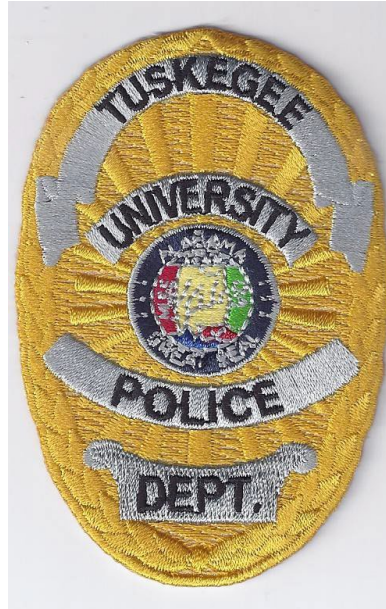


Tuskegee University Comprehensive Public Safety Plan

National Incident Management System (NIMS) Compliant



Dr. Charlotte Morris
President

Natalie King
Interim Chief of Police
Department of Public Safety

FOREWORD

This proposed Comprehensive Security Plan is compiled from information and guidelines from the State of Alabama Department of Education, the Alabama Department of Homeland Security, the United States Emergency Management Agency, The City of Tuskegee, Macon County Alabama and statistical analysis of crime data from the Tuskegee University Department of Public Safety. It is designed to use existing formats consistent with those already adopted by the aforementioned agencies and as directed by Presidential Directive.

The following safety plan is developed in the NIMS (National Incident Management System) format which is a collection of principles and methods that standardizes the response and actions of multiple agencies during an emergency or disaster. Regardless of whether the emergency is localized by the campus police or involves the assistance of federal entities, the response will be coordinated to the level of standards established by the Department of Homeland Security and the Federal Emergency Management Agency.

At Tuskegee University, we face a lot of non-student traffic on campus that law enforcement must monitor. We have several bus tours and visiting dignitaries/guests that may bring hundreds to our campus each day. This level of access increases the opportunities for petty criminals to try and gain access to our facilities. Property crime remains a concern. Luckily, violent crime is not high. TUPD takes several preventative measures to make sure we can be ready for any threat. We study crime trends, and when a pattern emerges we deploy undercover operation to gain further knowledge of suspected wrong doing and the parties involved. We share information on criminal activity with the city police and we collaborate when necessary, utilizing personnel from both agencies. Lastly, we maintain an extensive physical security operation that includes a network of security cameras, alarms, and security officers who patrol the campus 24/7.

School safety has been and continues to be a critical issue in the lives of students, educators, parents, families, and community members. There is growing concern over the safety of the university due to recent local, state, and national school incidents of violence. Students struggle to learn when their safety is threatened. Educators are less able to provide effective instruction in an environment that they feel is unsafe. While at a decline, incidents of violence and crime on Tuskegee University's campus have been documented over the past five years. As such, we must adopt the attitude of "**when**" incidents occur versus "**if**" they will occur.

On February 28, 2003, the President of the United States, issued Homeland Security Presidential Directive/HSPD-5, *Management of Domestic Incidents*, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). This system provides a consistent nationwide template to enable federal, state, local, and tribal governments and private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism. Presently, all Command Personnel of the Tuskegee University Department of Public Safety (University Police Department) have been trained in this emergency response system.

Through the development, training, and implementation of this security plan, a safer environment that enhances and allows for learning will be provided for all students, faculty, staff and visitors at Tuskegee University....” *The pride of the Swift Growing South*’.

Part I: Campus Safety Plan for Emergency Events

- NIMS Format

Introduction

Purpose of the University Security Plan

A necessary function of providing adequate safety and security of the campus, inclusive of response to emergencies, must work effectively and efficiently with federal, state, local governments, and first responders to mitigate, prevent, prepare, respond, and recover from incidents of crime and other emergencies.

Campus safety is an **organized process** by which the Tuskegee Department of Public Safety must:

- Mitigate** risks.
- Prevent** incidents from occurring.
- Prepare** for hazards that cannot be prevented or fully mitigated.
- Respond** to emergencies that occur.
- Recover** from emergencies to restore the university to its pre-emergency condition.

Why Should Tuskegee University Plan for Safety?

The object of all security-planning efforts is to **manage risks**. Effective planning, which includes training and exercising, enhances the university's ability to keep those incidents from becoming crises. **Crisis intervention is reactive**, occurring after a criminal or emergency event, whereas, **campus safety and emergency planning is proactive**, enabling Tuskegee University to reduce the frequency and magnitude of both, and to respond faster and appropriately.

Benefits of this safety plan:

- Actions taken are more effective.
- Benefits extend to home and community.
- Responses to emergencies can improve future actions.
- Parents/Communities are more confident.
- Planning prevents injuries and saves lives.
- Tuskegee University is responsible for providing a safe environment for students, staff, and visitors.
- Federal and state laws require university safety planning.

Mitigation

Mitigation refers to sustained and ongoing actions taken to reduce or eliminate long-term risks to people and property from incidents and their effects. The emphasis on ***sustained actions*** to reduce long-term risks differentiates mitigation from preparedness and response tasks which are required to survive safely and with the least risk. Effective mitigation actions can decrease the impact, the requirements and the expense of critical events.

The purpose of mitigation is two-fold:

1. To protect people and structures
2. To minimize the costs of disaster response and recovery

Prevention

Prevention refers to actions taken to attempt to avoid an incident from occurring. Prevention also involves applying intelligence and other information to a range of activities that may include such counter measures as:

1. Provide an environment that encourages and enhances student reporting of safety threat information.
2. Deterrence operations.
3. Heightened inspections.
4. Improved surveillance and security operations.

5. Investigations to determine the full nature and source of an incident.
6. Specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity, as appropriate.
7. Apprehending potential perpetrators.

Preparedness

The U.S. Emergency Management Agency defines “Preparedness” as the range of deliberate critical tasks and activities necessary to build, sustain, and improve the capability to mitigate, prevent, prepare, respond to, and recover from incidents. Preparedness allows for planning and forethought regarding possible incidents as well as having an effective response to almost any incident. Preparedness requires determining what you will do if an incident occurs, developing a plan for contingencies, and practicing the plan.

The preparedness phase involves a minimum of six steps:

1. Identifying the assets.
2. Identifying the incidents that must be addressed.
3. Analyzing the incidents.
4. Developing the plan.
5. Developing a resource base.
6. Developing and implementing training and practices/exercises.

Response

Response begins as soon as an incident threatens or is detected. The Department of Public Safety/Police Department assures its body that responses to all incidents criminal or emergency will be prompt, courteous, appropriate, and performed by adequately trained and equipped officers.

Recovery

Recovery procedures are the actions necessary to return the victim and the University to its normal operations. The goal of any recovery plan is to restore all normal operations as quickly and completely as possible, but understanding recovery takes time. Recovery activities may be many and varied, depending on the incident, the type and amount of damage, and the number and severity of injuries. It will almost always involve interaction with associated departments as:

1. Medical issues.

2. Psychological issues.
3. Infrastructure issues.
4. Insurance issues.
5. Documentation and expedient notification issues.
6. Analysis of structural/physical damage (Scene Processing).
7. Restoration of disrupted services (e.g., utilities).
8. Clean-up of facility (e.g., health/safety hazards removed and any needed repairs reported).
9. Resumption of the normal school schedule and activities as soon as possible.
10. Liability issues.

Tuskegee University's Commitment

The safety of our students, visitors, faculty and staff is a priority. With all the advantages of a small campus, Tuskegee University also has many amenities of a larger university, including our own police department. Authorized in 2006 by Alabama Legislative Act 16-22-1, we maintain a staff of 4 sworn police officers complimented by 10 security and communications personnel.

We take a proactive approach to safety by offering:

- A well-lit campus
- Required parking decals for students, faculty and staff to easily identify vehicles
- All buildings are equipped with fire alarms
- An emergency notification system (Tiger-Alert) that delivers information via phone calls, e-mail, and text messages
- Video surveillance in strategic locations throughout campus
- Safety presentations

Our website (www.tuskegee.edu/police) gives direction on how to prepare one's self before an emergency situation arises. We urge faculty, staff, and students to review the Crisis Communications online pamphlet as well as in paying attention to the websites ticker of emergency messages.

At all times, we remain receptive to new and innovative ideas to improve campus safety and to address the ever changing trends of emergency preparedness.

Partnerships in Campus Planning and Emergency Incidents

An effective safety, security, and incident management plan involves the local Emergency Manager, first response personnel, social services personnel, and others providing assistance in an emergency. At Tuskegee University, these persons are members of various safety oriented committees with administrative responsibilities of implementing policy, directing resources and in determining goals which foster safety and improvement of the university atmosphere.

These persons and their responsibilities during planning and in emergencies are:

TITLE OR DEPARTMENT	NAME	TELEPHONE
President-Incident Commander	Dr. Charlotte Morris	334-727-8501
Provost	Dr. S. Keith Hargrove	334-725-8164
Chief Operating Officer	Dr. Charles N. Smith	334-727-8502
Director of Public Safety	Ms. Natalie King	334-724-4456
Student Affairs	Mrs. Abena Myers-Taylor	334-727-4746
Marketing/Public Relations	Ms. Thonia Lee	334-724-4553
Chief Financial Officer	Mr. Dexter Odom	334-727-8692
General Counsel/Legal Affairs	Ms. Crystal James	334-727-8872
Human Resource Management	Ms. Cassandra Tarver-Ross	334-724-8510
Facilities Management	Mr. Marcus Dean	334-727-8866
Environmental Health & Safety	Mr. Wilbert Anderson	334-552-1299
Student Health		334-727-8647
Student Resident Life	Mr. William Samuel, Sr	334-724-4617
		334-727-8915

Counseling	Ms. Amber Richardson	334-727-8244
Macon County EMA		334-724-2626

Tuskegee City Police Department	Chief Jennifer Jordan	334-727-0200
Macon County Sheriff's Office	Sheriff Andre Brunson	334-727-2500
Tuskegee Fire Department		334-724-2185
Emergency		911 or 4911
Tuskegee University Police		334-727-8757

Collaboration with City of Tuskegee Public Safety Officials and the Macon County Sheriff's Department

Rapport with Surrounding Jurisdictions

The Tuskegee University Police Department maintains a good working relationship with those departments-police, fire, and EMS- who surround the campus and with whom they work with frequently. Since our change from campus security to a police department, we have improved this working relationship; mainly because we strive to:

1. Promote cooperation and collaboration with all- through assistance, training and communication
2. Create and support leadership by example
3. Elevate the profession county-wide
4. Use of certified personnel (outside agencies) for special events

The departments in this area regularly assist each other in cases and on calls for service. Even in cases "outside the gates" the city officers will offer whatever assistance they can and do not attempt to "Take" the cases from TUPD. Given the prospective employee pool, many of TUPD's officers have come from the city, bringing expertise in varied police matters with them.

