### Campus Safety Officer Training Program Itinerary

**Campus Safety Officer:** ________________________________

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<th>Topic</th>
<th>Date</th>
<th>Supervisor</th>
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<td>Learn campus (where are the buildings, what is located therein [departments, programs, etc.] and functionally [safety systems, utility control points, etc.])</td>
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<td>Learn keys (what keys go to what access points)</td>
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<td>Learn how to lock and unlock campus</td>
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<td>Learn alarm procedures (burglary, trouble and fire)</td>
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<td>Learn where fire panels and extinguishers are located</td>
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<td>Learn policy and procedures (training manual/S.O.P’s)</td>
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<td>Learn the bank run procedures</td>
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<td>Learn elevator procedures</td>
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<td>Learn call-out procedures</td>
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<td>Learn patrol, rounds, and parking procedures (when to ticket, boot, or tow)</td>
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<td>Learn proper procedure for unlocking student rooms</td>
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<td>Learn proper procedure for initiating an Incident Report</td>
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<td>Learn chain-of-command (who to call and when)</td>
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**Director of Campus Safety Approval**

__/__/_____    __________
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I. Departmental Overview

The Campus Safety Department functions as a subsystem of the Student Affairs Division within Tusculum College. The work of the safety officer is not confined to dealing with students in trouble or locking and unlocking doors, rather Campus Safety is committed to providing comprehensive services to support and secure the members of the Tusculum College community and its assets. Campus Safety also serves on the frontline in providing effective communication between different aspects of the campus community with each member of the team contributing to the success of the whole program.

II. Operating Procedures Manual Purpose

Campus Safety Officers are responsible for all duties set forth in this manual, and will respond in accordance with the instructions herein contained. Campus Safety Officers are responsible for reading and complying with this manual prior to completion of their training cycle, and will review them at least monthly to stay abreast of any changes, and will indicate compliance with such in the log book.

The purpose of this manual is to establish Department policies to govern the execution of duties by members of the Tusculum College Campus Safety Department. This manual is for departmental use only and does not apply in any criminal or civil proceeding. These Department policies should not be construed as a creation of higher legal standards of safety or care in an evidentiary sense with respect to any claims. Violations of this directive will only form the basis for departmental administrative review and sanctions.

III. General Conduct of Safety Officers

Safety Officers will conduct themselves in a professional manner at all times, both on and off duty. Their conduct must be such that, at no time, will it bring discredit to Tusculum College, including, but limited to the following expectations:

* Safety Officers will always be courteous and informative when performing their duties and seek to establish professional relationships with constituents; however, they should not engage in social relationships or be present during unprofessional dialogue.

* Safety Officers should never use profane language while on duty.

* Safety Officers will not drink alcoholic beverages while on duty, or report for duty under the influence of alcohol or any intoxicants; not will they report for duty with the smell of alcoholic beverages on their breath or body or with alcoholic beverages in their possession. In addition, no Safety Officer will appear in a public place in uniform where alcoholic beverages are sold for consumption on the premises.
* Smoking, tobacco chewing and dipping snuff is prohibited while on duty or in uniform.

* Safety Officers will not engage in “horseplay” or practical jokes while on duty.

IV. **Appearance of Safety Officers**

All personnel shall be exceptionally neat and clean in person and dress, during all three shifts. The manner of dress for all officers, regardless of assignment, will be a uniform prescribed by the Director of Campus Safety. In the event a uniform item becomes unwearable or un-presentable, the Safety Officer will notify the Director of Campus Safety. Standards of appearance include, but are not limited to:

* Uniforms must be clean and freshly pressed;
* Uniforms must be worn in its completion with all buttons fastened, except the top button. Black t-shirts must be worn under uniform. Black socks and shoes must be worn with uniform;
* Hat (optional, to be worn outside buildings)
* Shoes must be cleaned and shined;
* Hair must be neatly cut and kept;
* Nails must be clean and trimmed;
* Facial hair must be neatly trimmed;
* Items that cause bulges must be kept out of pockets;
* Only authorized items are to be worn with the uniform.
* Duty belts are to be worn at all times, while on duty.

V. **Reporting/Opening Shift**

Safety Officers shall report for duty on time unless they have provided a valid advance notification as to why they are unable to be present at least (4) hours in advance (unless an actual verifiable emergency exists). The Director of Campus Safety requires this amount of time, as a minimum, to find a replacement.

Upon reporting, the officer shall complete the following tasks:

* Check the key box and make sure that all sets of keys are accounted for prior to the departure of the preceding officer.
* Obtain cell phone, truck keys, and golf cart keys.
* Read bulletin board at the beginning of each shift.
* Check Event Schedule at the beginning of each shift.
* Check to see which SLC is on duty
* Check R.A.’s on duty
* Check Voice Mail on cell phone often - return all messages if possible, do not ignore them
* Locate Restricted Building Sign–In Sheet – This is a list of rooms and buildings students are allowed to enter after hours if they are on the list authorizing their access and they sign in properly, including:
  - Shulman Room 5&6
  - Darkroom (Shulman)
  - Information Systems (Niswonger)
  - Rankin 205
  - Note: Radio/TV Station students must also sign clipboard.

VI. Transitioning/Closing Shift

The Safety Officer will never leave his/her post until properly relieved. If he/she should become ill while on duty, or an exceptionally serious emergency arises, he/she should immediately call the Director of Campus Safety to discuss the situation.

The informal exchanging of duty by personnel is authorized only with permission of the Director of Campus Safety. If an exchange of duties is desired, as in swapping of shifts, the Director of Campus Safety shall be contacted to see if such an exchange can be authorized.

The Safety Officer will receive, obey and pass on to their relief all orders received during the shift, and he/she will brief the oncoming Safety Officer concerning anything out of the ordinary, which occurred during the shift.

VII. Timesheets

Timesheets must be completed by the Campus Safety Officer in their own handwriting (not computer generated). The officer must fill-in the exact time s/he started working (not when s/he arrived in the Campus Safety Office). Time must be recorded within five minute intervals. For example, if the officer starts working at 7:13pm, s/he is to enter 7:15pm as the time-in.

The Campus Safety Officer must make sure that his/her timesheet is legible, as, if it is not, pay may be delayed. All timesheets must be properly filled out, signed, and placed in the Campus Safety Director’s mailbox by Monday morning of each week. Failure to properly complete timesheet, especially falsification, will result in disciplinary action up to and including termination.

VIII. Telephone Procedures

When answering the telephone, Safety Officers will state “Campus Safety, Officer/Sargeant/Captain ____________, how may I help you?” Officers will speak in a moderate tone of voice, be courteous and businesslike. Officers will not allow themselves to be drawn into long conversations. When taking messages, repeat the information back to the caller to verify the information, verify the correct spelling of names, follow through and make sure that the message is delivered promptly to the
proper person. Always remember that the Officer is a representative of Tusculum College. Safety Officers must limit personal calls to two three minute calls per shift.

IX. Cell Phone Procedures

The office phone must be transferred/forwarded to the cell phone when the office is not being staffed by an Administrative Assistant. The institutional cell phone must be carried at all times when the Safety Officer is on duty. The phone is to be used for responding to business calls or addressing emergencies only and NO PERSONAL CALLS are permitted on the cell phone. The cell phone must be answered every time. Due to the potential for limited coverage in some areas of the campus, some calls may go through to voice mail and must be responded to promptly, so the voice messaging system must be checked often. Security Officers are not to bring personal cell phones into the workplace.

X. Radio Procedures

A radio unit must be carried at all times when the Safety Officer is on duty. The radio must be answered every time it is called. Radios must not be left on when charging. When talking on the radio system, officers must talk plainly and professionally. Security Officers should monitor the radio traffic and report any unprofessional communications by system users (banter, profanity, etc.) to the Director of Campus Safety as non-professionals are included on the system, but the College must comply with applicable regulations while utilizing this important communication system.

