



Resident Safety Guide

**University Housing and
Residence Life**

JACKSONVILLE STATE UNIVERSITY

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DEPARTMENT OF UNIVERSITY HOUSING AND RESIDENCE LIFE
RESIDENT SAFETY GUIDE

3/2013

Dear Resident,

Welcome to University Housing and Residence Life (UHRL) at Jacksonville State University (JSU). We are so pleased that you have chosen to be a part of Gamecock living. We want your stay with us to be as safe and positive as possible. This guide contains safety tips and information on what to do in emergency situations within your residence hall/apartment and on campus. Please take a few moments to read and become familiar with the safety tips in this guide. If you have questions or need further assistance, please feel free to contact University Housing at (256) 782-5122 or the University Police Department at (256) 782-5050.

Note that this guide is not an all-inclusive guide for all emergencies. Remember the most important thing in any emergency situation is to remain calm. Please accept our best wishes for an enjoyable and safe year in our residential communities at JSU.

Sincerely,

Kevin Hault, Director
Department of University Housing and Residence Life

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Important Phone Numbers

All Emergencies/Fire/Crime	(256) 782-6000 (UPD)
Non-Emergency	(256) 782-5050 (UPD)
Jacksonville Hospital	(256) 435-4970
Counseling Services	(256) 782-5475
Northeast Alabama Crisis Center	(256) 237-6300 (Victims of Sexual Violence)
Disability Support Services	(256) 782-8380
University Housing	(256) 782-5122

Residence Halls:

Crow Hall	(256) 782-7705
Curtiss Hall	(256) 782-7697
Daugette Hall	(256) 782-7555
Dixon Hall	(256) 782-7702
Fitzpatrick Hall	(256) 782-7677
Logan Hall	(256) 782-6594
Patterson Hall	(256) 782-6764
Sparkman Hall	(256) 782-6113
Stadium Tower	(256) 782-7300
Apartment Area	(256) 782-8336
Leadership House	(256) 782-7530
Pi Kappa Phi House	(256) 782-6333
International House	(256) 782-5303

Safety in Residence Halls

The following are general safety tips for safety within your residence hall or assignment:

- **Do NOT prop exterior doors open.**
For security reasons, doors other than those at the main entrance of the residence halls are emergency exits only and remain locked. An exterior door propped open invites nonresidents into the building, which could invite crime against residents. Please note that opening any doors other than the main entrance will set off the security alarm to that door.
- **Never loan your key out to another person. Ever!**
In addition to compromising your safety, this is also a violation in the *Guide to Residence Living* (http://www.jsu.edu/housing/Docs/Guide_to_Residence_Living_2012.pdf).
- **Lock your door when you are in or out of the room.**
Locking your door when you are present or absent will be the most important thing you can do to ensure your safety. In the time it takes for you to shower or use the bathroom, a thief can take your wallet or laptop and be on their way. If an unwanted guest comes to your room they cannot gain access without your permission. Remember to always lock your door.

- **Escort your guests at all times.**
As a resident in housing, you are responsible for your guests and their actions. Even if you trust your guests, unescorted strangers might frighten others. Please escort your guest so that others in the community know that they are authorized to visit. Keep track of where your guests are at all times.
- **If you see an unknown person who is unescorted in the residence hall, please inform your Resident Assistant (RA).**
If your RA is unavailable, contact another residence life staff member or the Desk Assistant (DA) at the front desk as soon as possible.
- **Attend residential community programs.**
Learn more about protecting yourself and others by attending programs focused on safety. In addition, pay attention to important messages posted in the halls about security and crime warnings.
- **Protect your property.**
Make sure you have a list of all the serial numbers of your valuables and keep the list in a safe place. You can also keep a list of your serial numbers on file with the University Police Department (UPD). To do this, go to <http://jsu.edu/police/property.html> and register your valuables on the property inventory list. Mark your property, especially text books, with an identifiable number in a conspicuous place.
- **Learn the facts about alcohol, drug abuse, and violence.**
People under the influence of alcohol or other drugs can be dangerous to themselves and others. If you are assaulted, contact the UPD immediately. You can also contact the Student Health Center and Counseling and Career Services for information, help, counseling, or referrals. If a friend or resident has consumed an excessive amount of alcohol or drugs, do not leave him/her alone. Contact a residence life staff member immediately and call for medical assistance, if needed.

NOTE: If you are the victim of a crime or witness a crime, contact the UPD immediately at (256) 782-6000 and contact your RA.

Safety Tips on Campus

The following are general safety tips for safety while you are on campus:

- **Walk with a friend.**
If you are out on campus after dark, walk to and from your residence hall/apartment with a friend or classmate.
- **Call for an escort.**
UPD provides an escort service after sunset to and from residence halls and any building or parking lot on campus. Call UPD at (256) 782-5050 to request an escort.
- **Use well-lit walkways.**
Always be sure to stay on well-traveled and well-lit walkways/paths (especially if you absolutely must walk alone at night).
- **Have your automobile keys ready.**
Always have your keys out before you get to your automobile when you are alone or it is dark outside. The panic alarm can serve you in getting the attention of others should you need help. Having your keys ready will enable you to get into your vehicle more quickly, which can help to avoid possible attacks. Remember to always check to make sure no one is inside your vehicle before you get in.