TUPD has assisted in multi-agency drug raids, fugitive apprehension and warrant service, community crime prevention initiatives and investigative matters. We

also share resources (i.e. equipment), promote/host joint training, and promote multi-jurisdictional networking

In that regard, in 2012 the TUPD Chief of Police was elected by the area police chief's as their district representative with the Alabama Association Chiefs of Police.

Our officers use the services of the Macon County Jail for arrests, the municipal and county court systems including supplementing our personnel with officers from surrounding agencies during special events.

Contrasts with Municipal/County Public Safety

At Tuskegee University, there are some tools available to us that are not available to the general law enforcement community. We have an option of pursuing action through the University's Judicial Affairs Program, which other agencies do not have at their disposal. Sometimes the penalties assessed by Judicial Affairs are stronger and include counseling for the offender that would not be required in the court process. When a student does get into trouble, they can be offered more choices.

A Dean's referral can be given for some violations as opposed to an arrest or Notice to Appear. Many times this is harder on a student now, but it doesn't ruin their record for the future.

Despite this core difference, this department shares the same goals as other public safety entities; it's only the self-contained nature of the campus environment that produces the differences. Our campus public safety environment is similar to municipal and county departments in that it is practically a city unto itself. We respond to the same types of calls and situations, at the most basic level we are similar in that we are charged with upholding the same laws as the other law enforcement agencies within this county. Therein exist the state mandated training requirements that our officers meet the Alabama Peace Officer Standards and Training Certification.

Customer Service on Campus

Because of its campus environment and the idea of being perhaps a more service-oriented agency than the city police/county sheriff's office, we tend to emphasize customer service even more so than other agencies. As we bolster a lower crime rate and fewer calls for service, our officers find more time to emphasize public service; providing such functions as jump-starting batteries, opening up vehicles when students have locked their keys inside, and escorts. With parking control taking up a lot of the campus officer's patrol time, it's natural for them to render automotive and other "public relations" type services when needed.

In 2004, the Auburn University Campus Police Department merged with the city's police. The merger allowed for more comprehensive and higher quality of public safety protection for citizens and student residents without duplicating services. This plan would not be as successful for TU in that we are not as large as Auburn University, do not have as large of enrollment, and our campus is not entwined within the city; we are more centralized. Secondly, one could argue that TUPD has a greater financial allocation than its city counterpart and that we have successfully recruited the best officers in the area through an attractive pay and benefits plan. Further, as mentioned previously, we do not have the burden of maintaining a jail facility; a definite plus in regards to liability.

After a recent conversation with an Auburn official, it was revealed that they are planning on re-establishing their own force, mainly because of the previously mentioned "alternatives" to arrest and in improving customer service.

Define, Identify and Prioritize Assets:

Defining Assets: Who is Responsible for Plan Management?

While the success of the total security plan depends on the partnership of all (students, faculty, staff, administration and the community), the primary responsibility rests with the campus's Department of Public Safety. As such, it must be fine-tuned in its ability to provide effective services, limit liability and successfully interact with the aforementioned other components.

Tuskegee University
Campus Safety and Security Emergency Operations Plan

INTRODUCTION

Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of University resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President or his designee may declare a state of emergency, and procedures contained in this manual will be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. These procedures apply to all personnel, buildings and grounds owned and operated by the University.

Development and Evaluation - These procedures were developed in compliance with the Southern Association of College and Schools Criteria, section 6.4.3, —Safety and Security; which shall be revised, evaluated, and updated periodically as needed. Each key individual at the University is responsible for being fully aware of the contents and procedures in this manual and for disseminating the information to all members of the University community under his/her supervision.

Types of Emergencies

In this manual the types of emergencies addressed are:

1. Fire
2. Severe Thunderstorm and Tornados
3. Severe Cold Weather
4. Utility Failure
5. Bomb Threats
6. Civil Disorder and Demonstrations
7. Active Shooter/Barricaded Suspect/Hostage Procedure
8. Chemical or Radiation Spills
9. Health Care
10. Hazardous Materials

Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the University President or his designee. In the absence of the President or his designee, the Executive Vice President shall assume operational control of the emergency. The Vice President for Business Affairs, Vice President for Student Affairs, Vice President for Facilities, Director of Transportation Services, and the Chief of University Police/ Department of Public Safety will coordinate with the University President to determine at what point the University should declare the implementation of emergency procedures.

Whenever the University is in a state of emergency, only registered students, faculty, staff and those others authorized may be on campus. Those who cannot present proper identification will be directed to leave. Unauthorized persons remaining on campus will be subject to arrest.

University Police/Department of Public Safety

Once the President issues the emergency order, University Police will alert persons involved in activities in the affected and adjoining areas and ensure that these areas are evacuated, if necessary. Whenever there is an emergency that causes damage to property or personal injury, University Police will summon necessary medical personnel and secure damaged areas. Medical and/or maintenance personnel who must enter damaged areas should be cautious since the affected building may have been weakened by the incident and may collapse without warning. Since there may also be gas leaks or electrical short circuits, no one will be allowed to take lanterns, torches or lighted cigarettes into a damaged area until that area is declared safe. If the emergency involves only one building or a small part of the campus, a University Police Patrol Vehicle will be placed as near the emergency scene as is reasonably possible and at least one uniformed officer will remain with the vehicle.

Duties and responsibilities of the University Police/Department of Public Safety include:

1. Notify predetermined University administrators of major emergencies.
2. Take immediate and appropriate action to protect life, property, and to safeguard records as necessary.
3. Obtain assistance from City, County, State and Federal agencies as needed or required.
4. Provide traffic control, perimeter and internal security patrols.
5. Advise the Director of Public Relations of all news concerning the extent of the disaster affecting the campus.
6. If telephone service is disrupted, the Police Department may provide runners for emergency notification.

Command Post

The Director of Transportation and the Chief of University Police, in conjunction with other safety/emergency personnel, will establish a University Emergency Operation Center during a **State of Emergency** in the police building. Public Relations, Housing and Health Services should have representatives at the post that will be responsible for responding to inquiries from parents, the news media and the general public. If the emergency involves that area to a point that it would be unsuitable for the Emergency Operation Center, an alternate location will be selected.

Working as a team, the representatives at the Command Post will begin immediately to account for all students, faculty and staff in the affected areas. Immediate operations will be initiated to provide temporary essential services.

Duties and Responsibilities of Transportation Director and Physical Plant Personnel include:

1. The Director of the Transportation should provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
2. The Director should also provide vehicles, equipment and operators for movement of personnel and supplies. In addition to these duties he should: obtain the assistance of utility companies as required by the emergency. Furnish emergency power and lighting systems as required. Survey habitable space and relocate essential services and functions as needed. Provide facilities for storage of vital records at an alternate site.

GENERAL PUBLIC SAFETY

Introduction

The President of Tuskegee University, with the approval of the Board of Trustees, is authorized by Alabama State Code 16-22-1, to appoint and employ suitable persons to act as police officers to deter intruders and to prevent trespass upon and damage to the property and grounds of the University. The University Police are a part of Tuskegee University's staff and are responsible for the

general security of the campus and by law, are charged with all the duties and invested with all the powers of police officers.

Police officers are trained in all aspects of the duties of a police officer, which include attendance at a state-approved law enforcement academy and certification through the Alabama Peace Officers Standards and Training Commission. The University Police provide 24-hour-a-day protection and service to the students and the campus.

The safety and security of the campus is the primary responsibility of the University Police and is provided for with the use of both motored vehicle patrol as well as foot patrols through campus by officers. Communication officers are on duty 24-hours- a-day to provide radio and telephone communication to police officers and the campus community.

Emergency access control services are also provided through the Police Department and a full time locksmith is on duty five days a week and on call during the remaining time. The locksmith is responsible for repair/replacement of all door locks and periodical maintenance of door hardware.

The **Fire Safety officer** is responsible for monthly inspection, replacement and repair of fire extinguishers and fire alarms in university buildings. This individual is also responsible for monthly inspections of all exit and emergency lighting in university buildings and property.

Building Security

All buildings will be secured as soon as possible after the offices close, or in the case of a academic buildings, after the last class of the day. Those deans or department heads that have a need for a classroom, laboratory or office to be open past the normal closing time of the building should make this known in writing to the University Police. The place, time and the persons authorized to use the facilities should be specified.

Students having permission to be in a particular area after normal closing time should be furnished with a written statement from the department head verifying such permission and recording the time they will vacate the building.

Although it is the responsibility of the University Police officers to make regular checks of each building to ensure that the buildings are locked and remain locked, building security and access control are shared responsibilities. It is the responsibility of every employee and student to assist in keeping buildings secure by closing and locking doors and windows and reporting any breaches in building security to police. Officers log the status of each building (secure/unsecured) on the daily log sheet each time the building is checked.

Lights

Outdoor lighting is a priority for University safety/security. The University has attempted to ensure that all areas of the campus are well-lit, especially around the residence halls and areas frequently traveled by students. Additional and improved lighting is continuously being added to enhance the security of students, faculty and staff.

Visitors/Suspicious Persons

Tuskegee University encourages visitors to come to the campus. Guests and visitors are subject to the same regulations as students, and the host is responsible for the action(s) of the guest or visitor. Visitors may obtain a visitor's parking permit for their vehicle at the University Police Department. When the University Police come in contact with a suspicious person engaged in actions or activities detrimental to the safety and security of members of the university community, the officer issues a trespass warning to the individual. The warning contains information such as name, address, a description, and the actions of the person. These forms are kept on file at the University Police Department. The University Police may eject trespassers from the University buildings and grounds, and may, without warrant, for justifiable reasons, arrest any person guilty of trespassing on the property of the University.