XI. Confidentiality

The Family Education Rights and Privacy Act is a federal law prohibiting the release of student identifiable information to those who do not have an educational need to know. The Director of Campus Safety, in consultation with the Vice President for Student Affairs, is charged with determining who has an educational need to know information gathered or maintained by Campus Safety personnel. For these reasons, officers must not divulge information about students or incidents. Information pertaining to Campus Safety management and/or policies should also be referred to the Director of Campus Safety.

XII. Media

Should media representatives (newspaper, radio, TV, etc.) make contact or be present on campus, Safety Officers shall not respond to any inquiries or otherwise provide any information. Only authorized Tusculum College officials shall provide information to the media. If a media representative makes contact they should be directed to contact the Director of Public Relations in McCormick Hall.

XIII. Incident Response

A. Call-Out Policy
Campus Safety needs to call out the Student Life Coordinator (S.L.C.) On-Duty and the Associate Dean of Students any time that the Police, Fire, Rescue Squad or any other Emergency Agency is on campus. Campus Safety needs to call the Director out whenever a major incident results in the involvement of said authorities (e.g. assault, Sexual assault, murder, drugs, death or serious injury on premises, etc.) or an actual structure fire occurs.

Whenever an incident occurs on campus involving students you need to call the SLC on duty to manage the incident when possible. If the SLC On-Call does not respond, the officer should make contact up the chain of command until s/he receives a response – see below:

**Campus Safety Position Chain of Command**

- Officer
- Sergeant
- Captain
- Director of Campus Safety
- Associate Dean of Students
- Vice President for Student Affairs/Dean of Students
- President

* See Emergency Contact List for Current Personnel in these Roles and Contact Information

**B. General Information**

Safety Officers are to remain alert and observe then report any security violations. The Safety Officer should try to prevent anything that would adversely affect the safety or security of persons or property at Tusculum College without placing themselves or others at risk. In the event a situation arises that would affect the safety and security of the students, staff or physical property, the Safety Officer shall communicate up the chain of command for guidance, unless an immediate hazard exists, in which case, the Safety Officers shall immediately call for law enforcement assistance. If the Safety Officer is assaulted in any way by hand or object, he/she is to call “911” immediately and then contact the Director of Campus Safety for further direction.

The victim of an alleged injustice must find a sensitive ear in hearing their allegations without an officer taking a position in the matter as it is the role of other entities to determine any responsibility for wrongdoing. Constituents will supply information enabling Campus Safety to protect the entire campus from injustices only if they possess confidence in the efficiency of the department as a whole, and have assurance that the Department represents their best interests. Special groups within the community must not be alienated by feeling that they are being singled out by an officer because of race, religion, ethnic background, sex, physical limitations, or lack of a public voice.
C. Medical Emergencies

If a serious injury or illness is reported or observed on campus, the Safety Officer should obtain the name of the reporting party, the victim, the severity of the medical problem, and the location of the victim. Between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, the Safety Officer should contact the Health Educator to respond.

In case of minor injury or illness, the incident should be referred to the Health Educator, and the Safety Officer should make him/herself available to assist the Health Educator as needed. After hours, the Safety Officer should refer the individual to a local hospital (Laughlin Memorial or Tacoma Adventist) and offer to call an ambulance if desired for transportation.

In case of serious injury or illness, the Safety Officer should quickly perform the following steps:

- Direct someone to contact emergency services,
- Keep victim still and comfortable (do not move victim),
- Check breathing and render first aid to extent of training,
- Inquire into victim name, issue (condition – injuries and impact, cause, etc.), if possible, and continue to assist the victim until help arrives,
- Look for emergency medical ID, question witnesses as to parties involved and cause of incident, and give all information to the emergency personnel upon arrival.

If a report of an injury off-campus is received, the Safety Officer should perform the following steps:

- Inquire into victim name, issue (condition – injuries and impact, cause, etc.),
- Inquire into hospital or location of victim(s),
- Inquire into whether the students have a number where they can be contacted,
- Inquire into whether the students need transportation back to campus,
  - If yes, call Student Affairs staff on call and give them above details of incident,
  - If no, still call Student Affairs staff after you are off the phone with the student to report the incident,
- Inquire into whether there is anyone else the officer can have called for the student,
  - If yes, refer those individual’s contact information to the on-call Student Affairs staff upon informing them of the incident,
- Contact the Student Affairs On-Call personnel and inform them of the incident, and
- Complete incident report.
D. Unauthorized Personnel

Safety Officers should be alert for persons of a suspicious nature, unaccompanied children, or other persons appearing not to have official business in Tusculum College facilities. Such persons should be approached to determine their business, and proceed with proper action as the situation dictates. Safety Officers do not have the authority to forcibly remove someone from the campus. If someone refuses to leave, the Officer should communicate up the chain of command for further direction.

E. Notification of Constituents as to Emergency

In case of an emergency that involves Faculty/Staff/Students such as family death or accident, the Safety Officer is NOT to contact the individual. Rather, the Safety Officer is to contact the Associate Dean of Students so that s/he may initiate the proper response.

F. Theft

Legally theft takes place the moment materials are removed from their proper place with the intent to convert to one’s own use, or to deprive the proper owners of their discretionary action. However, the College will normally take the position that individuals must be caught leaving the premise with materials before the items are considered stolen property.

If a person is observed approaching any of the Tusculum College buildings in a manner that suggests a plan to remove Tusculum College property, the Safety Officer should contact law enforcement personnel and attempt to obtain and communicate the car license number, description of the suspect(s), and all facts which led to concern and subsequent behaviors.

If the situation is uncertain but property is being moved, the Safety Officer should attempt to obtain identification upon interacting with the questionable party. If the individual can not show identification as a faculty or staff member, let the individual know that you must retain the property until authorization can be verified.

If the individual identifies him-/herself as a faculty, staff, or student member of the College, politely ask for identification and to inspect the item. Do not accuse any campus personnel of theft. If the individual will not or can not provide identification, contact the Associate Dean of Students. Ask the individual about the authorization to remove the property. If the individual claims authority, ask them to remain, while the Safety Officer contacts the appropriate supervisor (in the case of staff member or other employees) or the Associate Dean of Students (in case of students). Campus Safety personnel should avoid appearances of harassment of well-intentioned staff members. However, it is a judgment call by
the Safety Officer, and it is his/her prerogative on whether or not to question the staff member.

If the individual will not remain or surrender the property, the officer should not attempt to hold or restrict the movement of the individual if she wishes to leave, but should document a description of the person and/or vehicle and contact law enforcement (under no circumstances should the Safety Officer search, touch or otherwise restrict the individual).

Tusculum College management will handle the investigation. Safety Officers will support the investigation process by ensuring that the evidence is kept in a secure place, and by providing a written witness statement on the Incident Report form.

G. Vandalism

Safety Officer should attempt to address any hazards or contact on-call facilities management personnel, if necessary, and document appropriate information: witness, persons involved, what and how was damaged, time of incident, time of discovery according to reporting process herein documented.

H. Potential Safety Hazards

Safety Officers will attempt to eliminate fire hazards, obstructed aisles, trash accumulation, faulty equipment, slipping, tripping or falling hazards, and the foregoing will be reported through annotation in the log book and when applicable, preparing work orders to see that the hazard is addressed. Work Orders may be written directly to the Tusculum Web-site, a manual report may be prepared, or a computer generated report may be prepared.

I. Use of Force

Members of the Department may use force in the performance of their duties only in situations where officers deem it necessary to protect themselves or other persons. Force will not be used in a punitive manner and officers will discontinue its use when the offender(s) stop resisting.

