

ALABAMA A&M UNIVERSITY

**RESIDENCE HALL  
EMERGENCY  
GUIDELINES**



REVISED OCTOBER 29, 2014

## **EMERGENCY INFORMATION**

In the event of hazardous weather or other natural emergencies, medical alerts, or campus closing or delays student should check their university e-mail or the University Website, [www.aamu.edu](http://www.aamu.edu) for the most up-to-date information. Students should also register for Bulldog Alerts through Self-Service Banner so that made aware of an emergency through phone call, or text. Should you not have access to e-mail, the Web, or other information, call the Residence Hall in which you reside. Please do not call Campus Police for closing information, as this will tie up phone lines that may be needed for an emergency.



**CRIMINAL AND MEDICAL EMERGENCIES**

For any medical, emotional, personal, or criminal emergency, please call Campus Police at 256-372-5555 for assistance. To reach 911 emergency operator, dial 911 from any campus phone.

**OTHER IMPORTANT NUMBERS**

PUBLIC SAFETY/BULLDOG ESCORT SAFETY TEAM.....256-372-5555

BULLDOG TRANSIT.....256-372-5826

COUNSELLING AND HEALTH SERVICES.....256-372-5600/256-372-5601

ENVIORNMENTAL HEALTH & SAFETY.....256-372-4091

RESIDENTIAL LIFE AND HOUSING MAIN OFFICE.....256-372-5797

ARAMARK FACILITIES.....256-372-5746

PUBLIC RELATIONS.....256-372-5607

TITLE IX COORDINATOR.....256-372-5835

KNIGHT COMPLEX .....256-372-5865/256-372-5745

THIGPEN HALL.....256-372-5817

PALMER HALL.....256-372-5814

TERRY HALL.....256-372-5816

FOSTER COMPLEX .....256-372-5820/256-372-7107

STEPHENS HALL.....256-372-5815

MORRIS HALL.....256-372-5813

HOPKINS HALL.....256-372-5811



## **BUILDING EVACUATION**

### **When to Evacuate**

The following will result in the evacuation of a University Building:

- Fire Alarm
  - Long term power failure
  - Natural disaster
  - Man-made disaster
  - Mechanical problems that are deemed a danger to the occupants
  - Hazardous Chemical spill or gas leak
  - Order of University Police or other Public Safety Official
1. Be aware of all marked exits from your building. Learn the exit routes from your room and residence hall.
  2. Building evacuations should occur when the building alarm sounds continuously and/or upon notification by Campus Police or Residence Life personnel.
  3. Walk quickly to the nearest exit and ask other to do the same.
  4. Be aware of any disabled individuals and assist them in exiting the building.
  5. In a fire emergency do not use elevators; exit using stairwells only. In a non-fire emergency, elevators are reserved or use by disabled persons only.
  6. Once outside, meet with your Hall Director, Support Staff, and/or Resident Assistant at the designated area specified by your Resident Assistant at the beginning of the semester, and during fire drills. Move to a safe area away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
  7. Do not re-enter the evacuated building until you are told to do so by Campus Police, Residential Life and Housing personnel or other authorized personnel.



## **INCLEMENT WEATHER**

In the event of inclement weather, you may obtain information regarding the University operation status by the following steps below:

1. Go to the Front desk of the Residence Hall you reside, and information will be posted.
2. Call the Operator at 256-372-5000 and follow instructions
3. Check the University website at [www.aamu.edu](http://www.aamu.edu). A message will be posted on the homepage.
4. Check your email-blast messages will be sent regarding the University's operational status
5. Monitor your text messages and phone for any Bulldog Alerts
6. Stay tuned to local radio and television stations

Please use the information resources listed above and refrain from calling the Department of Public Safety directly regarding possible cancellations, closures, or delays.

Students should use their discretion in judging the safety of traveling to the university during periods of inclement weather.



## **TORNADO**

A **tornado watch** means that severe thunderstorms capable of producing tornados are possible.