Traffic

The University Police Department is responsible for all aspects of traffic and traffic safety on the University campus. Patrol officers are responsible for monitoring traffic patterns and enforcing the 20 mph speed limit. University Police officers investigate all reported traffic accidents which occur on the campus.

Students and staff operating a vehicle on campus must register the vehicle with the University Police Department. The Police Department maintains these records at their office. Persons operating vehicles on campus are expected to abide by the parking traffic regulations stated in the Student Handbook, and the Traffic and Parking Regulations pamphlet furnished upon the registration of the vehicle. Anyone not abiding by these policies will be issued a citation.

The University Police may also issue Alabama Uniform Traffic Citations for moving violations. Also, campus tickets can be issued. The campus is marked with traffic control devices and signs (crosswalk, stop signs, and speed limit signs) to help ensure the safety of motorists and pedestrians.

Reports

The University Police officers are required to fill out an Informational Report or an Incident/Offense Report on all incidents occurring on campus. Synopses of these reports are forwarded to the President and the Executive Vice President as soon as practical on all major incidents.

TU Police submit reports of all known Part I Index Offenses to the Alabama Criminal Justice Information Center's Uniform Crime Reports section. Part I Offenses are divided into Violent Crimes (Homicide, Rape, Robbery, and Assault) and Property Crimes (Burglary, Larceny, Motor Vehicle Theft, and Arson.)

Statistics of crime occurring on the campus are contained in the report, Crime in Alabama, published annually by the Alabama Criminal Justice Information Center and Crime in the US, published annually by the Federal Bureau of Investigation. The report, Crime in Alabama, is also available on the Internet (<http://webserver.dsmd.state.al.us>).

Campus crime statistics and campus security policies are available for viewing on the Tuskegee University web page. A copy of this information is also available, upon request, to all prospective students and employees. Information contained in this report complies with the disclosure requirements of Public Law 101-542 (Crime Awareness and Campus Security Act of 1990) and the expanded reporting requirements as amended in 1998.

FIRE SAFETY PLANS

Residence Halls

In the event of a residence hall fire, the following individuals should be contacted immediately:

1. University Police – ext. 4911/727-8757
2. Tuskegee Fire Department – 727-2600
3. University Police Chief
4. Director of Housing
5. Physical Plant Director
6. Vice President of Student Affairs

Fire Drill

Fire Drills in the Tuskegee University residence halls are conducted for the purpose of familiarizing residents with proper emergency exit routes and procedures. Persons conducting drills may include the Director of Housing, University Police and the local fire department personnel. However, the primary responsibility for implementing the drills will reside with the Director of Housing, Residence Hall Director and Resident Assistants in each hall and coordinated with the campus Fire Safety Officer.

Residence Hall Staff Duties

Residence Hall Staff will be trained in fire safety procedures during staff training by Campus Fire Safety Officer. Designated staff members will check each room to ensure that everyone has evacuated the

building and will issue instructions to resident students concerning predetermined assembly areas. Once staff members have ensured that their floor or section has been cleared, they will exit the building and proceed to an area designated by police and /or fire officials along with the other residents.

One staff member, per floor, will be designated to clear the residents from recreation rooms and/or lobby. Any occupant who has not vacated the room or the public areas will be directed by the staff member to leave the building immediately. Residents are expected to cooperate during fire alarms. Failure to do so will be cause for referral to the Director of Housing or to the Vice-President of Student Affairs for disciplinary action. Violators will be asked to present their ID cards so that a written record can be made and then he or she will be directed to leave the building.

Ensure that all residents are outside and directed away from the building. Resident students should be instructed not to re-enter the building until told to do so by police and/or fire officials. After residents are outside the building, halls and rooms will be checked by police and/or fire officials periodically to prevent theft. After a fire alarm or fire drill is over, check rooms and close and lock rooms which are still open. Resident Assistants will be aware of any residents with disabilities and make prior arrangements to assist those students safely out of the building.

General Instructions to Resident Students Regarding a Fire in a Residence Hall

1. Check the door to see if it feels hot. If the door is hot, stay in your room and keep the door closed.
2. Seal cracks around the door with tape, clothes, sheets, etc.
3. Open the windows slightly if there is no smoke outside. Open the window at the top (to vent smoke) or at the bottom (to let in fresh air).
4. Tie a wet cloth over your nose and mouth to aid breathing.
5. Stay low where the air is fresher (smoke rises).
6. Signal rescuers by waving a sheet or clothing out the window, or telephone for help
7. If the door is not hot, open it slightly to see if there is smoke in the hallway. If there is smoke in the hallway, stay in your room and follow the procedures listed above.
8. If you can exit the room, do so in an orderly fashion. Close all windows, put on shoes and a coat, take your keys and close the door to your room leaving the lights on.
9. DO NOT CARRY ANY ARTICLES (clothes, books, etc.) from your room as you exit.
10. Go to your assigned exit quietly and calmly. If you are not in your own room, go to the nearest exit.
11. DO NOT RUN.
12. Assemble away from the building or at a designated assembly point.
13. Hold down noise so that instructions can be given.

14. Follow all instructions that are given.
15. Do not block the fire lanes or access to fire-fighting equipment.
16. When the —all clear|| signal is given, go quietly back to your room.

Fire Prevention Guidelines for Residence Hall Staff

During periodic inspections check:

- Extension cords for frayed wires or overload conditions
- Desk lamp for frayed wires
- Flammable materials, such as lighter fluids, gasoline, oily rags, paint, etc. With the exception of lighter fluid, all other flammable materials are to be taken out of the residence hall.
- Accumulation of paper in trash cans; cigarette ashes flipped into trash cans full of paper can cause fires
- Obstructions in halls and rooms that may prevent access to escape routes
- Fire extinguishers for condition and charge

Residence Hall Guidelines and Procedures for Fire Alarms

Tuskegee University Residence Halls are all equipped with automatic fire/smoke detection systems. When a fire alarm goes off in a University building, the decision to notify the fire department will be made by a Tuskegee Police officer after an on-site or visual check of the building. Evacuation of the building will commence when the fire system goes into alarm, and the building will remain clear of occupants until the cause of the alarm has been determined. If the TU Police Officer decides the fire department is needed, he/she will either by radio or telephone, notify the dispatcher of the fire and its exact location.

When the Fire Department arrives, the Fire Chief will assume control. Assembly areas for Student Residents during an evacuation shall be the closest parking lot adjacent to the building or as directed by safety personnel.

Academic and Administrative Buildings

Most University academic and administrative buildings, currently in use, are equipped with automatic fire alarm systems. When a fire alarm goes off in an academic or administrative building during normal working hours or hours that classes are in session, University Police will notify the Fire Department if necessary after an on-site or visual check of the building. Evacuation of the building will commence when the fire system goes into alarm, and the building will remain clear of occupants until the cause of the alarm has been determined. After normal hours, University Police will make an on-site check of the building and notify the Fire Department if there are any indications of the presence of smoke or fire. As soon as the cause of the alarm is determined, police will check to assure that everyone in the building has evacuated.

Guidelines for Evacuation

1. All persons will leave a building immediately when a fire alarm sounds or upon notification by University Police, building administrator or other person in authority.
2. Leave by the nearest safe exit and alert others to do the same.
3. Take valuables with you and close classroom and/or office doors and windows.
4. Do not try to use elevators. The fire alarm system, when activated, will automatically send elevators to the ground floor.
5. Once outside, proceed to a clear area that is at least 200 feet away from the affected building.
6. Keep clear of roadways, exit routes, water hydrant areas and walkways used by emergency vehicles and personnel.
7. Do not re-enter an evacuated building unless instructed to do so by a police officer or fireman.

Guidelines for Evacuating Persons with Disabilities

Faculty who has persons with disabilities in classes should have a preconceived plan for the evacuation of that person. The following are guidelines for the evacuation of those persons.

1. On upper floor levels persons with limited mobility should be escorted to the nearest safe stairwell. Someone should remain with the person until the fire department, police or other persons come to assist with the evacuation.
2. Ensure that the nearest emergency person is notified of any persons with disabilities that are situated near or in stairwells.
 - a. Persons with visual disabilities should be told about the nature of the emergency and an offer made to guide or assist the person. Tell the person where you are and inform them of any obstacles as you approach them. Keep the person oriented and make sure that someone remains with them until the emergency is over.
 - b. Persons with a hearing disability may not hear an alarm and an alternate warning method is required. Turning the lights off and on to gain their attention and/or writing a note telling them what is happening and what to do may be required in assisting persons with this disability.

SEVERE WEATHER-THUNDERSTORMS AND TORNADOES

General Safety Information

The primary dangers associated with thunderstorms and tornadoes are lightning, strong winds and flooding. When conditions threaten, move to a safe area. If caught outside, areas of safety may be a home, building, or vehicle. Avoid using the telephone, except for emergencies.

If you are outside and are unable to reach a safe building or automobile, follow these rules:

- Do not stand beneath a natural lightning rod such as, a tall isolated tree in an open area.
- Avoid projecting yourself above the surrounding landscape.
- Get out of and away from open water.
- Get away from tractors and other maintenance equipment.
- Get off and away from motorcycles, scooters and bicycles and put down ball bats and golf clubs.
- Stay away from wire fences, clotheslines, metal pipes and other metallic paths, which could carry lightning to you from some distance away.
- If you are in a forest or park, seek shelter in a low area such as under a thick growth of small trees.
- In open areas, go to a low place, such as a ravine or valley.

Tornado Warning

During severe weather, members of the Tuskegee University community should be alert for warnings issued by radio, television, and the Tiger-Alert Mass Notification System. University Police monitor the National Weather Service Radio for severe weather bulletins. Upon receiving a tornado warning, including the University, University Police will take appropriate steps to warn the TU community.

When a warning is received on campus, persons should go immediately to the lowest level of the building they are in and take shelter in interior rooms or hallways away from windows and doors. Persons outside a building, when a warning is given, should go to the nearest open building and seek shelter.

These Are the Warning Signals:

TORNADO WARNING: One long continuous blast on the siren. Each activation of the siren indicates a new tornado threat.