While authorization for the use of force is strictly limited, it is not intended that any suspect should ever be allowed to be the first to exercise force, thus gaining an advantage in a physical confrontation. When the use of force is required, options ranging from verbal persuasion to the use of the impact baton as detailed herein should be exercised with the necessary restraint to quickly, humanely, and safely effect a cessation of threatening behavior.

When the use of force is necessary and appropriate, officers shall, to the extent possible, utilize an escalating scale of options, and will not employ a more forceful measure unless it is determined that a lower level of force would not be adequate, or such a level of force is attempted and actually found to be
inadequate. The scale of options, in order of increasing severity, is set forth below:

- **Verbal Persuasion**
  The practice of courtesy in all public contacts encourages understanding and cooperation; lack of courtesy arouses resentment, and other physical resistance. Simple directions which are complied with while you merely accompany the subject are by far the most desirable method of dealing with a situation. Control may be achieved through advice, persuasion, and warnings before resorting to actual physical force. The above should NOT be construed to suggest that officers should ever relax and lose control of a situation, thus endangering personal safety or the safety of others.

- **Physical Strength**
  Frequently, subjects are reluctant to be taken into custody and offer some degree of physical resistance. Normally, all that is required to overcome the resistance is physical strength and skill in defensive tactics (e.g., come along, wrist lock, etc.). The use of "choke holds", neck restraints, or similar types of weaponless control techniques with a potential for serious injury are not authorized, and are only to be used in extreme cases, where all other efforts and/or techniques to control a subject have failed. Defensive tactics are those physical techniques intended for use when weapons are not available, or their use is inadvisable or unreasonable under the circumstances. Officers must ensure that they are capable of utilizing physical skills to subdue a person. Good judgment is extremely important in deciding which tactics to use and how much force to apply. When confronted with a situation which may necessitate the use of physical force, consideration must be given to calling for additional officers prior to the contact.

- **Oleoresin Capsicum (OC)**
  Department issued "OC" will only be carried by those officers who have been trained and certified by a department sanctioned certification program and only within the performance of their duties.

- **Use of Baton**
  Officers will be allowed to carry the expandable baton if they have been trained in its use. In the hands of an officer trained in its use, the baton is a very formidable tool for bringing a reluctant offender into custody. To obtain effective results, avoid unnecessary injury to suspects, and minimize criticism of the Department, the baton must be used properly and judiciously. The Department issued baton shall be worn by the security officer on his duty belt. The baton should be used when a lesser degree of force has been futile in overcoming resistance by an arrestee, to subdue a violently resisting subject, in self-defense or in defense of another, or in circumstances warranting its immediate use.
When used, the baton's primary purpose is to ward off blows or kicks from an assailant or to restrain resisting or disturbed subjects. It is also capable of delivering extremely powerful blows to stun and incapacitate an aggressive opponent.

It is also capable of delivering lethal or permanently disabling blows. Blows to the head, throat, neck, side of the neck, or chest cavity areas must be avoided whenever possible, unless the officer determines that deadly force is authorized. To properly control and therefore maximize its effectiveness, the baton should normally never be raised above the head to strike a blow. Officers will carry only batons authorized by the Department. Department issued batons shall not be altered in any way. The baton may also be used as a barricade or repelling device in crowd control situations, or as a temporary restraining device.

- **Prohibited Weapons**
  The carrying or use of any instrument as an offensive or defensive weapon, not specifically authorized or issued as a weapon by the Police Department, is prohibited. Examples of unauthorized weapons include but are not limited to the following: firearms, saps, blackjacks, sap gloves, weighted gloves, nunchakus, bludgeons, metal knuckles, switch-blade knives, hunting or scabbard knives, and electronic weapons (e.g. include, but are not limited to, stun guns, the Thomas A. Swift Electric Rifle - T.A.S.E.R., etc.).

Flashlights utilized by Department members are for illumination purposes only. Flashlights are not authorized as an offensive or defensive weapon to quell resistance except in extreme cases when no other adequate instrument is available.

Chemical weapons, not including Oleoresin Capsicum, are prohibited for use by members of the department. Chemical weapons include, but are not limited to, Mace, Tear gas, Military CS gas, etc.

- **Deadly Force**
  Officers should use only the minimum amount of force necessary to affect an arrest or control a person. The force used by an officer will only be that which is required to overcome the resistance being offered by an offender. An officer may use deadly force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in imminent danger of serious physical injury. Use of deadly force on a fleeing forcible felony suspect is prohibited.

Unnecessary force occurs when unjustified physical abuse of a person is exacted or when it is apparent that the type or degree of force employed was neither
necessary nor appropriate. When any degree of force is utilized as summary punishment or for vengeance, it is clearly improper and unlawful. Every officer who, under color authority and without lawful necessity, assaults or beats any person, may be guilty of a felony as provided by law. Malicious assaults and batteries committed by officers constitute gross and unlawful misconduct. When the use of force is applied indiscriminately, the officer may face civil and criminal liability and will face departmental disciplinary action.

J. Reporting

All report copies are to be completed before end of shift and done in duplicate to accommodate the distribution of reports and are to be placed in the Director of Campus Safety’s in-box for distribution. Copies will not be distributed by anyone other than the Director of Safety unless directly requested by someone higher than the Director on the Chain of Command. The following are the duplicate standards to be submitted to the Director:

Incident Reports – 2 copies:
1) Director of Campus Safety
2) Associate Dean of Students

Work Orders – email to TCWork@tusculum.edu

Incident reports are designed to effect changes to improve campus safety and security, support disciplinary action, defend against lawsuits, and support insurance claims, among other uses. Therefore, they are an essential tool in managing the safety and security of the campus and Safety Officers should assure incident reports are complete, accurate, and clear to ensure their effectiveness. The following outline of the six basic elements should be utilized in preparing incident reports and demonstrate your professionalism:

Who… (Names, addresses, relationships to others involved in the incident, etc.)
…is the victim?
…are the witnesses?
…reported the incident?
…responded?
…was the perpetrator?

What… (Actions, events, and physical objects involved in the incident)
…happened?
…evidence was found?
…was damaged?
…college rules appear violated?
…vehicles were involved?
…was stolen?
When… (Each component of an incident should be documented)
…did it occur?
…were you notified?
…were authorities called?
…did authorities arrive?
…were all notifications made?

Where…
…was the vehicle parked?
…were you when it happened?
…were the witnesses when the incident occurred?

How…
…was the alarm/access system compromised?
…did the incident occur?
…was the incident reported?

Why?
…were the police called?
…was the alarm system not operating? (Construction in the area; alarm system under repair, etc.)

XIV. Key Control

Safety Officers must keep control of assigned keys at all times. Keys must not be laid down or left unattended and, under no circumstances, should another party be able to gain control of any keys for which the officer is responsible. Keys shall not be removed from the designated key ring at any time. Replacement of master keys could exceed several hundred thousand dollars.

Upon shift relief, Safety Officers should insure that all keys and equipment are accounted for and properly transitioned, including cell phone, duty keys, truck keys, and golf cart keys, especially as leaving the premises of Tusculum College (other than while on an official bank run or equivalent) while in possession of campus key sets (master, Rankin, Tredway, key-box key, etc.) is a breech of security. If keys are lost or mistakenly removed from the campus contact the Director of Campus Safety immediately. Failure to observe these key control expectations is cause for review for disciplinary action up to and including termination.

Keys found and provided to Campus Safety are to be kept in the Campus Safety office for 48 hours after which they will be turned over to Student Life to determine if they include a student key which can be tracked to the owner and then on to Facilities Management, as appropriate, for the same purpose.