- **Safeguard your automobile.**
Do not leave valuables, such as purses, wallets, and textbooks, in plain view. Ensure that doors are locked and windows are completely closed. If you see suspicious behavior in the parking lots, notify UPD. To assist you in reporting the activity make a mental note of the person you will be describing, any vehicle information associated with the person, where the person came from, or what direction they were headed.
- **Use the emergency phones.**
UPD provides emergency phones with blue lights above them located across campus. When you pick up the phone, it automatically connects you with UPD. Please become familiar with the locations of the emergency phones on campus.

Fire Safety

If you see a fire—stay calm.

1. Activate the building fire alarm immediately. If the alarm fails to operate, warn other occupants by knocking on doors and shouting warnings as you exit the building. Call UPD at (256) 782-6000 from a safely located phone outside of the building. Give as much information as possible to the dispatcher. Do not assume that someone else has already notified them. Do not hang up until told to do so by the dispatcher. Notify the residence life staff as soon as possible.
2. Before opening the door, feel it with the back of your hand. If it is hot, do the following (if it is not hot go to step 3):
 - a. Open the windows.
 - b. Seal cracks around the door with towels, tape, bed, clothing, or similar items to keep out smoke.
 - c. If you are trapped, hang a sheet, jacket, or shirt or other object out the window that will attract attention. Shout for help. Call UPD on the phone and tell them that you are unable to get out of your room. Remain calm until firefighters reach you from the hallway or window. Their first duty upon arriving at a fire is to search for persons trapped in the building.
3. If you are able to leave the room, do so immediately and perform the following steps:
 - a. Take your key with you in case you are required to return. Close all doors behind you as you exit. This will prevent the spread of smoke and lessen damage.
 - b. Go to the nearest exit or stairway. **Do not use an elevator.**
 - c. If smoke, heat, or fire blocks your exit, go to an alternate exit.
 - d. If all exits from a floor are blocked, go back to your room, and follow the procedures described above in step 2.
4. If smoke is present keep low to the floor. Take short breaths to avoid inhaling any more smoke than necessary.
5. Leave the building immediately. When UPD and/or firefighters arrive, inform them of the location of the fire.
6. After leaving the building, stand clear. Follow the directions of the emergency personnel and the residence life staff. **Do not re-enter the building for any reason until the fire department has declared it safe.**

NOTE: If you hear the fire alarm, follow steps 2 through 6 above.

Tornado/Severe Weather

When the warning siren is heard, or a tornado is sighted, take shelter immediately. All residents should move to the designated safety area, which is typically the basement or the first floor of the building. The warning sirens will sound as long as the tornado is a threat. Remain in the sheltered area until the sirens are silenced. If you are outside and there is insufficient time to reach a substantial structure, take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine and cover your head with your arms. The severe weather locations for housing are as follows:

- Sparkman Hall—Basement
- Fitzpatrick Hall—Basement
- Stadium Tower—First Floor Hallway
- Daugette Hall—First Floor Hallway
- Patterson Hall—Basement
- Logan Hall—First Floor Hallway
- Dixon Hall—Basement Hallway
- Crow Hall—Basement
- Curtiss Hall—Basement
- Apartment Area—Leone Cole Auditorium, Salls Hall, or basement of Houston Cole Library

Hostile Intruder/Dangerous Person

If university personnel alert the campus/university housing that there is a hostile intruder/dangerous person on campus, all staff and students are to stay in a locked and secure place. If there is a hostile intruder in the same building you are in, stay in place, and call UPD at ext. 6000, also inform them if anyone is injured and include as much information about the intruder as possible.

On University Grounds

When a hostile person is actively causing (or the threat of) death, serious physical injury, to person(s) on campus, we recommend the following procedures be implemented:

- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line (run in a zig-zag motion instead).
- Contact the UPD at ext. 6000 if possible or dial 9-1-1 on a cell phone.
- Keep vehicles, bushes, trees, and anything that could possibly block your view between you and the hostile person(s) while you are running.
- If you can get away from the immediate area of danger get help and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- Keep your hands open and up when exiting the building or being approached by police to display no threat as this will be a stressful time for all involved.

In a Non-Residence Hall Building

While the emergency procedures protocol refers primarily to residence halls, it should be stated that these procedures are also relevant to other common buildings on the campus. We recommend the following procedures if you are in a nonresidence hall building:

- Immediately lock everyone in the classroom if possible. Cover any windows or openings that have a direct line of sight into the hallway.
- If communication is available, call UPD at ext. 6000.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building.
- Lock the windows and close blinds or curtains.
- Stay away from the windows.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- Keep everyone together.
- Keep classrooms secure until police arrive and give you directions.
- If you are not in a classroom, try to get to a classroom or an office.
- Stay out of open areas and be as quiet as possible.