ALERT WARNINGS: If you receive notification by Tiger-Alert; e-mail, phone call or Text. NOTE: In the event the siren is inoperative, University Police patrol cars will periodically cruise the campus with SIRENS ON and BLUE LIGHTS OFF announcing the warning on the vehicle PA system. There are areas on campus which have been designated as shelter areas and these may be used if time and safety permit. However, when threatening weather conditions exist and tornado warnings are given, time combined with the danger of severe lightning, rain and falling tree limbs may not permit safe passage from one

building to another. Persons thus denied safe passage should remain where they are seeking the safest location therein.

When the university is officially open, the following areas may be used as shelters:

- Kellogg Conference Center
- Basements & First Floors of Residence Halls
- Center Lobby of Chambliss Business House
- Center Lobby and basement of Kinney Hall

When the university has been officially closed, notifications will be sent out identifying open shelter locations. The residential halls and buildings that have identified as shelters will remain open; all other administrative and academic buildings will be secured. During the tornado warning, persons should stay inside buildings away from windows. They should not go outside to check the weather conditions. Everyone is requested to leave police communication lines open for receiving emergency communications concerning tornado warnings.

Procedures in the Event a Tornado Occurs

Once the threat of severe weather has ended, the TU Police and Physical Plant Staff will check buildings for damage. They will check for possible damage such as:

- a. Structural damage
- b. Damaged power lines
- c. Chemical spills
- d. Natural gas leaks
- e. Flooding
- f. Impairment of fire prevention equipment.

If no damage is found, the staff members will direct the occupants to return quietly to their rooms or offices and ascertain that all guests are escorted back to the lobby. If structural damage is found, the Chief of University Police and/or Director of the Physical Plant shall notify the University President and other key University personnel.

Search and-rescue operations- will begin immediately. All staff members will cooperate with University Police in the handling of any unusual problems which might arise.

SEVERE COLD WEATHER TOGETHER WITH PRECIPITATION WHICH MAY RESULT IN CLASS CANCELLATION

General Information

Whenever temperatures of 30 degrees Fahrenheit or less occur together with precipitation, ice and snow are a possibility. When these conditions exist and are forecast for the ensuing twenty-four hour period and conditions for ice and snow are probable (i.e., their chances of occurrence are 50% or greater), the Physical Plant Director and Chief of Police will activate and coordinate the aspects of the Weather Alert Communication System.

Procedures

The Tiger Alert policy concerning class cancellation due to cold weather will be activated in the following manner:

The Director of Physical Plant and the Chief of Police will serve as designees to coordinate and activate the aspects of the system as prescribed in the policy. As soon as the Chief of Police is notified of a decision he will in turn notify the Director of Marketing and Public Relations, who will notify the area media. In the event the Director is not available, the assistant director or other designee will be responsible for contacting the area media.

The following personnel designated to be called in the Tiger Alert policy are listed below:

- President
- Executive Vice President /Provost
- Vice President of Business Affairs and CFO
- Vice President of Student Affairs

UTILITY FAILURE

General Information

In the event of a major utility failure occurring during regular working hours (8:00 AM through 5:00 PM, Monday through Friday), immediately notify maintenance at 334-552-0685 if possible or in person. If there is potential danger to building occupants, or if the utility failure occurs after hours, on weekends, or holidays notify the University Police Department at 334-724-4911 or 334-727-8757 if possible or in person. Building evacuations will occur if an emergency exists.

Telephone System

The University telephone switchboard has a 30-minute battery backup and provisions for an auxiliary generator hookup so switchboard service is not interrupted during a power failure.

Radio System

During a power failure, the main police base station radios are inoperable.

Electrical/Light Failure

At present, campus building emergency lighting may not provide sufficient illumination in corridors and stairs in all buildings for safe exit. It is advisable to have a flashlight available for emergencies.

Elevator Failure

If you are trapped in an elevator, use the emergency phone to notify University Police by dialing ext. 4911. If the elevator phone is inoperable, turn on the emergency alarm (located on the front panel) which will signal for help.

During a power failure, physical plant staff and police will check elevators for stranded passengers. Upon completion of the check, TUPD should be notified by radio of their findings.

Plumbing Failure/Flooding

In the event of a plumbing failure or flooding, cease using all electrical equipment. Notify the Work Order Center by dialing 334-552-0685. If necessary, vacate the area.

BOMB THREATS

The primary goal of the Tuskegee University Bomb Threat Procedure is to establish procedures and protocol for handling bomb threats in actual emergency situations to minimize injuries, fatalities, facilities damage while maintaining normal University scheduling.

DISCUSSION:

Two reasons/purposes that a caller may report a bomb threat at a particular location may include:

1. The caller has definite knowledge or believes an explosive or incendiary device has been or will be placed at a specific location, and he/she wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information.
2. The caller wants to create an atmosphere of anxiety and panic, which will, in turn, possibly result in a disruption of normal activities at the location where the device has reportedly been placed.

POLICY:

In the context of the bomb threat call, the caller's primary objective is to create panic. By utilizing established organized procedures, a bomb threat call can be handled with the least amount of risk and minimal panic. In all cases, the safety of the faculty, staff, students and responding personnel will be of primary importance.

PROCEDURE:

- Upon receiving a bomb threat call or a report of a bomb threat, the person receiving the call should check the Tuskegee University Bomb Threat Check List for information and details about the call.
- Have someone in your area notify the University Police Department or call the University Police immediately upon ending the phone call.
- The police department's communications officer will then notify the officers on duty and the Chief of Police of the bomb threat, location and type.
- The Chief of Police or his/her designee will contact the necessary University administration to determine whether the area, buildings or facilities should be evacuated.

In the event an evacuation is ordered, the evacuation should be implemented in a manner, which provides the maximum amount of time for evacuation prior to the alleged detonation time of the device. Reentry should not occur until a thorough search of the premises has been conducted and a reasonable and safe amount of time has elapsed past the alleged detonation time. A reasonable and safe amount of time may vary by incident, and the decision to reenter must be made based upon the best information available.

Depending on the type of evacuation, the University Police may utilize various ways to alert the campus community of the situation. Tiger Alert, mass university e-mails, verbal instructions or audible public address system. Please follow any instructions that you may receive during this incident and remain calm. If a full evacuation of campus is ordered, you will be asked to leave the university premises immediately. Please do not try and collect any items that may slow or hinder you or others from exiting the area quickly.

You will be notified when it is safe to return to the evacuated area. Please do not attempt to reenter any buildings or areas until you have been given information that it is safe to do so. The situation and information given during the threat will determine the length of the evacuation. Please stay calm and patient during these situations and understand that your safety is the primary concern for the precautions.

ALL BOMB THREATS ARE TO BE CONSIDERED REAL AND BONAFIDE!

CIVIL DISORDER AND/OR DEMONSTRATIONS

Introduction

By definition, there are two separate categories of civil disorder.

1. **Peaceful, Non-Obstructive Demonstrations** – A march or demonstration where there is no interference with the normal operation of the University and no threat of either physical harm to persons or damage to University facilities.

2. Violent, Disruptive Demonstration – A violent disturbance of the public peace by three or more persons assembled for a common private purpose.

Civil Disorder or Demonstration Plan

Peaceful, non-obstructive demonstrations, gatherings or a march where there is no interference with the normal operation of the University and no threat of either physical harm to persons or damage to University facilities will not be interrupted or obstructed by police.

Violent, disruptive demonstrations which might arise either spontaneously or planned will not be tolerated. The degree of seriousness of a disturbance is directly proportionate to adult staff assistance on the scene. There is strength in numbers — the more help available, the less serious the problem, particularly from a psychological standpoint. A —show of force|| is a definite asset in a disturbance involving a crowd.

Even though student conduct may not normally be one of their assigned responsibilities, each Student Affairs staff member should assist on the campus in preventing or suppressing any unauthorized group disturbance.

The Director of Housing, Residence Hall Directors and Residence Assistants play a vital role in the prevention and control of disturbances in and around residence halls. The best course of action in any unwanted situation is to prevent the situation from escalating, or to block those circumstances that lead to the situation. Open communication with the residents of the hall (whom each Residence Director should know by sight and name) is beneficial in discouraging those students from participating in overt actions.

Resident Hall Staff Duties

Resident Assistants and Hall Directors can be valuable in difficult situations. Actually, control would be virtually impossible without the assistance of these people. They should be given definite assignments and delegated authority since they represent the University and the administration. Consideration should be given to a means of identification since it is important in crowd control that students and others have a way of knowing that these students are student staff members and not participants in the disruptive action.

The most important function of a student staff member (other than actively preventing situations from arising) is to keep administrators and University Police informed well in advance of all rumors or plans concerning disruptions of normal routines. The student employees' acquaintance with and personal knowledge of other students can also be utilized advantageously. If a situation begins to get out of control, the directive will be issued for participating students and/or non-students to disperse immediately. Should this directive be issued, it may become necessary to begin taking the names of students involved who refuse to cooperate with the person issuing the directive. Student staff members may be called upon to assist in taking of names, ID cards or using cameras and video equipment for identification of participants.

Responsibilities of Police and Administrative Staff

In student actions, University Police will work directly with the Student Affairs Division. Their goal is to control a situation without injury to anyone or damage to any property. University Police should be immediately notified of pending trouble. They will do all within their power to prevent explosive situations from arising by dispersing any crowd that gathers without permission; however, they will not be called upon to make final decisions concerning student gatherings, either authorized or unauthorized. University Police will be in constant communication with the President and Executive Vice-President, who have the ultimate responsibility of making the final decision concerning the courses of action to be taken.

Necessary responsibility will be delegated to professional staff members. The normal chain of command will govern all situations.

The Director of Housing should assist the Residence Hall Directors in maintaining order and in discouraging residents from leaving the residence hall. The Director will be positioned as the situation dictates and should organize the residence hall staff to cover the campus, thus facilitating close coordination of the men's and women's Residence Hall Directors.

The President, Executive Vice-President and the Chief of University Police will make decisions concerning the need and/or use of non-University assistance. Local law enforcement officials will be instructed to respond to requests for assistance only through authorization of these administrators

APPENDIX "A" TO CIVIL DISORDER PLAN

The following plans are submitted to provide a uniform approach to controlling a civil disturbance.

- Each Residence Director should ensure that his or her residents understand University regulations concerning mass disturbance.

NOTE: Do not threaten the student that he or she will be suspended, but that he or she is in direct violation of University regulation. See pertinent regulations in the Student Handbook)

Residence Directors should use their influence and their student staff in alleviating disturbance plans and in not permitting crowds to gather.