XV. Lock-out Procedures
When unlocking residence hall and apartment rooms, must first verify that the requesting party is a resident of the space by checking the student’s identification against the residential roster. When unlocking a general instruction room which is not scheduled for being opened the officer should also verify that the requesting party is a member of the faculty or staff. Whichever type of lock-out is being performed, the officer should log the name of who was provided access into which room at what time on which date (so that tacking can be maintained and students can be charged for the lock-out service as appropriate [$10.00 per lock-out for residents]). Failure to follow lock-out procedures constitutes a breach of security and will result in disciplinary review and response up to and including termination.

XVI. Vehicle Parking Regulations

Safety Officers must read and understand the policies on the vehicle parking regulations for the college. If an accident occurs on campus, call local law enforcement to generate a report.

XVII. General Campus Policies

Safety Officers are expected to review the student handbook and be familiar with the policies governing conduct at Tusculum College. While most of these issues are addressed by the residential life professional and para-professional staff, officers must be able to recognize concerns such that they can be properly communicated to that staff, including the following policies:

A. Student ID Cards
   When asked, students must present their ID cards.

B. Solicitation
   Solicitation is not permitted on campus without permission of the Vice President for Student Affairs and then only in designated spaces. Door to door solicitation is never permitted in the residence halls. If someone is found soliciting, handing out solicitation leaflets on the campus generally, or placing information upon cars, etc., they should be identified and directed to leave the campus immediately.

C. Visitation Hours
   All opposite-sex are required to observe the following regular visitation hours.
   - Sunday – Thursday  noon to 1am
   - Friday – Saturday  noon to 3am
   
   There is no violation when the college or the residence halls are officially closed. Lobby visitation hours are identical to regular visitation in each residence halls. Visitors under 18 are not permitted, except when the visitor is related to the student. Visitors are required to identify who they are visiting and will need to checkout prior to the end of visitation hours.
D. Quiet Hours
Quiet Hours are:
- Sunday – Thursday 10pm – 10am
- Friday – Saturday 1am - 10am
The level of noise that is considered unacceptable is defined as anything that is loud enough to be heard outside of one’s room.

E. Alcohol
Tusculum College shall be considered an alcohol and drug free zone at all times. The possession or manufacture, sale, use, consumption, or delivery of alcoholic beverages or other controlled substances, or paraphernalia associated with the use of alcohol or controlled substances by students on Tusculum’s campus is prohibited. The paraphernalia includes, but not limited too: bottles and cans, either containers in excess of 5 gallons, rolling papers or scales. The College reserves the right to inspect any and all parcels brought onto campus (i.e. paper bags, tote bags, and backpacks). Inappropriate public displays of signs, posters or other objects with reference to alcohol, drugs, and accumulations of containers (i.e. bottles, cans, kegs, and boxes) are prohibited.

F. Tobacco
There is no smoking allowed in any building on Tusculum’s campus. Tobacco products are not permitted in college vehicles or buildings. When Security must open a dorm room check the smoke detector and make sure it is not covered.

G. Electrical Appliances
The use of halogen lamps, popcorn poppers and other heat-producing units is prohibited. Open-coil appliances, hot plates, skillets, and deep fryers are also prohibited. Small microwave ovens, small refrigerators and George Forman grills (or similar products) are allowed.

H. Fire Drills, Equipment and Alarms
Individuals are required to clear any building in less than three minutes upon a fire alarm sounding. Individuals may not purposely activate a fire alarm without cause or misuse fire equipment.

I. Candles and Incense
Open flames, including candles (lit or unlit, with or without wicks) and incense is a fire hazard and is strictly prohibited.

J. Firearms and Fireworks
Storing, possessing, or detonation of firearms (including BB and pellet guns, ammunition, or explosives of any kind) is strictly prohibited. The storing, possession, or ignition of firecrackers, fireworks, and any other material which may create a hazard is both against city ordinance and College policy.

K. Pets
Dogs or other animals are not permitted in campus buildings unless they are seeing eye or hearing aid dogs, in which case, they are permitted to enter buildings and remain with their master. College policy prohibits any animals other than fish in up to a ten gallon tank in the residence halls (i.e. no rodents, lizards, marsupials, cats, dogs, spiders, snakes, or birds).

L. Laundry Services
Only residents may use the laundry facilities.

M. Wall Mounting
Nails, tacks, push pins, masking tape and adhesive decals cause damage to the walls. Flyers and/or posters may not be placed on glass or painted surfaces.

N. Building Exteriors
Roofs, ledges, windowsills, window screens and outside walls are not designed for student’s traffic. Climbing, rappelling or related activities are prohibited.

O. Trash
Students are asked to take out their own trash and to dispose of it in the dumpsters provided on campus.

P. Grills
Outdoor grills, electric or gas are not permitted on campus, except by food service and college sponsored events. Due to the potential for fire and property damage, grills are not allowed.

XVIII. Ambassadorial Responsibilities-Customer Service, etc

When a visitor comes on the campus, Campus Safety should project a professional and inviting image. Campus Safety should be able to direct people to the right place when asked and should be able to answer general questions such as where to obtain information about the College and its programs (Admissions 423/636-7300 or 800/729-0256).

XIX. Resident Assistant Interface

Resident Assistants (R.A.s) make rounds throughout the residential facilities and report situations in which they need assistance in addressing violations of college policies to campus safety. The R.A.s are our closest support personnel and stay in communication via radio (note - if an R.A. needs to obtain a radio they must contact the on-call Student Life Coordinator (SLC) to obtain one.

XX. Bank Run Procedures

Safety Officers will be required to conduct bank runs in pairs. First, the officers will need to go to the Bookstore and pick up their deposit and then on to the Business Office where bags will be switched with the personnel. Next, the officers will take the provided
bag to Greene County Bank (when you travel to the bank, the officers should vary the route each day for the safety of the deposit and the two officers). Upon providing the bags to the bank personnel, the officers will travel back to the Business Office and drop off the bag provided by the bank. The Business Office personnel will provide another bag at this point to be returned to the Bookstore.

XXI. Duty Rounds

An effective security force is one that is alert, responsive and visible. It is not intended that rounds consist merely of controlled walks through the area. Constant observation and alertness requires the use of sight, smelling, hearing, and touching. Each round will entail, but not be limited to, checking entrances and exit doors and gates, water leaks, fire and safety hazards and the presence of unauthorized personnel.

Activities of Safety Officers are geared to protect people and property, and Safety Officers must be available at all times, by means of telephone, cell phone or radio. Safety Officers should respond quickly and with confidence in their abilities to know what to do and who to call for assistance.

One of the most effective ways to prevent security problems is to have a visible security operation. Visibility exists only when patterns of behavior do not exist. This means that Safety Officers must conduct their patrols randomly. This is especially crucial in a campus environment where people are coming and going at all times of the day and night. If the activities of Safety Officers cannot be predicted, the element of surprise is always on the side of the officer.

Safety Officers are required to know the location of safety related devices, understand their method of operation, be alert to their conditions and report any deficiencies, and be aware of any related reporting issues for the following items for each building:

* All fire and emergency exits and stairways,
* Useable telephones,
* All emergency equipment on each floor area (fire extinguisher, etc.),
* Sprinkler boost ports and water shut-off valves,
* Gas shut-off valves,
* Fire alarm pull stations, and
* Breaker boxes, fire alarm controls, other applicable controls.