In a Residence Hall/Apartment Complex

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within the residence hall, we recommend the following procedures be implemented:

- Lock yourself in your room.
- If communication is available, call UPD at ext. 6000.
- If away from your room, join others in a room that can be locked.
- Do not stay in the open hallway or open lounges.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and therefore, place them in potential harm as they attempted to exit.
- Barricade yourself in your room with desks, beds, or anything you can push against the door.
- Lock your window and close blinds or curtains.
- Stay away from the window.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.

If you are caught in the open, such as hallways and lounge areas, decide what you are going to do. If you think you can safely make it out of the building by running do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, do not run in a straight line or carry any weapons that would suggest you are the offender. Keep your hands open and in an upward position. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. The last option you have if caught in an open area in the hall maybe to fight back. Remember, if you decide to fight back it is dangerous, but depending on your situation, this could be your last option. If you are caught by the intruder and are not going to fight back, obey all instructions and do not look the intruder in the eyes. Once the police arrive, obey all instructions

provided. This may involve your being handcuffed or placing your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police they will give you further directions to follow.

NOTE: These procedures for hostile intruder(s)/dangerous person(s) cannot cover every possible situation that might occur but is a recommendation that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the management of these types of situations.

Hostage Procedures

If you are taken hostage, the following instructions should be put into action as the situation develops. The initial period is the most dangerous. Follow instructions, be alert, and stay alive. The captor is likely to be emotionally imbalanced.

- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile.
- Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected (i.e., mood swings or irrational actions).
- Be patient. Avoid drastic action. Do not make quick or sudden moves.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient. If medications, first aid, or restroom privileges are needed by anyone, say so. In all probability, the captors do not want to harm persons held by them.
- In hostage and other related situations, please be mindful that the UPD personnel's objective is to perform the following:
 - Secure safe release of any hostages involved.
 - Minimize risk to uninvolved people and police personnel.
 - Apprehend offender(s) with the amount of force that is reasonable given the circumstances.
 - Secure and collect available evidence to assist in the prosecution of the offender(s).

Sexual Assault and Domestic Violence

The residential life staff and UPD work cooperatively with Student Health Services and the Counseling Center to provide support for the victims and survivors of sexual assault and domestic violence. Sexual assault is a felony and all acts of sexual assault will be considered a crime. If you or someone you know has been raped or sexually assaulted, please contact UPD immediately.

Alcohol Poisoning

Alcohol depresses nerves that control involuntary actions such as breathing, the heartbeat, and the gag reflex, which prevents choking. A fatal dose of alcohol will eventually stop these functions leading to alcohol poisoning or possibly death. Critical signs for alcohol poisoning include the following:

- Mental confusion, unconsciousness, or person cannot be awakened
- No response to pinching the skin

- Vomiting while sleeping
- Seizures
- Slow breathing (less than eight breaths per minute)
- Irregular breathing (10 seconds or more between breaths)
- Hypothermia (low body temperature), bluish skin color, paleness

If you suspect that someone may have ingested a fatal dose of alcohol, help is required immediately. Call 6000, stay with the victim, and keep the victim from choking on vomit. Be sure to tell emergency medical technicians the symptoms and, if you know, how much alcohol the victim drank. Prompt action may save the life of a friend or your own.

Medical Emergencies

In the event of any medical emergency you may call the UPD at ext. 6000 or 5050. As UPD responds to the emergency, they will notify the ambulance/paramedics, if requested, and they will be en route as well. If an ambulance is not requested, the UPD officers will request paramedics once on the scene if injuries are visible. A medical emergency report will be completed by the UPD and UHRL for documentation.

In the event that the emergency is not life threatening, call the Student Health Services at (256) 782-5310. After hours, contact UPD and give the dispatcher the following information:

1. Your name.
2. The exact location of the injured/ill student.
3. The injured/ill student's name.
4. Your assessment of the situation.
5. Follow any instructions given by UPD.
6. Inform your RA immediately.

In the event a resident is in severe emotional distress and is disrupting the hall or is in danger of inflicting harm to him/herself or others, notify your RA or another member of the residence life staff immediately.

Conclusion

In the event of any emergency the most important thing you can do is remain calm. Be aware of your situation and your surroundings. Keep your eyes open and assess the situation. The more you know about the danger, the more control you will have over your situation. Please note this guide does not cover all emergencies, and it is important to educate yourself about emergency procedures.

Always plan ahead and rehearse scenarios in order to know what you would do in the event of a real emergency. UHRL regularly conducts fire drills in order to prepare residents in the event of a fire, but you should also prepare yourself for other emergencies.

Finally, if you are in a life-threatening situation, get away from the danger. If the danger is imminent, get away as fast as you can, but stay in control. Remember, survival is your most important goal.