- Residence Directors should assist their student staff in discouraging residents from leaving their residence halls and in encouraging them not to participate in disturbances. It should be pointed out that spectators will often be classified as participants.
- A few student staff members should always be left in charge of the residence hall to prevent vandalism, answer the telephone, etc.

- Student staff members that are assigned to the trouble areas should remain in pairs and have writing material with them.
- Student staff members should be instructed to get the name and/or ID card of any person damaging property or entering or attempting to enter a building without proper authority. Witnesses must be present for identification purposes.
- Each Residence Director should submit an addition to this plan concerning the particular plan of action for his/her building, including action of the staff both inside and outside the residence hall and the procedure for informing student staff of what is expected of them.

APPENDIX "B" TO CIVIL DISORDER PLAN

Interference with the Rights of Others

The following statement is to be read by appropriate administrative personnel if students should interfere with the rights of others or with the normal operation of the University.

1. **Statement to Vacate Building:** If you leave now, and if you have committed no act other than trespass, you will only be called by the University to appear before the Judicial Board for appropriate disciplinary action. If you do not leave now, you will be charged with any other offense you may have committed. In the event of an arrest, you are immediately suspended from the University and you will be called by the University, at an early date, to appear before the Judicial Board, at which hearing it will be determined whether any other appropriate disciplinary action shall be taken. Furthermore, let me remind you, in view of federal legislation that any of you receiving federally sponsored student financial aid may be jeopardizing that aid by your actions.

a. If you are not a student, and if you have committed no other act than trespass, you may leave now without any further action being taken. If you do not leave now, you will be arrested and charged with trespass.

b. Statement on Sit-ins: Safety and Security Plan At _____ o'clock, the normal closing hour, this building will be secured. You are hereby warned that anyone remaining in this building after that time is in violation of University regulations and state statutes and will be subject to arrest and University disciplinary proceedings, including restitution for the costs of staffing and maintaining the building. Furthermore, let me remind you, in view of federal legislation, that any of you receiving student financial aid may be jeopardizing that aid.

c. If you are not a student, and if you have committed no act other than trespass, you may leave by _____ o'clock without any further action being taken.

d. If you do not leave by _____ o'clock, you will be arrested and charged with trespass.

3. Statement on Riotous or Disorderly Conduct: You are, by your presence here, in violation of University Standards of Conduct. You are hereby advised to depart this area immediately and return to your place of residence or someplace away from here. Anyone remaining in this area or anyone who in any way continues to behave in a disorderly manner or by his presence aids and abets this disturbance will be subject to immediate suspension. You have _____ minutes before names will be taken.

APPENDIX "C" TO CIVIL DISORDER PLAN

Interference with the Rights of Others by Non-Students

The following statement is to be read by appropriate administrative personnel if nonstudents should interfere with the rights of others or with the normal operation of the University.

1. Statement to Vacate Building: If you are not a student, and if you have committed no other act than trespass, you may leave now without further action being taken. If you do not leave now, you will be arrested and charged with trespass.

2. Statement on Sit-ins: At _____ o'clock, the normal closing hour, this building will be secured. You are hereby warned that anyone remaining in this building after that time is in violation of University regulations and state statutes and will be subject to arrest, including restitution for the costs of staffing and maintaining the building.

a. If you are not a student, and if you have committed no act other than trespass, you may leave by _____ o'clock without any further action being taken. If you do not leave by _____ o'clock, you will be arrested and charged with trespass.

3. Statement on Riotous or Disorderly Conduct: You are, by your presence here, in violation of University regulations and state statutes. You are hereby advised to depart this area immediately. Anyone remaining in this area or anyone who in any way continues to behave in a disorderly manner or by his presence aids and abets this disturbance will be subject to immediate arrest. You have _____ minutes before any further action will be taken.

ACTIVE SHOOTER/BARRICADED SUSPECT/HOSTAGE PROCEDURE

Purpose

The objectives of University Police in dealing with incidents of mass shootings, barricaded subjects, and hostage situations are to:

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

General Discussion

The following procedure is presented as a guideline that personnel should use when confronted with a confirmed barricaded person, sniper, hostage, or active shooting situation. It is based on the premise that safety is paramount and application of force is to be considered as the last alternative within a range of reasonable solutions.

It is impossible to set forth the exact procedures personnel should follow in every situation. It is, however, expected that they will exercise their best judgment in applying these guidelines to specific cases.

Definitions

Hostage Situation: An incident in which one or more persons take and unlawfully hold other persons against their will with the use or threatened use of force. The offender(s) may subsequently make demands to secure freedom or other items using the hostage(s) as a bargaining tool. Generally the location of the hostage(s) and offender(s) will be known (contrasted with a kidnap incident).

Barricaded Person/Sniper: An incident in which one or more persons take refuge at a location and either use or threaten use of force to repel attempts to apprehend them. The person may subsequently make demands to secure freedom or other items. Generally this situation differs from a hostage situation only in that a hostage has not been taken.

Active Shooting: An incident in which one or more persons inflict death or grievous bodily harm on multiple victims, in multiple consecutive acts, by means of firearm(s) or other deadly weapons. These incidents generally occur at a targeted physical location against multiple random victims. May include use of explosive devices by the offender(s).

Rapid Response: Training in tactics and techniques related to patrol officers and supervisors responding to life threatening situations (typically mass shootings) prior to arrival of specialized emergency services teams. The purpose of rapid response is to allow a more immediate police response to containment or termination of continued life threatening actions by offenders.

Rapid Response Team: Formation of patrol officers and supervisors, trained in rapid response tactics, into three to five man response teams. Each team is ideally composed with one supervisor, and officers trained and armed with specialized weapons. The purpose of the team is to contain or terminate continued life threatening actions by offenders.

Rescue Team: Formation of patrol officers and supervisors, trained in rapid response tactics, into three to five man rescue teams. The purpose of the team is to enter areas cleared by response teams to aid in evacuation of bystanders and allow for medical treatment of injured persons.

Actions of First Response Officers

- Officers subject to attack should make personal safety their primary consideration. If not injured or incapacitated, they should remove themselves (and squad car) from the immediate vicinity to a location of cover and, if possible, a location suited to initial security of the perimeter.
- The officer should inform Communications of the incident, providing concise information regarding the incident.
- The individual officer should not attempt to apprehend the offender(s) unless circumstances indicate apprehension can reasonably be made.
- Officers actions should be directed toward sealing off the area from pedestrian and vehicular traffic, containment of the incident by establishment of an inner perimeter and, if possible, evacuation of the area.
- Officers should attempt to obtain as much intelligence information as possible.
- In incidents of mass shootings, where offender(s) continue to perform repeated acts inflicting death or great bodily harm after police arrival, a reasonable effort should be made by first responding police officers to engage the offender in a manner which will result in ceasing further danger to public safety and in apprehension of the offender(s). It is recommended, if circumstances allow a reasonable engagement of the offender(s) by first responding officers. If possible, officers who have been trained in rapid response techniques will be used to comprise an entry team. If additional officers are available they shall be deployed to entry teams and rescue teams as needed.

Entry and rescue teams shall be comprised of officers trained in rapid response techniques when possible. The primary purpose of the entry team is to prevent further loss of life by containing the hostile shooter(s) or engaging and terminating the life threatening behavior of the hostile shooter. The primary purpose of rescue teams shall be to evacuate personnel and allow removal and treatment of any injured persons. The existence of possible explosive devices should be considered.

The purpose of the engagement by initial officers shall be to stop the life-threatening actions of the offender(s), to contain the incident, to allow for evacuation of citizens, and to allow removal and treatment of any victims.

Communication Officers

- If the report is received by the dispatcher; obtain concise information regarding the location, number of offenders, weapons involved, injuries, and number of hostages.
- Notify the shift supervisor and implement the appropriate emergency procedures.
- Dispatch all available units to secure the area and establish a perimeter.
- Notify local Police Departments and Shelby County Sheriff's Office that a confirmed hostage, sniper, barricaded subject, mass shooting incident has occurred and provide concise information regarding the location, number of offender(s), type(s) of weapon(s) involved, injuries, location of University Police personnel and location of any command center, if established. Provide a location for staging of responding emergency personnel (police, fire, paramedic, County or state Bomb Squad). Provide initial locations where perimeter control is needed, if known. If the incident which begins with or develops into a situation with gun shots fired by one or more suspects will necessitate the immediate request for additional law enforcement assistance from agencies listed above and will also include members of the Alabama Department of Public Safety and FBI.
- Immediately dedicate a radio channel for use of personnel involved
- If a call is received from a hostage taker; do not engage in any negotiations.

Attempt to obtain a method for contacting the hostage taker (telephone number) which can be used by responding trained hostage negotiators

Make the following notifications as time permits:

1. Chief
2. University President
3. Executive Vice president
4. Vice President Business Affairs
5. University Public Relations/ Marketing
6. All Call out of all off Duty Officers
7. V.P. of Student Affairs

Shift Supervisor Actions

Establish an inner perimeter, evacuate the area, identify a staging area for responding emergency personnel, and establish a command center as possible.

Coordinate University and local Police officers that respond with the on-scene commander and designate duties.

Secure the scene of any post incident situation to preserve evidence integrity.

Training

The department shall provide training for firearms instructors in rapid response tactics instructor qualification or similar training. The department will utilize qualified instructors to train department officers in rapid response tactics or similar training. The department shall periodically conduct multijurisdictional scenario-based training in the areas of active shooters, barricaded subjects and hostage situations.

The following guidelines will be in effect and followed in situations when gun shots are fired and suspects are known to be armed.

- Until the University President and/or Chief of University Police arrives on the scene, the ranking University officers on duty will be in charge of the situation.
- Unless justified by law, return gunfire will not commence until all persons near or in the affected area and adjoining buildings are evacuated to a safe location.
- Any law enforcement officer on the scene of an incident of this type, who, in the opinion of the University President and/or Chief of University Police, acts in a reckless manner or jeopardizes the life and safety of University students, faculty or staff will be directed to leave. Failure of such law enforcement officer to leave as directed could result in warrants of arrest being signed against the officer.
- Non law enforcement persons, including students, faculty or staff, who interfere or appear on the scene with weapons will be directed to leave. Failure to leave will result in the arrest of the person.