Specific facilities require that boilers/thermostats must be checked once nightly every day of the week and this check must be noted on the sign-in sheet near the boilers/thermostats (recording the date, time, status, and your initials). In addition to the facilities boiler check sheet, campus safety also has a check sheet that needs to be completed. Boiler units need not be checked in residential housing facilities while they are substantially occupied.
XXII. Timeline for Securing Buildings (Unless Classes or Events Prevent)

5:30 pm
McCormick
Tredway
COG North
Shulman

9:00 pm
Rankin Hall

10:00 pm
Library
COG Annex
Niswonger Commons (Classrooms)

12:00 am
Virginia
Pioneer Arena
Annie Hogan Byrd
Indoor Practice Field (IPF)

Intermediary
In between the aforementioned times and while achieving other responsibilities, the following facilities should be checked and secured as necessary:
Press Box (Football Stadium)
Pioneer Stadium (Baseball Field)
A.J. Museum
Doak House
Practice Field
General Patrol of Campus - checking for anything and everything (e.g. restrooms, windows, etc.)

After 12:00 A.M.
Charles Oliver Gray – East/West/South
Welty-Craig Hall
Haynes Hall
Katherine Hall
Perimeter Housing - Religious Life Center/Dobson House/Bradley House

**If a building/room is not on the schedule but is being used for a class with the instructor present, inquire as to when the class will be finished and go back at that time to secure the area, but note discrepancy in log book for Director follow-up.
XXIII. Physical Addresses of Campus Facilities

Campus Safety Officers must be able to recognize the addresses of the buildings on campus as well as the location of each building - see list below:

**-RESIDENTIAL CAMPUS CENTRAL-**
Academy -692 Gilland Street  
Andrew Johnson Museum-Library/ Old College -57 Gilland St  
Annie Hogan Byrd -9 Shiloh Road  
Apartment A -73 Gilland Street  
Apartment B - 75 Gilland Street  
Apartment C - 77 Gilland Street  
Apartment D - 79 Gilland Street  
Art Annex/Ceramic Shop -167 Gilland Street  
Charles Oliver Gray Annex - Trailers - 1070 Erwin Hwy  
Charles Oliver Gray Commons/North - 59 Gilland St  
Charles Oliver Gray East – 65 (171) Gilland Street  
Charles Oliver Gray South – 63 (169) Gilland Street  
Charles Oliver Gray West -61 Gilland Street  
Doak House (Quiet Woman) -690 Gilland Street  
Facilities Management/Physical Plant -179 Gilland Street  
Haynes Hall -68 Shiloh Road  
Human Resources Center (HRC)/Shulman -1168 Erwin Highway  
Katherine Hall -67 Shiloh Road  
McCormick Hall -60 Shiloh Road  
Niswonger Commons -212 Shiloh Road  
Physical Plant/ Facilities Management -179 Gilland Street  
Old College/Andrew Johnson Museum-Library -57 Gilland St  
Rankin Hall -130 Shiloh Road  
Shulman/Human Resources Center (HRC) -1168 Erwin Highway  
Tate Library -910 Erwin Highway  
Tredway Science Hall - 51 Gilland Street  
Virginia Hall - 20 Shiloh Road  
Welty-Craig Hall -66 Shiloh Road

**--ATHLETICS FACILITIES--**
Arena/Pioneer Arena -212 Shiloh Road  
Baseball/Pioneer Stadium - 135 Shiloh Road  
Football/Pioneer Field/ Press Box - 131 Shiloh Drive  
Indoor Practice Facility -209 Shiloh Dr  
Pioneer Arena -212 Shiloh Road  
Pioneer Stadium/Baseball - 135 Shiloh Road  
Pioneer Field/ Press Box/Football - 131 Shiloh Drive  
Pioneer Gym (Old Gym) -212 Shiloh Road  
Practice Fields – 211 Shiloh Road  
Press Box/Pioneer Field/Football - 131 Shiloh Drive  
R.M. Nichols/Tennis - Complex  
Red Edmonds Field/Softball Field -35 Louisa Drive  
Softball Field/Red Edmonds -35 Louisa Drive  
Tennis Complex/R.M. Nichols

**-PERIMETER HOUSES---**
Barkley/Ballard/Fillnow/West Street House -35 West St  
Ballard/ Barkley/Fillnow/West Street House -35 West St  
Bradley House/Dobson/Religious Life Center -1075 Erwin Hwy.  
Coile/HRC/Patton - 1184 Erwin Hwy.  
Cottage/Rusk House -917 Erwin Highway  
Dean of Faculty/Reid -1132 Erwin Hwy.  
Dobson Drive House -195 Dobson Drive  
Dobson/Bradley House - Religious Life Center -1075 Erwin Hwy.  
Duplex - Plant Storage - 241 Gilland Street  
Fillnow/ Barkley/Ballard/West Street House -35 West St  
Gerhm/Shiloh Road House - 430 Shiloh Road  
Hawkins House - 1050 Erwin Highway  
Hurley/Lee House - 1070 Erwin Highway  
HRC/Coile/Patton - 1184 Erwin Hwy.  
Institute/Niswonger Foundation/Rodman House -16 Gilland St  
Justice House (Storage) -189 Gilland Street  
Lee House/Hurley - 1070 Erwin Highway  
Niswonger Foundation/Institute/Rodman House -16 Gilland St  
Patton/HRC/Coile - 1184 Erwin Hwy.  
President's House - 955 Erwin Highway  
Rankin House -915 Erwin Highway  
Ramsey/Van Pelt House - 7 Sam Doak Drive  
Reid/Dean of Faculty -1132 Erwin Hwy.  
Religious Life Center/Bradley House/Dobson -1075 Erwin Hwy.  
Rodman House/Niswonger Foundation/Institute -16 Gilland St  
Rusk House/Cottage - 917 Erwin Highway  
Russell Farm House - 106 Central Street  
Shank House - 631 Harlan Street  
Shiloh Road House/ Gerhm - 430 Shiloh Road  
Van Pelt House/Ramsey - 7 Sam Doak Drive  
West Street House/ Barkley/Ballard/Fillnow -35 West St

**-OFF-SITE PROPERTIES-**
Knoxville Campus - Cedar Bluff - 9041 Executive Park Dr, Ste 226
## XXIV. Master Alarm Panel Code System

<table>
<thead>
<tr>
<th>Building</th>
<th>Code</th>
<th>Zone</th>
<th>Building</th>
<th>Code</th>
<th>Zone</th>
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<tbody>
<tr>
<td>COG East Alarm</td>
<td>317</td>
<td>Zn1</td>
<td>Press Box Alarm</td>
<td>343</td>
<td>Zn23</td>
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<td>COG East Trouble</td>
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<td>Press Box Trouble</td>
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<td>Zn3</td>
<td>IPF Alarm</td>
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<td>IPF Trouble</td>
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<td>Zn26</td>
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<td>Zn5</td>
<td>Doak House Alarm</td>
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<td>Zn6</td>
<td>Doak House Trouble</td>
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<td>Niswonger Alarm</td>
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<td>AJ Museum Trouble</td>
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<td>COG North Alarm</td>
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<td>Rankin Alarm</td>
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<td>Rankin Trouble</td>
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<td>Zn11</td>
<td>McCormick Alarm</td>
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<td>McCormick Trouble</td>
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<td>Zn13</td>
<td>AHB Alarm</td>
<td>359</td>
<td>Zn35</td>
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<td>AHB Trouble</td>
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<td>Welty-Craig Alarm</td>
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<td>Apartment A Alarm</td>
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<td>Apartment C Trouble</td>
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<td>Apartment D Alarm</td>
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<td>Zn22</td>
<td>Apartment D Trouble</td>
<td>T370</td>
<td>Zn44</td>
</tr>
</tbody>
</table>

Prior to running a drill or conducting a test of the system, Gallaher & Associates, Inc. monitoring agent at Affiliated should be called at 1-800-434-4000, Pass code 7318. Explain that you want to put some codes on test for Acct #172-7991 (example: Code 339 Zone 19 and T340 Zone 20 - Tredway on test for xx hours).
XXV. Emergency Contact List

