



Staff Handbook

SECTION 6 SAFETY AND SECURITY

The University is committed to ensuring that a safe, secure and healthful environment is provided for staff, students and visitors. Each department head and/or supervisor is responsible for assuring that employees and students are properly trained in safe working procedures; have safe equipment and tools and knowledge to use them properly; routinely following approved safety procedures; and ensuring that the work environment is as free as possible from safety and health hazards. Each individual has a personal responsibility to act in a safe manner by taking positive actions that minimize risks and prevent accidents: maintaining a conscious awareness of safety; carefully following University and departmental safety guidelines; and promptly reporting unsafe conditions. (Refer to [Policy 01:145](#))

6.01 Accidental Injury/Emergency Medical Procedure

University police officers are trained in basic first aid and have access to emergency medical rescue units that are staffed by state-licenses paramedics and emergency technicians. Staff should call UM police in any emergency situation.

6.02 Bias-Related Acts of Violence, Intimidation, Harassment and/or Discrimination

(Refer to [Policy 01:120](#))

6.03 Bomb Threat

If a bomb threat telephone call is received, staff should note the exact time of the call and any pertinent facts about the caller – male or female, voice, accent and background noises. If possible, staff should obtain other information from the caller, such as the location of the bomb, when it will go off, what it looks like and why it was placed. As soon as the caller hangs up, staff should call the University police.

6.04 Campus Security

The University Police Department is responsible for maintaining campus security 24 hours a day and for providing a safe environment for campus life. The Department is staffed by uniformed officers who are trained in all aspects of law enforcement and have arrest powers. Public safety information, including the annual report on crime categories, is available on the University's web page at www.montevallo.edu/publicsafety. Upon request, this information is also available in a printed version.

6.05 Facilities Access

Access to University offices, classrooms and other areas is available to authorized personnel. To ensure that others do not unlawfully gain access to these areas, requests for opening locked areas will be regulated as outlined by University procedures.

6.06 Fire Alarm Procedure

If a fire or chemical accident is discovered, employees should evacuate the building after activating the local alarm system and then notify University police.

In the event of a fire alarm, employees should immediately walk to the nearest exit and be alert for directions from the University police.

6.07 Hazing

(Refer to [Policy 01:110](#))

6.08 Keys

After receiving signed authorization from a department head, dean, or other administrator, the University police will issue keys to staff members at no cost. Upon receipt of keys, staff must sign an individual signature key control card. All University keys must be returned to the University police department upon termination of employment. Lost or stolen keys must be reported immediately to the supervisor and University police.

6.09 SchoolCast

The University uses the SchoolCast Rapid Alert and Notification System to notify staff, who elect to participate, of emergencies, inclement weather, University closings and more. Through the SchoolCast system, staff, whether on campus or not, are notified within minutes of an alert being sent. Messages can be sent via telephone (land-line or cell), voicemail, text messaging, PDA devices, fax and email.

6.10 Severe Weather

University police monitor the National Weather Service Radio for severe weather bulletins. Upon receiving a tornado warning for the University area, the community will be alerted by a continuous three-minute siren blast. When the warning is sounded, an employee should go immediately to the

lowest level of the building, take cover near interior walls or corridors and stay away from windows and doors until the warning is lifted.

A monthly test of the siren is conducted on the first Wednesday each month at 10 a.m. The test will be two 30-second blasts of the siren. The test is not a severe weather drill.

6.11 Severe Weather Procedure Involving Class Cancellation and/or Administrative Closing

When classes are cancelled due to snow, ice storms, or other severe weather, University officials will notify area TV and radio news media and activate SchoolCast as soon as the cancellation decision is made. The same procedure applies when the President announces an administrative closing due to severe weather.

When the University is closed, employees in positions necessary to the continuing operation of the University will be expected to be at work, if possible and will be appropriately compensated for situations in which other employees receive time off due to weather conditions.

6.12 Sexual Assault

(Refer to [Policy 01:125](#))

6.13 Traffic Accidents/Crime Report Procedure

An employee involved in a traffic accident or the victim of a crime on campus should call University police immediately. Officers will summon aid, as necessary, prepare appropriate reports and advise appropriate actions. The University's risk manager should also be notified.

6.14 Weapons

(Refer to [Policy 01:140](#))