CHEMICAL OR RADIATION SPILLS

The Tuskegee University deals with potentially dangerous chemicals primarily in its science buildings, the Physical Plant and in designated lab facilities. Any spillage of hazardous chemicals or radioactive materials should be reported immediately to the University Police Department- Fire Safety Officer.

When reporting, be specific about the nature of the involved material(s) and the exact location. The University Police Department will contact the necessary specialized authorities and medical personnel.

The person in charge of the activity when an accident occurs should vacate the affected area at once and seal it off. If inside, close the lockers where the material is stored and close all doors and windows to prevent further contamination of other areas until the arrival of University Police, who will evacuate the building or area and secure it until specialized personnel arrive on the scene.

Anyone who may be contaminated by the spill is to avoid contact with others and remain in the vicinity, if possible, to give his/her name to University Police. Required first aid and be decontaminated by specialized authorities should be started at once.

The following are some safety rules when working with chemicals in the labs and other places:

- At all times wear goggles or prescription glasses in the laboratory to cover and protect your eyes, even though you may not be handling chemicals.
- Do not taste substances, smoke, eat or drink in the laboratory.
- Keep the laboratory in proper order: immediately clean up your own spillage from floors, benches, etc.; clean up your work area before leaving the laboratory; leave balances and other instruments clean and ready for use.
- Do not contaminate reagents: Do Not place excess chemicals, spatulas, or anything else into reagent bottles; immediately return the proper cap or stopper to a reagent bottle after use.
- Materials with irritating or poisonous vapors (such as hydrogen sulfide, ammonia, and hydrochloric acid) must be transferred and used in the hood.
- Familiarize yourself with the location and use of safety equipment, such as fire extinguishers, fire blankets, eye washes, and safety showers.
- Help maintain good laboratory discipline; any irresponsible behavior may result in immediate expulsion from the laboratory. Do not perform any unauthorized experiments. If you wish to change procedures or to attempt experiments of your own design, first consult your instructor and get his permission. When using chemical reagents, read the label twice to be sure you are using the correct chemical. (Serious poisoning or explosions have resulted from careless errors.)

Be careful with glassware.

- All glass tubing should be fire-polished, and used so as to avoid danger or injury.

When carrying long pieces of glass tubing, extra care is required to avoid injury to others' eyes. Burettes are frequently broken by students carelessly walking through doorways while holding them horizontally. Students should be careful not to overload their arms with glassware, attempting to save a trip to the stockroom.

- Dispose of wastes and hazardous substances in the proper manner. Aqueous solutions and small quantities of soluble solids should be disposed of in the sinks and flushed thoroughly. Paper and other trash should be discarded only in the waste cans provided. Organic liquids should not be discarded into sinks but should be placed in designated bottles for later disposal by the storeroom staff.

Spilled mercury must be collected with particular care. Report any mercury spills from any source, including a broken thermometer, to the instructor. Mercury vapor is highly toxic and is a cumulative poison. Mercury metal is also particularly destructive to the lead pipes that commonly drain laboratory sinks. Clean up all mercury spills carefully, using powdered sulfur.

- Label all containers as to contents.
- Never use open flames and flammable solvents in the same room
- Do not leave clothing on desks
- Do not, under any circumstances, put laboratory chemicals in your mouth. All chemicals are toxic. Some require only a very small quantity while others, such as common salt, require such large quantities to cause harm that they are commonly considered nontoxic. Be sure to use a bulb, not your mouth, when filling your pipette.
- Avoid inhaling chemicals. Chemicals may enter your body through the respiratory system. Be cautious in smelling any chemical substance. When it is necessary to determine the odor of a material, hold the container at a distance from your face and waft the vapors toward you by gently fanning your hand over the container.

Clean up spillage of solid chemicals in your area, as the resulting dust may be inhaled.

- Avoid touching chemicals. Substances such as mercury, benzene, nitrobenzene, and chlorinated hydrocarbons may enter the body through the skin. Always wash your hands with soap and water any time you spill chemicals on your hands. Always wash your hands thoroughly before you leave the laboratory.
- All chemical wastes and materials are disposed of in accordance with EPA/ADEM regulations.

The following precautions should be adhered to when working with radioactive material and radioisotopes:

- Never pipette by mouth
- Never smoke or eat in the lab area
- Gloves and laboratory coats are required when using radioisotopes
- Hands, shoes and clothing will be monitored frequently

- Work with radioactive materials in an approved hood or glove box, unless the safety of working on an open bench can be demonstrated. Radioisotope work will be conducted in an impervious tray or pan, lined with absorbent paper
- Utilize shielding and distance whenever possible
- Dispose of liquid and solid radioactive waste in the approved containers provided
- Refrigerators containing isotopes shall not be used for storing food
- Monitor radioisotope work areas at least once daily for contamination and make notation of this survey in laboratory records
- Thoroughly wash hands after manipulating isotopes, before eating or smoking, and on completion of work
- Maintain records of receipt, use, transfer, and disposal of radioactive materials
- Report accidental inhalation, ingestion, injury, or spills to a supervisor immediately
- Review pertinent safety practices frequently, especially before using a new radionuclide
- The Dean of the college involving buildings in which different laboratories are housed has the responsibility of appointing an appropriate person to ensure that everyone working with chemicals and radioactive materials is briefed on the safety procedures listed above.

HEALTH CARE FOR STUDENTS

The goals of Student Health Services are to deliver top quality direct health care to students; to deliver top quality health education to each contact with students, faculty, staff, and others seeking health information; and to serve as a referral source for the students needing care beyond the scope of the campus facility.

Services Available

- Visits scheduled with local physicians
- Blood pressure screening
- Transportation to and from local doctors' office
- Assistance with appointments with specialists Symptom evaluation
- Over-the-counter preparations available for symptomatic control of colds, flu, gastrointestinal problems and other stress-related crisis.
- First aid supplies available to clean and promote healing of minor injuries.

- Health education services
- Weight control services

Procedures

Students should feel free to go to Health Services when they first notice changes in their health status. If this occurs during the night, their Resident Assistant (RA) will assist by calling University Police at 334-727-8757 or 4911.

During weekdays from 8:00 a. m. to 5:00 p. m., students who are unable to walk to Health Services, should call campus police, and state the following:

- The nature of the problem
- Location of the student
- Telephone number
- Name of person with the problem
- Your name

Police will go to their aid and then call an ambulance if necessary.

COUNSELING SERVICES FOR STUDENTS

The goal in the Counseling Center is to help students develop the skills for successful college student life. The staff is available to work with individuals or small groups on almost any topic of interest or need.

Services Available

- Adjustment to the New Environment
- Time Management
- Decision Making
- Study Skills
- Career Counseling
- How to Choose and Use a Major
- Personal Concerns and Problems
- Improving Self-concept
- Communication/Relationships

- Assertiveness

For further information or help, contact the Counseling Center, 334-727-8244.

EMERGENCY PROCEDURES – DECEASED STUDENT

The first person initially notified about the death of a student should contact the Vice President for Student Affairs, regardless of the time. The Vice-President for Student Affairs will immediately inform the President.

Persons receiving a death notice should obtain the student's full name, student number, classification, local and home addresses, telephone numbers, and parent's name(s).

Contact the Chief of University Police to give the following details, if available: Time and place of incident; how it occurred; names of other students, if others were involved and the extent of their injuries. Determine if the coroner or anyone has contacted the family. If so; when? If not, do we need to assist? If appropriate, determine funeral arrangements.

The Chief of Police and Vice-President for Student Affairs will coordinate with local and state police, if appropriate, to obtain any additional information the coroner could not provide. The Chief of Police and Vice-President for Student Affairs will coordinate with Information Services to give them available information.

The Vice-President for Student Affairs will notify the deceased student's department head and other appropriate offices so that the deceased's name will be removed from the billing and mailing lists. (See example of attached memo for format and list of offices to be contacted.)

In matters involving the death of a student or a serious accident when students, are involved, Do Not release any information to the news media. Refer the news media to the office of Marketing and Public Relations.

APPENDIX "D" TO EMERGENCY PROCEDURES – DECEASED STUDENT- Suggested Template

MEMORANDUM

To: Those Concerned

From: Vice-President for Student Affairs

Subject: (student's name – deceased)

This office has been informed that (name of student and SS #) has died (state circumstances, location and date if appropriate.)

Please take appropriate steps and follow standard procedures in making sure his/her name is removed from all mailing lists, printouts, billing, etc.

C: Provost/Vice-President

President

Dean

Chief of Police

Dept. Chairman

Appendix "E"

SUBJECT: NATIONAL INCIDENT MANAGEMENT SYSTEM/INCIDENT COMMAND SYSTEM
IMPLEMENTATION

ORDERED BY: United States Presidential Directive

I. POLICY

It is the policy of the Tuskegee University Police Department (TUPD) to address incidents in an effective manner that ensures safety for the public and for members of the Department. The successful resolution of incidents involving unusual occurrences, high risk, and/or the response of multiple personnel or agencies requires proper planning, efficient use of resources, tracking of assignments, and accountability of personnel assigned. TUPD has adopted the **National Incident Management System (NIMS)/Incident Command System (ICS)** to accomplish these goals.

IMPORTANT NOTE: This Order is designed to be a reference for operational personnel to utilize as they handle emerging incidents. More detailed information for implementing NIMS/ICS, planning, and responding to longer term or extraordinarily large incidents can be found in the Department's Emergency Operations Manual.

II. IMPLEMENTATION CRITERIA

The overall objective of the NIMS/ICS is to establish order and control in situations involving response to the scene of a significant incident or large scale, pre-planned event. Supervisors and Commanders have the responsibility to evaluate its potential use in specific incidents.