Student Life Coordinator Jennifer Jenks 470-4901
Student Life Coordinator Kenny Lawson 823-0450
Student Life Coordinator Bonnie Taylor 470-4902
Captain Wayne Murphy 620-7372
Campus Safety Director Nadia Bebawy 470-2955
Associate Dean Jonita Ashley-Pauley 470-2901
VPSA/Dean of Students David M. McMahan 470-2919
Emergency 9-1-1
Facilities Ext. 5319
Maintenance Lead Tom Turney 636-8810 (H)
620-1309 (Cell)
Facilities Management Director Mark Stokes 823-0334
Tusculum Police Department 638-6211
Gallaher Alarm Monitoring 1-800-434-4000
Greeneville Police Department 638-7399
Greene County Sheriff’s Department 798-1800
Laughlin Hospital 787-5000
Gas Company 638-8021
Water Department 638-3148
638-5531 (Nights)
Greeneville Lighting & Power 636-6202
Campus Nurse Ext. 5549
Dover Elevator 1-800-435-4418
865-588-8517
Kyker Pro 638-6727

LONG DISTANCE NUMBERS: DIAL 81 (wait for dial tone) Then dial 9105259 (wait for dial tone) Then dial 1 + area code + the number.
XXVI. Facility Safety Check/Lockdown & Emergency Response Specific Expectations

A. Central Campus Gas Shut-Off Procedures

- Go to the valve covers located behind COG South. They are located to the Southeast of the rear of COG South. They are about 18 feet north of the curb and about 16 feet in from the sidewalk.
- The yellow valve cover is to the valve that controls the gas flow to Niswonger Commons, Rankin Hall, and all the other buildings on the Eastside of main campus.
- The brown valve cover is to the valve that controls the gas flow to COG and all the other buildings on the Westside of main campus.
- To turn either of these valves to the “Closed” position, obtain the red “T” bar from Facility Management.
- Place the button of the “T” bar down into the hole that is on top of the valve. (About three feet down below the surface), and turn the “T” bar in the direction that it will move freely. Turn until you cannot turn any further.
B. McCormick Hall – 5:30 P.M. Safety Check/Lockdown

Fire/Trouble Response Procedures
- Silence the alarm on the main control panel in the Campus Safety Office.
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm.
- In McCormick Hall the fire panel box is located on the inside of the main entrance on the left wall.
- Use the simplex key to open the fire panel box (there is red paint on the key).
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions.
- For trouble alarms, if the panel reads “earth ground ….”, press the “reset” and close and lock the fire alarm box.
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building.
  - If you know for a fact that there is a fire, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director).
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut Off
- The gas valve is located on the north side of the building.
- To shut off the gas, first turn the lever until the holes match. Once the holes match the gas is shut off.
- The water valve is located in front of Rankin Hall, underneath the wood shed.
  - (You will need assistance from someone to remove the roof)
- To shut off the water, turn the valve away from the water pipe.

Lock Down Procedures
- Lock building by 5:30pm, even if there is someone in the building.
- Make sure the Business office is secured, if not secure the outer doors of the office and document it in the log book.
- Do NOT enter the President’s office unless there is a fire or an emergency.
- Check all restrooms (2 on the 1st floor, 1 on the 2nd floor in the Haynes Board room and 2 on the 3rd floor).
- All lights are to be turned off, except the entry way and stairs.
- Do not ask staff members to leave the building.
C. Tredway Hall – 5:30 P.M. Safety Check/Lockdown

Fire Response Procedures
- Silence the alarm on the main control panel in the Campus Safety Office.
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm.
- Enter front door and the alarm panel is located inside the lobby on the right side of the wall.
- Use the simplex key to open the fire panel box (there is red paint on the key).
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions.
- For trouble alarms, if the panel reads “earth ground….”, press the “reset” and close and lock the fire alarm box.
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building.
  - If you know for a fact that there is a fire, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut Off
- The gas shut off valve is on the south side of the building. (From back entrance the valve will be on the far right side of the building)
- To shut off the gas, first turn the lever until the holes match. Once the holes match the gas is shut off.

Lock Down Procedures
- Secure Tredway Hall between 5:30 pm and 6:00pm unless there are classes in session. Please check the events schedule before securing the building.
- Make sure the wet labs in the basement are secured and the lights are off (do not touch lamps that may be utilized in projects)
- Secure all labs and classrooms.
- Make sure all windows are shut (paying special attention to restroom facilities where windows are often left unsecured)
- Secure all outer doors.
- There are some officers that we do not have keys too; those offices are always locked.
D. Charles Oliver Gray (C.O.G.) North – 5:30 P.M. Safety Check/Lockdown

Fire Alarm Procedures
- Silence the alarm on the main control panel in the Campus Safety Office.
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm
- The alarm is located in the main lobby of the building; if you enter the building from the main entrance the panel will be on the left wall
- Use the simplex key to open the fire panel box (there is red paint on the key)
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For trouble alarms, if the panel reads “earth ground…”, press the “reset” and close and lock the fire alarm box
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  - If you know for a fact that there is a fire, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut Off
- There is no gas valve. The building is all electric.

Lock Down Procedures
- Lock the building down by 6pm unless there are classes in session
- Check all offices to make sure they are secured
- Check all restrooms
- Turn off all lights
E. Shulman Hall (H.R.C.) – 5:30 P.M. Safety Check/Lockdown

Fire/Trouble Response Procedures
- Silence the alarm on the main control panel in the Campus Safety Office.
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm.
- In Shulman the fire panel box in is located
- Use the simplex key to open the fire panel box (there is red paint on the key)
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For trouble alarms, if the panel reads “earth ground…”, press the “reset” and close and lock the fire alarm box
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  - If you know for a fact that there is a fire, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut Off
- There is no gas shut off valve. The building is all electric.

Lock Down Procedures
- Secure Shulman by 5:30 pm
- Secure all outer doors, you must pull the bar out on the main doors and pull on the outer classroom doors. The knobs might not turn but the door will not be shut properly
- Keep the dark room secured at all times
- All lights must be turned off
- Check the board in the Campus Safety office for students who are allowed after hours access. If their name is not on the list do not grant them entrance into Shulman
F. Rankin Hall – 9:00 P.M. & Intermediary Safety Check/Lockdown

Fire/Trouble Response Procedures

- Silence the alarm on the main control panel in the Campus Safety Office
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm
- The fire panel box is located in the hallway
- Use the simplex key (there is red paint on the key)
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For trouble alarms, if the panel reads “earth ground…”, press the “reset” and close and lock the fire alarm box
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  - If you know for a fact that there is a fire, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut Off

- The gas shut off valve is located on the east side of the building. (On the wall by the storage room door)
- To shut off the gas, first turn the lever until the holes match. Once the holes match the gas is shut off

Lock Down Procedures

- Lock the building by 9:00pm; please continue to re-check the building during 2nd and 3rd shift (Coaches continuously come in and out of the building)
- Check all restrooms; secure all windows
- Secure the glass doors
- Turn off the lights on the first floor, the hallway lights for the second and third floor do not turn off
- Secure copy room door at 5pm
- Secure all outer doors
G. Library – 10:00 P.M. Safety Check/Lockdown

**Fire Response Procedures**
- Silence the alarm on the main control panel in the Campus Safety Office.
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm.
- In the library the fire alarm panel is located is upstairs in the main library in the electrical room, which is to the right of the circulation desk. There is no number or name on the door.
- Use the simplex key to open the fire panel box (there is red paint on the key).
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions.
- For **trouble alarms**, if the panel reads “earth ground….”, press the “reset” and close and lock the fire alarm box.
- For **fire alarms**, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building.
  - If you know for a fact that **there is a fire**, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

**Gas/Water Shut Off**
- There is **no** gas valve; the building is all electric.

**Lock Down Procedures**
- The lower library is locked at 10pm.
- The upper library is locked at 11pm.
- Turn off all lights except entryway light.
- Secure all outer doors.
H. Charles Oliver Gray Annex (Trailers) – 10:00 P.M. Safety Check/Lockdown

**Fire Response Procedures**
- The annexes are not wired to the main fire panel
- For fires do the following:
  - Dial 911
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.

