *Emergency Management/Safety Plan*. Evacuation routes are posted in each program and building).

## PARKING/TRAFFIC REGULATIONS

All Lurleen B. Wallace Community College employees and students are subject to the established parking rules and regulations.

### **Driving Violations**

Any violations, such as high-speed driving, reckless driving, failure to adhere to posted traffic signs, drinking alcoholic beverages while driving, or any other act that may affect the personal safety or property of students, faculty, staff and others will be referred to the Dean of Student Affairs or the Campus or Center Director who will determine what action will be taken against the violator.

### **Parking Decals**

Students will be issued a parking decal upon payment of their tuition. The decal will be displayed on the lower left portion of the rear glass of the vehicle. Replacement decals are free.

### **Parking Rules**

The below listed parking rules must be adhered to by everyone operating vehicles on campus. The only exceptions are school maintenance vehicles used in the performance of maintenance operations.

- Parking in a disabled space (designated with blue marking or a handicapped sign) is not permitted without a disability parking permit or a state issued special license plate. A \$25.00 fine will be levied for this violation. Per state law, the individual to whom the handicapped tag was issued must be an occupant in the vehicle.
- Parking on seeded areas, parking on sidewalks, blocking crosswalks or parking in a fire lane is not permitted.
- Vehicles must be properly parked, i.e., within the perimeters or lines of the parking area. Neither end of the vehicle can be protruding outside of the designated parking area. Straddling of parking area lines is prohibited.
- Parallel parking within fifteen (15) feet of the corner of campus streets, because of the hazard it presents to other vehicles negotiating corners on campus, is prohibited.
- Double parking is prohibited.
- All traffic signs must be obeyed.
- Pedestrians have the right of way at crosswalks.

### **Penalties for Violations**

Any vehicle found parked illegally may be towed at the owner's expense.

### **Vehicles on Campus after Hours**

Vehicles are not to be left on campus after school hours without first notifying/checking with Campus Security.

### **SMOKING/TOBACCO POLICY**

*LBWCC's Smoking/Tobacco Policy can be found in Section 9 of this Policies and Procedures Manual.*

### **INSTITUTIONAL REPORTING RESPONSIBILITIES**

The *Accident/Incident/Medical Emergency Report* forms are used for immediate documentation of a situation. This form must be completed by the employee who has the greatest familiarity with the situation. Copies of these reports must be forwarded at once to the Campus or Center Director where the situation occurred. The Campus or Center Director has the responsibility and the authority to notify any person, department, or agency needed to assist with the completion and closure of each situation. Any additional assistance for the Campus or Center Director with these responsibilities will be provided by the President of the College. Incidents at off campus instructional sites follow the procedure for the closest campus.

### **FEDERAL CRIME REPORTING**

All Colleges and universities that participate in Federal Financial Aid programs are required to keep and disclose information about crime on and adjacent to their respective campuses. Compliance of these requirements is monitored by the United States Department of Education, which can impose penalties and even suspend institutions from participating in Federal Student Financial Aid programs. The law known as "The Clery Act" requires that this reporting process be completed by October 1, of each year. The office of the Dean of Student Affairs is responsible for reporting this information annually for Lurleen B. Wallace Community College.

### **SAFETY AND SECURITY CAMERA ACCEPTABLE USE POLICY**

Lurleen B. Wallace Community College (LBWCC) is committed to enhancing the quality of life of the campus community by integrating safety and security with technology. The surveillance of public areas is intended to deter crime and to assist in protecting the safety of persons and property. This policy addresses the College's safety and security needs while respecting and preserving individual privacy. This policy applies to all personnel, departments, and properties of LBWCC in the use of security cameras and in the monitoring and recording systems of those cameras.

To ensure the protection of individual privacy rights in accordance with the College's commitment to safety and security as well as to ensure compliance with state and federal laws,

this policy describes the responsibilities for the installation of security cameras and the handling, viewing, retention, dissemination, and destruction of recorded security camera data. The existence of this policy does not imply or guarantee that cameras will be monitored in real time twenty-four (24) hours a day, seven (7) days a week. Under normal circumstances, cameras are not monitored continuously but may be monitored for legitimate safety and security purposes. There is likewise no implication or guarantee that any specific location will be monitored by a camera, that recordings will be available or usable, or that security cameras can or will provide information for criminal or other investigations. Efforts will be made to maintain all devices, including cameras, network connections, servers, and storage devices, in operable condition. However, the College makes no representation that this is possible at all times. It is clearly not possible to cover every area of the College with surveillance cameras. Furthermore, the College reserves the right to keep inoperable cameras and decoys displayed as deterrents to criminal or other inappropriate activity.

The Instructional and Information Technology division will be responsible for the positioning, maintenance, and testing of all security cameras as well as the storage of all camera records. This division will assist the College Facilities and Maintenance division as needed with the installation of all security cameras. The College Facilities and Maintenance division will monitor developments in the law and in security industry practices and technology with the goal that the cameras are being used consistently within best practices and to ensure compliance with all federal and state laws.

Security cameras may be installed in situations and locations where the security and safety of either property or persons may be enhanced. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. In particular, no cameras will be placed in private offices, bathrooms, or locker rooms. Information obtained from the security cameras shall be used for safety and security purposes and for law and policy enforcement. This information must be handled with an appropriate level of security to protect against unauthorized access, to protect an individual's right to privacy to the extent the same exists under law, and to hold the records securely through recording, storage, transmission, use, and deletion. No attempt shall be made to alter any part of security camera recordings.

Any recording or monitoring of the activities of individuals or groups by LBWCC cameras will be conducted in a manner consistent with this policy, state and federal laws, and will not be based on the subjects' personal characteristics including any impermissible criterion or protected characteristic. All personnel with access to the College's security cameras will be trained in the effective, legal, and ethical use of monitoring equipment. The Associate Dean of Instructional and Information Technology will identify this training and ensure that all applicable personnel are trained in a timely manner.

The Luverne Center camera system is a self-contained system. With the exception of the security camera recordings from the Luverne Center, all security camera recordings are stored in real-time on the video server located in the Computer Center on the Andalusia Campus. These recordings are streamed from each campus over the network once motion is detected and then are stored on the video server. All recordings stored on the video server are time-stamped and maintained for up to twenty-five (25) calendar days. After the twenty-fifth (25) day, the file is removed from the server. This retention period may be extended as part of a criminal



investigation, criminal or civil court proceedings, at the request of legal counsel, or other justifiable reason approved by the President.

Personnel are prohibited from using or disseminating information acquired from the security cameras except as directed by the President. All information and/or observations made in the use of the security cameras are considered to be confidential and can only be used for official College or law enforcement purposes. Only law enforcement officials and those College employees directed by the President are allowed to view security camera live video or recorded data. The President will review all requests to release records obtained through security cameras. LBWCC reserves the right to seek consultation and advice from legal counsel related to these requests prior to the release of any records. A record will be maintained of all requests to access, view, or use security camera records. The record shall include the date and identification of the person or persons requesting and to whom access was granted. This record will be maintained by the College Facilities and Maintenance division.

This policy does not apply to cameras used for academic purposes nor the use of webcams for general use by the College. This policy does not apply to the use of video equipment for the recording of public performances or events, interviews, or other use for broadcast or educational purposes. This policy shall not apply to cameras used by law enforcement in the following manners: covert operations for the purpose of criminal surveillance, mobile cameras used in, on, or about law enforcement vehicles, or body-worn or otherwise portable cameras used during the course of investigations or normal law enforcement functions. Nothing in this policy is intended to limit the authority of law enforcement officials in the course of their duty.