A. As a general rule, NIMS/ICS should be implemented when it is recognized that the situation will require one or more of the following:

1. An organized and coordinated response
2. The coordination of multiple officers or units who do not normally work together
3. The assignment of multiple supervisors; or
4. Multiple agencies involved

B. Examples include, but are not, limited to:

1. Civil disorder or large demonstrations
2. Missing Person/suspect searches
3. Traffic management incidents
4. Criminal incidents with multiple scenes/tasks;
5. Mass arrest situations;

6. Large scale special events;
7. Joint responses with other agencies to critical incidents.

III. DEFINITIONS AND ORGANIZATION

A. COMMAND STAFF/GENERAL STAFF- The organized leadership of the University

1. Incident Action Plan (IAP) – The plan developed by Command to resolve the incident; includes short and long term goals.
2. After Action Report (AAR) – The report prepared by the IC that summarizes the incident and provides a critique of the response to it. It will include strengths and weaknesses and will identify needs for training or resources. It will be based on written reports, review of communications tapes, critiques with those involved, input from participants and observers, etc.
3. Agency Representative – An individual from an assisting agency who has authority to make decisions for that agency; maintains contact with the Liaison Officer.
4. Area Command – Area Command is established to oversee multiple incidents that are each being handled by separate NIMS/ICS organizations or to oversee a very large incident that involves multiple NIMS/ICS organizations. If the incidents under the authority of the Area Command are multi-jurisdictional, then Unified Command should be used in lieu of Area Command.
5. Sections – In general, Sections are established when the number of Groups / Divisions reporting directly to the IC exceeds the recommended span of control (Five to Seven).
6. Chain of Command – The orderly line of authority within the ranks of the incident command organization.
7. Command Post – The location from which Command directs the response to the incident.
8. Engaged Unit – A resource that is actively being used.
9. Perimeter – responsible for establishing/maintaining perimeters when it is necessary to contain suspects, protect scenes, etc.
10. Resources – Personnel and equipment available to IC.
11. Scribe – responsible for documenting the progression of the incident, including key Command decisions.

12. Groups / Divisions – In general, Groups / Divisions are established when the number of officers reporting directly to the IC exceeds the recommended span of control (Five to Seven). Groups / Divisions are established to divide the incident into functional areas of operation.

13. Span of Control – The number of functions/people a given supervisor is responsible for, generally limited to 5-7 for maximum effectiveness.

14. Staging – responsible for assembly of resources.

15. Tactical – responsible for initial actions at the incident; often this group starts with a perimeter and then becomes responsible for other actions.

16. Traffic – responsible for establishing/maintaining control of vehicular and foot traffic around the incident.

17. Unified Command – During incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or a combination of both, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

18. Unity of Command – Every individual has a designated supervisor to whom they report at the scene of the incident.

IV. PHASES OF NIMS/ICS

A. Phase I – designed to address basic incidents and the initial response to more complex incidents.

B. Phase II – designed to manage longer term or more complex events. The number of resources involved often requires the addition of Groups / Divisions and Sections. These incidents often last longer than six (6) hours or involve shift change or relief of initial responders.

V. INCIDENT COMMAND STRUCTURES

A. Initial Configuration

Most Incident Command applications will start small and build as the incident develops and the resource commitments become larger. Most incidents will start with an Incident Commander and single resources, working directly for the Incident Commander.

B. Groups / Divisions

As an incident expands and the span of control exceeds five to seven, most incidents will progress to Groups / Divisions working for the Incident Commander. A Group / Division Leader will report directly to the Incident Commander.

C. Sections

As the incident develops to the point where there are more than five to seven Group / Division Leaders reporting to the Incident Commander, the IC will implement Sections. Types of Sections may include Operations, Logistics, Planning, and Finance/Administration. Tactical Traffic Staging Evacuation Crowd Control Search Operations Resources Unit Situation Unit Documentation Unit Intelligence Unit Planning Incident Commander

D. Standard Incident Command Structure Senior Advisor PIO Safety Officer Liaison Officer Operations Section Planning Section Logistics Section Finance / Administration Section Incident Command

VI. SECTION RESPONSIBILITIES

A. The command function has eight primary responsibilities:

1. Activating the incident command system
2. Establishing a command post
3. Initiating the notification and mobilization of additional agency personnel
4. Obtaining support from other agencies
5. Establishing a staging area, if necessary
6. Providing public information and maintaining media relations
7. Maintaining the safety of all affected personnel; and
8. Preparing a documented after action report (AAR)

B. The Operations Section has six primary responsibilities:

1. Establishing perimeters
2. Conducting evacuations
3. Maintaining command post and scene security
4. Providing for detainee transportation, processing, and confinement
5. Directing and controlling traffic; and
6. Conducting post-incident investigation

C. The Planning section has three primary responsibilities:

1. Preparing a documented incident action plan
2. Gathering and disseminating information and intelligence; and
3. Planning post-incident demobilization

D. The Logistics section has five primary responsibilities:

1. Communications
2. Transportation
3. Medical Support;
4. Supplies and Equipment; and
5. Specialized team and equipment needs

E. The Finance/Administration section has four primary responsibilities:

1. Recording personnel time
2. Procuring additional resources
3. Recording expenses; and
4. Documenting injuries and liability issues

VII. COMMAND RESPONSIBILITIES

A. The Incident Commander has five primary responsibilities:

1. Protect Lives
2. Stabilize the Incident
3. Provide for the safety, accountability and welfare of personnel
4. Coordinate the apprehension of offenders; and
5. Coordinate the investigation of the incident and the collection of evidence

B. Command Modes

A major NIMS/ICS objective is to create an orderly beginning for operations. Strong initial command becomes critical to the safety of officers. The three (3) standard command modes are Immediate Action, Surround and Contain, and Command. The Command mode should match the circumstances and dictate where the incident commander will be positioned.

1. Immediate Action – The Incident Commander has determined that an Immediate Action response is necessary AND he will be making entry with the Immediate Action element.
2. Surround and Contain – The Incident Commander has determined that containment of the incident is the primary objective and he has established command at the inner perimeter.
3. Command – The Incident Commander has established a fixed command post location and will be operating from there.

C. Levels of Command

Strategic Level Command – The Incident Commander who controls the overall direction of the incident conducts this level of command.

The Incident Commander will do the following:

- a. Identify the overall objectives;
- b. Determine priorities;
- c. Develop an action plan;
- d. Assign objectives to Tactical Level or Task Level personnel for completion; and
- e. Conduct contingency planning.

1. Tactical Level Command – This is conducted at the Incident Command or Section Level dependent upon whether Phase I or Phase II operations are in effect.

During Tactical Level Command the following is completed:

- a. Assign objectives for completion by the task level personnel.
- b. Make assignments and decisions that will lead to the completion of the action plan.
- c. Communicate progress to the Incident Commander during Phase II operations.

2. Task Level Command – This is conducted by the Group / Division Leaders. Tasks are assigned to specific Groups / Divisions in order to achieve the overall objectives.

D. Functions of Command

The Incident Commander will be responsible for eight (8) primary functions during an incident. The eight functions are listed below:

1. Assume, Confirm, and Position Command – outside of hazard
2. Situation Evaluation – scene size-up
3. Communications – to keep everyone informed, and coordinate the flow of communications to personnel up and down the incident organizational structure
4. Deployment – provide and manage a steady, adequate, and timely stream of appropriate resources.
5. Identify Strategies and Develop an Action Plan – identify an initial strategy and develop an action plan. Continually revise the strategy and action plan.
6. Organization – develop an effective incident organization using the NIMS/ICS to decentralize and delegate geographic and functional responsibility. Expand the organization as the incident develops and maintain effective spans of control (between five and seven is recommended)
7. Review and Revision – keep the strategy and incident action plan current, based on events. Quickly adapt to changing conditions and make appropriate modifications
8. Transfer, Continue, or Terminate Command – Based on the events, transfer command to another person, continue command, or terminate command if the incident is

E. Establishing COMMAND

1. The first responding officer to arrive at the scene will:
 - a. Generally assess the incident.
 - b. Advise other responding units of the incident status.
 - c. Advise the first arriving supervisor of any information gathered, including safety concerns, etc.
2. The first arriving supervisor will determine the need to implement NIMS/ICS.
 - a. Take whatever action is necessary to prevent further loss of life and prevent the situation from deteriorating further.
 - b. Identify the Command Mode.
 - c. Conduct the Eight Functions of Command.
 - d. Request additional resources and supervision needed to support the NIMS/ICS organization.

e. Upon implementation of NIMS/ICS, communications will make a general broadcast to all officers to inform them that:

1. NIMS/ICS is being implemented
2. The supervisor who has —Command
3. The command post will be located at _____.
4. From that point forward, communications will be handled through the field command

f. In the absence of a supervisor, the senior officer at the scene can implement NIMS/ICS

1. COMMAND will be assumed by announcing, —I have COMMAND.||
2. Once announced, the term COMMAND will be used instead of the normal call sign
3. Transfer of COMMAND
 - a. When COMMAND is transferred to any other person for any reason, no announcement is necessary
 - b. The relief COMMAND should meet face-to-face with the current COMMAND to be briefed on the status of the incident. In rare cases when this cannot be done face-to-face, all relevant details will be passed onto the relief command

VIII. GROUP/DIVISION RESPONSIBILITIES

A. COMMAND: COMMAND should announce the intention to activate NIMS/ICS as soon as it becomes apparent that the plan will be needed. COMMAND will:

1. Assess incident priorities: life; safety; incident stabilization; and protection/preservation of property
2. Conduct the eight functions of command
3. Establish a command post, direct the location of staging area, and establish radio talk group assignments for Group / Divisions
4. Determine Group / Division needs and direct Group / Division leaders to determine the identity, position and function of the engaged units
5. Switch the operation to an NIMS/ICS zone and designate talk groups available for use by support Group / Division leaders and advise all engaged units conducting that particular function to switch to the designated talk group
6. Direct TACTICAL leader to broadcast safe routes in and out of the area
7. Develop and implement an incident action plan
8. Assess resource needs and take appropriate action to acquire them

9. Designate a supervisor to be responsible for a Group / Division as the supervisors arrive and become available

10. Ensure that proper notifications are made to Command Staff

11. Revise, supplement and refine deployment as necessary

12. Coordinate the activities of supporting agencies

13. Direct a PIO to release information to the media

14. Activate the Mobile Command Post Vehicle, if necessary

15. Transition to Phase II, if necessary

16. Utilize a Safety Officer as the incident may require

B. TACTICAL Group Leader: The primary functions of TACTICAL are to contain the suspect(s) and prevent further expansion of the incident.