A **tornado warning** indicates that a tornado has been spotted or radar indicates there is a likely tornado. A tornado warning siren usually will sound and/or receive a Bulldog Alert tornado warning you should seek shelter immediately and remain in protective area until you receive an all-clear message through Bulldog Alert or a building emergency contact representative.

1. When instructed by Residence Life and Housing personnel, quickly seek shelter in the lowest level of the building, preferably in an interior hallway or room. If time does not permit, go to the safest area of the room you are in, usually inside wall, farthest away from doors and windows.
2. Door to rooms should be closed
3. Take shelter underneath a desk or other piece of heavy furniture. Assume a fetal position to protect your head and eyes.
4. If outdoors, immediately seek-shelter, if available. Otherwise, take cover to the nearest ditch or depression, away from power lines, buildings and trees. Do not remain in a vehicle or non-permanent structure or attempt to outrun a tornado.
5. You should remain sheltered until the University issues an all-clear message. If you need emergency assistance call Public Safety at 256-372-5555.
6. Be aware of any structural damage around you, and if needed leave the building per “BUILDING EVACUATION” guidelines



## **EARTHQUAKE**

In the event that an earthquake is predicted which may impact the Alabama A&M campus and neighboring community, please be aware of the following tips.

### ***Before an Earthquake Occurs:***

1. Keep on hand a flashlight if possible, and a portable radio; both with fresh batteries.
2. Place large and heavy objects on lower shelves. Bottled goods, glass and other breakables also should not be stored in high places or left where they can slide freely on shelves.
3. Remove heavy picture frames, mirrors and other heavy objects over the bed or desk.

### ***During an Earthquake:***

1. First and foremost, stay calm. Think through the consequences of any action you take.
2. If you are outdoors, stay outdoors; if you are indoors, stay indoors. Most injuries during quakes occur as people are entering or leaving buildings.
3. If you are indoors, take cover under a heavy desk or table, or in doorways, halls, or against inside walls. Stay away from glass.
4. If you are outdoors, move away from buildings and utility wire. The greatest danger comes from falling debris just outside of doorways or outer walls. Once in the open, stay there until the shaking stops.
5. If you are in a moving car, stop as soon as you can, but stay in your car. A car may jiggle violently on its springs, but it is a good place to stay until the shaking stops. When you drive on, watch for hazards created by the quake. Some of these hazards include fallen or falling objects, downed electrical wires or broken or undermined roadways.

### ***After an Earthquake:***

1. Be prepared for additional earthquake shocks called "aftershocks." Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
2. If in a car, when you drive on, watch for hazards created by the quake. Some of these hazards include fallen or falling objects, downed electrical wires or broken or undermined roadways.
3. Stay out of severely damaged buildings. Aftershocks can shake them down. University officials and hall staff will inform you when it is safe to reenter the building.
4. Check for injuries. Don't attempt to move seriously injured persons unless they are in immediate danger of further injury.
5. Don't smoke. Gas leaks could make a cigarette your last.
6. Don't use candles, matches or other open flames because of possible gas leaks. Douse all fires. Don't turn on the lights.



**FIRE**

In case of a fire:

1. Be aware of all marked exits from your area and building as well as the location of nearby fire extinguishers and/or building fire hoses
2. When the alarm sounds, immediately exit the building. If a fire is detected with no alarm sounding, activate the pull station.
3. Call Campus Police at 911/ 256-372-5555, providing your name and the location of the fire.
4. When you have been alerted by the alarm, shouted a warning, or have received the sensation of smoke or fire keep these tips in mind:
  - a. If there is smoke in the room, keep low to the floor.
  - b. Before passing through any door, feel the door. If it is hot, do not open the door.
  - c. Before opening a door, brace yourself against the door and open it slightly. If heat or smoke is present, close the door and stay in the room
  - d. If you can proceed, safely evacuate the building promptly.
5. If you are trapped and cannot leave the room, open the window and hang an object out from the window to attract the fire department's attention. Do not attempt to jump from the window! If there is a phone available, call Public Safety at 256-372-5555 and report you are trapped; give room number and specific location.
6. If you can leave a room, close all doors behind you as you exit.
7. Go to the nearest exit or stairwell.
8. If the nearest exit is blocked by fire, heat or smoke, go to an alternate exit.