**Gas/Water Shut Off**
- There is no gas valve. The buildings are electric.

**Lock Down Procedures**
- Lock main door by 10pm
I. Niswonger Commons – 10:00 P.M. Safety Check/Lockdown

Fire/Trouble Response Procedures
- Silence the alarm on the main control panel in the Campus Safety Office
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm
- The fire panel box is located in Room 205 M, behind the showcase
- There is no key required to open the box
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For trouble alarms, if the panel reads “earth ground…”, press the “reset” and close and lock the fire alarm box
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  - If you know for a fact that there is a fire, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut Off
- The gas shut off valve is located on the west side of the building. (In the back of the building directly behind the arena)
- To shut off the gas, first turn the lever until the holes match. Once the holes match the gas is shut off

Water Shut-Off Procedures For Niswonger Commons Sprinkler System
(East of Pioneer Gym)
- Go to the mechanical room located in the Northwest corner of the dining facility. The door to this room is located on the left just as you enter the dining facility.
- Go to the North wall of this room. There are two red valves. Turn both to the “CLOSED” position by turning them clockwise.
- Check the pressure indicator. As soon as you turn the valve(s), the pressure should start dropping.
- To the right of the red shut-off valves are yellow levers marked “APOLLO”: two on top and one on the bottom. Turn all three to the “OFF” position. Turn the two on the top to the right and down. Turn the one on the bottom to the left and up.
(Westside - Arena and Floor Below)

- Go to the mechanical room located on the outside of the Southwest corner of Niswonger Commons. Use the key marked “AA1MR” to open this door. Enter the room and walk through it and to the West side. Go out a red door and then through another red door outside the building on the left.
- The valves are located on the West side of this room. Turn the blue valve to the “SHUT” position by turning the valve clockwise.
- Check the pressure indicator. It should start dropping.
- Go to the blue “MAIN DRAIN” valve and turn it to the “OPEN” position

**Override Procedures for Water Shut-off**

If the above procedures fail to shut the water off in any area of Niswonger Commons, go to the “override” system. There is a red fire hydrant-looking System Sensor located near the handicapped parking spaces for Niswonger Commons. Remove the wrench that is attached to the top of the Sensor, and turn the valve to the “Closed” position by turning the valve clockwise. As you turn the valve, the indicator window will change from “OPEN” to “CLOSED”.

**Lock Down Procedures**

- Lock the classrooms at 10pm, make sure to turn off all lights
- Check Cafeteria and make sure main doors and patio doors are secure
- The following areas stay secure: bookstore, Student Affairs office, Chalmers, TV/Radio station (only allow students who have been authorized-check board in campus safety office), Information Systems
- Pioneer Perk stays secured when not open for service (escort Perk employee to cafeteria office with money bag and document in log book)
J. Virginia Hall – 12:00 A.M. Midnight Safety Check/Lockdown

Fire/Trouble Response Procedures

- Silence the alarm on the main control panel in the Campus Safety Office
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm
- The fire panel box is located on the inside Room 102; walk into room 102 and it will be on your right
- Use the simplex key to open the fire panel box (there is red paint on the key)
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For trouble alarms, if the panel reads “earth ground….”, press the “reset” and close and lock the fire alarm box
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  - If you know for a fact that there is a fire, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut off Valve

- The gas shut off valve is located on the south side of the building. (From the main entrance it is located on the far left side of the building)
- To shut off the gas, first turn the lever until the holes match. Once the holes match the gas is shut off

Lock Down Procedures

- Lock Virginia Hall at midnight
- The computer lab (Room # 305) is to stay secured and only opened during designated time set forth by the IT department (check the board in the campus safety office)
- All offices are to be secured when faculty/staff leave
- All outer doors are to be secured unless classes are scheduled
- The glass doors on the first floor are to be secured
- Check all restrooms; all lights are to be turned off
- Do not ask faculty/staff to leave the building; document all persons in building after hours in the log book
K. Pioneer Arena – 12:00 A.M. Safety Check/Lockdown

Fire/Trouble Response Procedures
- Silence the alarm on the main control panel in the Campus Safety Office
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm
- The fire panel box is located on the far wall by the entrance of the arena, next to the water fountain
- There is no key required to open the box
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For trouble alarms, if the panel reads “earth ground…”, press the “reset” and close and lock the fire alarm box
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  - If you know for a fact that there is a fire, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut off
- The gas shut off valve is located on the west side of the building. (In the back of the building directly behind the arena)
- To shut off the gas, first turn the lever until the holes match. Once the holes match the gas is shut off

Lock Down Procedures
- Secure at midnight, turn off all lights except in the trophy lights
- All locker rooms are to stay secure
- Nurse’s office, room 121 stays secured
- Training room is to stay secured
- Check all restrooms
- Chiller room is to be checked at least one time per shift
Fire/Trouble Response Procedures

- Silence the alarm on the main control panel in the Campus Safety Office
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm
- The fire panel box is located inside the lobby on the right
- Use the simplex key (there is red paint on the key)
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For trouble alarms, if the panel reads “earth ground…”, press the “reset” and close and lock the fire alarm box
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  - If you know for a fact that there is a fire, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut Off

- The gas shut off valve is located on the south side of the building. (In the back of the building)
- To shut off the gas, first turn the lever until the holes match. Once the holes match the gas is shut off

Lock Down Procedures

- Lower levels and the theater are to be secured at 10pm unless an event is being held
- Do not open the computer lab for anyone except student workers or faculty/staff (verify student workers from the list on the board in the campus safety office)
- Top level is to be secured at midnight when the computer lab is closed
- Turn off all lights, except lights in the theater
- All restrooms and dressing rooms are to be checked
M. Indoor Practice Facility (IPF) – 12:00 A.M. Safety Check/Lockdown

Fire/Trouble Response Procedures

- Silence the alarm on the main control panel in the Campus Safety Office
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm
- The fire panel box is located inside the main doors on the left
- There is no key required to open the box
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For trouble alarms, if the panel reads “earth ground….”, press the “reset” and close and lock the fire alarm box
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  - If you know for a fact that there is a fire, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to safety office and reset system by pressing “reset” button.

Gas/Water Shut off

- The gas shut off valve is located on the east side of the building. (By the visitors side ticket booth)
- To shut off the gas, first turn the lever until the holes match. Once the holes match the gas is shut off

Lock Down Procedures

- Secure all outer doors and gates at midnight
- Make sure that all locker rooms are secured at all times
- All exhaust fans are to be turned off when the IPF is not being used; four switches are located in the men’s restroom closet at the front of the IPF, four switches are located in the storage area near the roll up door to the left of the indoor field. The switches are marked (EF# to turn on/off fans, there is a switch on the bottom of each switch box. Flip it and it will turn on/off only that fan.) If the switches do not turn on/off fans, turn the thermostats located at each end of the field, raise the temperature until the fans go off; otherwise keep the temperature at 70 degrees
- All lights are to be turned off except for the lights along the walls and the four small lights in front on the concession stand
- Do not lock the inside glass doors
- The breaker boxes are located in the mechanical room and in the closet in the women’s restroom in the front of the IPF
N. Press Box (Football Stadium) – Intermediary Safety Check/Lockdown

Fire/Trouble Response Procedures
- Silence the alarm on the main control panel in the Campus Safety Office
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm
- The fire panel box is located on the second floor in the closet next to operations
- Use the simplex key (there is red paint on the key)
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For trouble alarms, if the panel reads “earth ground…”, press the “reset” and close and lock the fire alarm box
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  - If you know for a fact that there is a fire, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut Off
- There is no gas valve. The building is powered by electricity.