The Tactical leader will:

1. Establish the perimeter and evaluate and revise it as necessary

2. Safely deploy personnel to achieve containment of the suspects(s)

3. Define fields of fire and rules of engagement to each person assigned to TACTICAL

4. Communicate all intelligence information to COMMAND

5. Coordinate the formation of an arrest team complete with an arrest plan

6. Attempt to establish communication with the suspect(s) when directed to do so by COMMAND

C. All Group / Division / Section Leaders

1. Supervisors should respond directly to the command post unless directed otherwise by COMMAND

2. When practical, the Group / Division / Section leaders, with the exception of

STAGING and TACTICAL should maintain face-to-face contact with COMMAND

3. The Group / Division / Section leader serves as the coordinator and dispatcher for that function

4. Group / Division / Section leaders will provide instructions regarding assignment locations and the radio talk group that will accommodate the Group / Division / Section

5. Any additional units required will be requested through the COMMAND talk group

D. STAGING Group Leader will: Establish the staging area location

Manage the parking area and unit assignments from the staging area

1. Record the unit call signs and equipment numbers
2. Assign and brief additional units as requested by COMMAND; and
3. Advise COMMAND of available personnel and their status

E. Units Arriving at Staging will:

1. Park diagonally to avoid blocking in other vehicles
2. Report to the STAGING leader immediately upon arrival
3. Provide unit call signs and equipment to STAGING leader
4. Wait for an assignment to a Group / Division; and
5. Walk, drive or be transported to the location of assignment according to the requirements of the incident

F. TRAFFIC Group Leader

1. The function of TRAFFIC is to prohibit the flow of vehicular and pedestrian traffic into the affected area(s) and to facilitate access by emergency vehicles
2. TRAFFIC will construct a diagram depicting the scene and surrounding area
3. All units will be plotted on this diagram with their call signs and functions noted

G. CROWD CONTROL: CROWD CONTROL function is to assist the control of the scene by preventing foot access to the tactical perimeter. It is anticipated that curious citizens will get by the traffic perimeter (whose primary responsibility it is to prevent vehicular access).

H. EVACUATION Group Leader

1. The EVACUATION Group leader will coordinate and document all evacuation efforts
2. If the Fire Department is on the scene, the evacuation effort will be closely coordinated with the Fire Department. The Fire Department is not used to evacuate police scenes, but is used for all other evacuations.
3. Officers should be assigned to evacuate specific areas (a building, street, etc.). After these areas are evacuated, this information should be reported to COMMAND. Evacuating officers will document vacated premises as well as the names and the destinations of those displaced.

4. When evacuees are sheltered at a common location, officers should advise the Communications Bureau of the location for dissemination to friends and relatives of the evacuees.

5. Resident Life and the local Red Cross may be contacted to set up evacuation centers and provide assistance to displaced persons.

6. The EVACUATION Group leader should be cognizant of the possibility that officers and supervisors may need to be assigned to shelter locations.

I. Engaged Units

1. Engaged units will switch to the designated talk group according to their functions

2. Engaged units will advise the Group / Division leader of their call signs, location and functions

3. All subsequent communications will be directed to the Group / Division leader.

4. Officers will deviate from this procedure only to report emergencies or officer safety information

J. Responding Units

1. Responding units will switch to the designated talk group

2. When enough units have arrived at the scene to contain the scene, the additional responding units will report to the staging area

3. Once the staging area is established, all responding units, except supervisors, who are not engaged in activity, will respond to the staging area

4. Supervisors will respond to the command post

K. INVESTIGATIONS Group Leader The INVESTIGATIONS Group leader will manage the investigative personnel

L. Public Information Officer (P.I.O.)- Marketing/Public Relations Director

1. Establish a media briefing area near the command post, at the direction of COMMAND

2. Provide periodic briefings to the media

3. Disseminate media alert announcements as instructed by COMMAND

M. Senior Advisor

1. Act in a supportive manner as needed and confer with COMMAND.

2. Provide the necessary authority (secure resources) to expedite accomplishment of tasks

3. Review direction of the incident

4. Assist COMMAND by suggesting alternative courses of action, strategies and tactics if necessary
5. Provide necessary interface with visiting officials
6. Assist with media management
7. Ensure that appropriate notifications have been made

N. Liaison Officer

1. A Liaison Officer will be designated when it is apparent that COMMAND will be distracted by a high volume of requests for direction, information, etc.
2. Be the point of contact for supporting agencies (agency representatives)
3. Coordinate the management of supporting agencies

IX. RADIO COMMUNICATIONS

A. Communications

1. The dispatcher will repeat the announcement of NIMS/ICS implementation.
2. Communications dispatchers will periodically announce the following information:
 - a. Nature of the incident
 - b. Location
3. Staging area location
4. Best avenue of approach as specified by COMMAND, TACTICAL, or the STAGING leader
5. Any known hazards
6. Revised suspect descriptions; and
7. When directed to do so by the Incident Commander, the Communications Supervisor will ensure that all appropriate notifications have been made consistent with the Emergency Operations Manual.

B. COMMAND will maintain radio contact to provide a link between the Communications Division and field operations.

1. A dispatcher must monitor the COMMAND channel
2. Normally COMMAND will remain on the incident talk group along with the TACTICAL Group / Division
3. After containment is established, responding units will switch to the talk group designated for staging and await a specific assignment

C. As the situation requires, Groups / Divisions will be created by COMMAND to address particular needs (EVACUATION, CROWD CONTROL, STAGING, ETC.).

1. Each Group / Division will be controlled by a Group / Division leader who will use a call sign which denotes their function; e.g., TACTICAL, STAGING, TRAFFIC, CROWD CONTROL, EVACUATION, etc.).
2. The need for these functions varies according to the circumstances. It is unlikely that all functions would be necessary in any one incident and it may not be necessary that all are on separate radio talk groups.
3. Support Groups / Divisions / Sections may be moved to other talk groups, which are not usually monitored by a radio dispatcher.
4. TACTICAL and COMMAND will usually remain on the same talk group. Staging may be assigned a separate talk group if needed.

D. When practical, Group / Division leaders or Section chiefs, working on other than the response talk group, should stay in very close proximity to COMMAND so as not to miss emergency response communications.

E. Communications between units assigned to the same Group / Division / Section may be unit to unit. Communication between Group / Division leaders or Section chiefs should be directed through COMMAND.

X. UNIFIED COMMAND

A. Unified Command (UC) will be utilized whenever an incident requires a significant response from more than one agency. Examples may include natural disasters, extraordinary collisions, etc. The response to such an incident will require the cooperation and resources of multiple agencies. In such situations, it is important that decision makers from these agencies develop a coordinated plan of action. The role of lead and support agencies may shift during the course of the event, but the input of all is needed throughout.

B. When encountering a situation that would be best suited for Incident Command, the IC should:

1. Ensure appropriate notifications are made;
2. Request the presence of the appropriate level representative of the needed agencies; and
3. Ensure that there is sufficient room in the Command Post to accommodate the people and staff necessary.

C. Under Unified Command, the IC will ensure that:

1. A single set of objectives is established;
2. Information flow between agencies is maintained (and);

3. Decisions are made with input of the agencies involved.

XI. DE-ESCALATION PROCEDURES

A. Once the incident has been brought under control and the situation has returned to normal, in order to restore full law enforcement services as quickly as possible, the Incident Commander shall begin de-escalation procedures.

B. As the situation allows, the amount of personnel and equipment at the scene and at the staging area will be reduced until only the personnel directly involved in the operation remain.

C. When the Incident Commander has made the determination that it is appropriate to disengage personnel he should follow these steps:

1. If outside aid has been requested and utilized, consideration should first be given to releasing outside agencies.

2. Disengage officers as appropriate. Group / Division / Section Supervisors shall account for every officer that participated in the incident.

3. Off-duty officers who have been mobilized should be released or replaced with available on-duty officers.

4. On-duty officers shall return to normal patrol operation as soon as possible.

XII. REPORTING REQUIREMENTS/AFTER ACTION REPORTS

A. All personnel involved in the incident will complete necessary reports, in accordance with the department's Manual of Rules and Procedures.

B. The IC will ensure that a Command Information Summary (CIS) is completed.

C. After Action Critiques/ Reports

1. When practical at the conclusion of the event, the IC will conduct a post incident critique with the personnel involved. The intent is to ensure the well-being of personnel and address issues that require immediate attention. If required, these can be done by Group / Division / Section leaders who will report to the IC.

2. When directed by the Chief or a Deputy Chief, the IC will conduct a critique of the incident among all participants. The intent is to provide information, assess Departmental performance issues, identify training and equipment needs, recognize issues handled well and identify areas for improvement.

3. When directed by the Chief of Police, the IC shall submit a written After Action Report to the Training & Special Operations (TSO) Bureau Commander who will summarize the event and the information from the critiques. Specific action items will be identified.

XIII. TRAINING/ANALYSIS

A. All police recruits, laterals, and dispatchers shall receive instruction on NIMS/ICS during entry-level training.

B. The Training & Special Operations Bureau will coordinate periodic training to all sworn officers. Training may include classroom, tabletop and functional exercises, as well as joint exercises with other agencies.

C. The Training & Special Operations Bureau will conduct an analysis of the Department's NIMS/ICS program at least once every three (3) years. This analysis should include a review of AARs, a review of training programs, information obtained from attending critiques, interviews with involved personnel, etc. The analysis will be provided to the Chief of Police and his Command Staff.

DISASTER AND EMERGENCY RESOURCES

Tuskegee University– Police, Fire, Rescue, and Ambulance – 334-727-8757 for emergency 4911

Tuskegee City Police 334-727-0200

Alabama State Troopers –322-4691

Poison Control – Children's Hospital – 933-4050 or 1-800-292-6678

Alabama Emergency Management Agency – 1-800-843-0699

The American Red Cross – Alabaster – 663-4290 Birmingham – 458-8282

State Health Department – (334)206-5133

Shelby County Highway Department – 669-3880

State of Alabama Highway Department – 668-0173

State of Alabama Department of Human Resources – 669-3111 or 669-3006

Alabama Forestry Commission – 798-2310 Forest Ranger, 669-4133

Chemical Emergency Transportation (Chemtrec) – 1-800-424-9300

Hazardous Material (HAZMAT) – 1-800-843-0699

Norfolk Southern Railway System – Wilton, AL – 665-1791

Crisis Center – 323-7777, Rape Response – 1-888-323-7273(205)770-4864, Hot Line 323-RAPE

Alabama Gas Company – 326-8200, Emergency – 324-5512

National Weather Service – (205)664-3010 or (205)664-7954