**FIRE**

**Below is a list of designated areas that students should evacuate to:**

<u>COUNCILL HALL</u>	<u>GRASS LOT AT BUCHANAN HALL</u>
<u>FOSTER COMPLEX EAST</u>	<u>GRASS LOT AT CHASE RD and BACK</u>
<u>GATE</u>	
<u>FOSTER COMPLEX WEST</u>	<u>GRASS LOT SOUTH OF STEPHENS</u>
<u>HALL</u>	
<u>GRAYSON HALL</u>	<u>ON HILL WEST OF GRAYSON</u>
<u>HOPKINS HALL</u>	<u>WALKER WOOD FRONT LOT</u>
<u>KNIGHT COMPLEX EAST</u>	<u>GRASS LOT NEXT TO MERIDIAN</u>
<u>STREET</u>	
<u>KNIGHT COMPLEX WEST</u>	<u>TM ELMORE BUILDING</u>
<u>MORRIS HALL</u>	<u>GRASS LOT AT SOUTH OF MORRIS at</u>
<u>SILO</u>	
<u>PALMER HALL</u>	<u>GRASS LOT AT BUCHANAN HALL</u>
<u>STEPHENS HALL</u>	<u>GRASS LOT SOUTH OF STEPHENS</u>
<u>HALL</u>	
<u>TERRY HALL</u>	<u>TENNIS COURT AT REAR OF TERRY</u>
<u>THIGPEN HALL</u>	<u>GRASS LOT SOUTH OF THIGPEN</u>
<u>THOMAS HALL</u>	<u>GRASS LOT SOUTH OF HURT HALL</u>



## **BOMB THREAT**

### **If you receive a bomb threat by phone:**

1. Remain calm, keep the caller on the line as long as you can and attempt to obtain as much information as possible.
2. Ask for the message to be repeated to confirm it. Write down all information received.
3. If possible, record the message
  - a. Always write down date and time call was received.
4. Possible questions to ask the caller include:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What kind of bomb is it?
  - d. What does it look like?
  - e. Why was the bomb placed there?
5. Listen closely to the voice (male or female), voice quality (calm or excited), accents, age of caller and speech impediments. Try to obtain caller's identity.
6. Pay particular attention to any background noises, which may give clues as to the location of the caller.
7. Report the threat immediately to 911 or 256-372-5555
8. Wait for instruction from emergency responders (e.g., Police Officers, Dispatchers, Huntsville Police Department Bomb Squad, etc.).
9. Do not activate the fire alarm, unless instructed to do so by emergency responders.
10. If found, do not touch, move, or handle the suspicious package.
11. DO NOT USE Cellular phones, or two-way radios near package.

### **If you are informed of a bomb threat:**

1. Make a casual inspection of your area for suspicious objects. If you see a suspicious object, do not disturb it. Call Campus Police immediately at **256-372-5555**.
2. Evacuate the building per the "Building Evacuation" guidelines.



## **MEDICAL EMERGENCIES**

In the event of a medical emergency and you need assistance. IF you are able go to the front desk of the building you reside to get assistance from Hall Staff.

Do not move a seriously injured person unless they are in a life threatening situation.

### **Request an Ambulance:**

In the event of a serious injury or illness, immediately dial 911 or 256-372-5555, and if you are able notify the front desk personnel. Give as much information as possible including:

1. Nature and severity of the illness or injury.
2. Victim's exact location ( Where in the building, if it is a room, or a hall way, and or floor)
3. Is the victim conscious, breathing, and/or bleeding?
4. If chemicals or radioactive material were involved, provide as much detail as possible.
5. Known medical history of victim if available.

### **Provide Medical Assistance:**

The University maintains automated external defibrillators (AED) in Residential Halls. University first responder vehicles are also equipped with automated external defibrillators.

It is recommended that only trained personnel should provide first aid or CPR.

**When student returns to the Residence Hall they must report to Student Health Services.**