Lock Down Procedures
- Check and secure all the restrooms in arches
- The President’s suite stays secured at all time
- Make sure the small windows in the press areas are closed
- Check the concession stand, make sure the roll-up windows are secured
- Secure outer doors
O. Pioneer Stadium (Baseball Field) – Intermediary Safety Check/Lockdown

Fire/Trouble Response Procedures
- Silence the alarm on the main control panel in the Campus Safety Office
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm
- The fire panel box is located inside the exterior door next to the press boxes
- Use the simplex key (there is red paint on the key)
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For trouble alarms, if the panel reads “earth ground….”, press the “reset” and close and lock the fire alarm box
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  - If you know for a fact that there is a fire, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut Off
- There is no gas valve. The building is powered by electricity.

Lock Down Procedures
- Make sure the gates to the baseball field are locked
- Check the concession stands and the restrooms
- Secure the outer doors
P. Andrew Johnson Museum – Intermediary Safety Check/Lockdown

**Fire/Trouble Response Procedures**
- Silence the alarm on the main control panel in the Campus Safety Office
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm
- The fire panel box is located on the far wall in the lobby (on the left when entering from the main door)
- Use the simplex key (there is red paint on the key)
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For **trouble alarms**, if the panel reads “earth ground….”, press the “reset” and close and lock the fire alarm box
- For **fire alarms**, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  - If you know for a fact that **there is a fire**, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

**Gas/Water Shut Off**
- There is **no** gas valve. The building is powered by electricity.

**Lock Down Procedures**
- The Staff from the AJ Museum will lock down the museum before he/she leaves
- If the staff needs Campus Safety to lock the building do the following:
  - Secure all doors inside the building
  - Set the code (1794) and you have 40 seconds to exit the building and lock the main door behind you.
- If the one of the zones will not secure, check the board in the Campus Safety office for instruction on how to by-pass the zone
Q. Doak House – Intermediary Safety Check/Lockdown

Fire/Trouble Response Procedures
- Silence the alarm on the main control panel in the Campus Safety Office
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm
- The fire panel box is located on the left wall inside the closet
- Use the simplex key (there is red paint on the key)
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For trouble alarms, if the panel reads “earth ground….”, press the “reset” and close and lock the fire alarm box
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  - If you know for a fact that there is a fire, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut Off
- There is no gas valve. The building is powered by electricity.

Lock Down Procedures
- The Staff from the Doak Museum will lock down the museum before he/she leaves
- If the staff needs Campus Safety to lock the building do the following:
  - Secure all doors inside the building
  - Set the code (4971) and you have 40 seconds to exit the building and lock the main door behind you. **When locking the door, you must make sure the bolt is as far over that it will go and that the handle is past the loop. When you place the lock back on the keyhole should face to the right.
- If the one of the zones will not secure, check the board in the Campus Safety office for instruction on how to by-pass the zone
R. Practice Field – Intermediary Safety Check/Lockdown

Lock Down Procedures
- Check the events schedule to see if the field is reserved
- Make sure no vehicles enter the practice field
- After hours, make sure the gate is locked and dead bolted
S. Charles Oliver Gray – East/West/South – Post-Midnight Safety Check/Lockdown

Fire/Trouble Response Procedures
- Silence the alarm on the main control panel in the Campus Safety Office
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm
- The fire panel box is located on the right side of the hall once you enter the building
- Use the simplex key (there is red paint on the key)
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For trouble alarms, if the panel reads “earth ground….”, press the “reset” and close and lock the fire alarm box
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  - If you know for a fact that there is a fire, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut Off
- **Cog West:** The gas valve is located on the west side of the building.
- **Cog East:** The gas valve is located on the south side of the building.
- **Cog South:** The gas valve is located on the south side of the building.
- To shut off the gas, first turn the lever until the holes match. Once the holes match the gas is shut off

Lock Down Procedures
- Make rounds around the buildings
- After midnight, check the inside of the building
T. Welty-Craig Hall – Post-Midnight Safety Check/Lockdown

Fire/Trouble Response Procedures
- Silence the alarm on the main control panel in the Campus Safety Office
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm
- The fire panel box is located on the back wall in the lobby
- Use the simplex key (there is red paint on the key)
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For trouble alarms, if the panel reads “earth ground…”, press the “reset” and close and lock the fire alarm box
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  o Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  o If you know for a fact that there is a fire, dial 911!!!
  o Make sure that those who have exited the building are at least 100 yards away from the building.
  o Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  o Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut Off
- The gas shut off valve is located on the west side of the building.
- To shut off the gas, first turn the lever until the holes match. Once the holes match the gas is shut off

Lock Down Procedures
- Make rounds around the buildings
- After midnight, check the inside of the building
Haynes Hall – Post-Midnight Safety Check/Lockdown

Fire/Trouble Response Procedures
- Silence the alarm on the main control panel in the Campus Safety Office
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm
- The fire panel box is located in the front lobby on the left side of the wall
- Use the simplex key (there is red paint on the key)
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For trouble alarms, if the panel reads “earth ground…”, press the “reset” and close and lock the fire alarm box
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  - Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  - If you know for a fact that there is a fire, dial 911!!!
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut Off
- There is no gas valve. The building is powered by electricity.

Lock Down Procedures
- Make rounds around the buildings
- After midnight, check the inside of the building
V. Katherine Hall – Post-Midnight Safety Check/Lockdown

Fire/Trouble Response Procedures

- Silence the alarm on the main control panel in the Campus Safety Office
- Press the “acknowledge” button on the main panel and the screen will read the location of the alarm
- The fire panel box is located in the lobby on the wall next to the main entrance
- Use the simplex key (there is red paint on the key)
- Open the box, silence the alarm, then hit the acknowledge button and read the panel for location instructions
- For trouble alarms, if the panel reads “earth ground…”, press the “reset” and close and lock the fire alarm box
- For fire alarms, first check the location that the panel reads. (For example, if the panel reads 201, go to room 201) first check that room and then go through the entire building and make sure everyone has evacuated the building.
  o Once the building is clear and no fire is present, reset the alarm and allow everyone to re-enter building
  o If you know for a fact that there is a fire, dial 911!!!
  o Make sure that those who have exited the building are at least 100 yards away from the building.
  o Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  o Be available to direct the fire department towards the fire.
- Once the building is found to be secure and everyone is allowed back into the building, return to the safety office and reset the system on the main panel by pressing the “reset” button.

Gas/Water Shut Off

- The gas shut off valve is located on the west side of the building.
- To shut off the gas, first turn the lever until the holes match. Once the holes match the gas is shut off

Lock Down Procedures

- Make rounds around the buildings
- After midnight, check the inside of the building
W. Perimeter Housing - Religious Life Center/Dobson House/Bradley House – Intermediary Safety Check/Lockdown

Fire/Water Response Procedures
- The off campus houses are not wired to the main fire panel
- For fires do the following:
  - Dial 911
  - Make sure that those who have exited the building are at least 100 yards away from the building.
  - Contact the Associate Dean of Students and then contact Campus Safety chain of command (i.e. Captain, Director)
  - Be available to direct the fire department towards the fire.

Gas/Water Shut Off
- Dean/Reed: The gas valve is located on the west side of the building.
- Religious Life/Dobson: There is no gas valve. The house is powered by electricity.
- Rankin House: There is no gas valve. The house is powered by electricity.

Lock Down Procedures
- Make rounds several times a day