

The Office of Safety & Security presents

Buster's Tips



A Quick Guide for

Emergency Services/Reporting Accidents/Crime Prevention

Bomb Data Sheet

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of Caller: _____ Race: _____

Age: _____ Length of call: _____

Number at which call received: _____

Time: _____ Date ____ / ____ / ____

CALLER'S VOICE:

- | | |
|----------------|-----------------------|
| _____ Calm | _____ Slurred |
| _____ Angry | _____ Nasal |
| _____ Excited | _____ Stutter |
| _____ Slow | _____ Lisp |
| _____ Rapid | _____ Raspy |
| _____ Soft | _____ Deep |
| _____ Loud | _____ Ragged |
| _____ Laughter | _____ Clearing throat |
| _____ Crying | _____ Deep Breathing |
| _____ Normal | _____ Cracking |
| _____ Distinct | voice |

- | |
|-----------------|
| _____ Disguised |
| _____ Accent |
| _____ Familiar |
| _____ Whispered |

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

- _____ Street noises
_____ Crockery
_____ Voices
_____ PA System
_____ Music
_____ House noises
_____ Motor
_____ Office machinery
_____ Factory machinery
_____ Animal noises
_____ Clear
_____ Static
_____ Local
_____ Long Distance
_____ Booth
Other _____

THREAT LANGUAGE:

- _____ Well spoken (educated)
_____ Foul
_____ Irrational
_____ Incoherent
_____ Taped
_____ Message read by threat maker

REMARKS: _____

Report call immediately to:

Phone number: _____

Date ____ / ____ / ____

Name _____

Position _____

Phone _____

Introduction

This guide has been prepared to help ensure the safety of the total campus community. By taking the time to read and become familiar with the suggested procedures to follow in the event of emergencies, you will be taking steps to assure your own safety as well as that of others around you.

Purpose of This Guide

1. To provide guidelines for meeting minor emergencies as well as actions to take during major disasters.
2. To provide a means to notify the total University community of steps to take during times of emergency and/or crisis.
3. To emphasize the importance of following proper procedures during times of emergency and/or crisis.

Reporting of Criminal or Suspicious Activity on Campus

The Dean of Students has the responsibility for campus security. Suspicious activities involving students and non-students are reported to the Office of Safety and Security. Campus theft is reported to the Office of Safety and Security in order to file proper reports. A record of crimes reported each month is submitted to the Tennessee Bureau of Investigation by the Office of Safety and Security. In addition, an annual Federal Crime on Campus Report, consisting of all crimes reported on campus, is compiled each academic year and can be found at www.uu.edu/student-services/safety&security/crimestats/.

Services Provided by the Office of Safety and Security

- Respond to all emergencies—criminal, fire, medical
- Investigate all criminal acts and violation of University policies
- Assist victims of crime
- Investigate traffic accidents
- Maintain security records
- Provide motorist and citizen assistance
- Contact and refer individuals to other campus and community human service agencies
- Assist and cooperate with all local, state, and federal emergency service agencies
- Plan and manage special events
- Manage vans and give tests for van use
- Handle special security requests
- Offer security consultation and surveys
- Receive and return lost and found property
- Provide background checks for job applicants
- Issue parking permits
- Issue traffic citations and administer the collection of fines
- Issue and manage the student, faculty, and staff I.D. system

Safety and Security Education

Safety and security information is regularly disseminated to students, faculty, and staff through published material, posted departmental information (evacuation routes and designated shelter areas), annual crime statistics reports, residence complex meetings and programs, new student orientation each year, College Life at Union classes for freshmen in the fall and spring of each academic year, chapel, and special programming by Greek, SGA, and other organizations.

Security Guard Services

Campus security is maintained by the Union University Office of Safety and Security through the use of campus security officers. These officers have the constituted authority to enforce Union University regulations. Although unarmed, they have the authority to solicit assistance from local law enforcement agencies. All felonies and criminal charges are conducted through local Madison County and Jackson City Courts.

The Penick, Jennings, Hammonds, and Blasingame Complexes are open to the public and to the college community from 7:00 AM until 11:00 PM, (unless otherwise scheduled) at which time the buildings and gates are secured. The Student Union Building hours are from 7:00 AM until 12:45 AM. On weekends the buildings and specified campus entrance gates are secured in order to limit access to the campus. Campus housing gates are opened at 5:30 AM and closed at 1:00 AM Sunday through Thursday and at 2:00 AM on Friday and Saturday. Building inspections on campus are made periodically in order to comply with fire and safety standards. Security officers are at assigned posts to provide security during the night hours.

Campus Policies

Alcohol and Other Drugs

Union University Standard of Conduct states:

No employee or student of Union University shall use, consume, produce, sell, purchase, or distribute alcohol or illegal or illicit drugs on Union University property or as a part of any school-sponsored function or activity.

Criminal sanctions for alcohol or drug abuse as well as federal penalties and sanctions for illegal possession of controlled substances are set forth in the Student Handbook, the Faculty Handbook, and other material available on campus. Under the guidance of the Alcohol/Drug Education and Prevention Committee, various programs, seminars, groups, and other activities are provided throughout the year to educate the campus population and promote a healthy lifestyle. Also outlined in these interventions are the various treatment programs and other forms of assistance that are available to help individuals who have a problem with substance use or abuse of any kind. Questions or clarification needed in this regard can be answered through the Director of Counseling Services on campus, extension 5322.

Firearms

Union University's policy on possession and use of firearms is stated in the Student Handbook as follows:

Students may not possess or use firearms, explosive fireworks, dangerous chemicals or any other objects or materials which might serve as dangerous weapons. City ordinances as well as University regulations prohibit the possession or use of such weapons on campus. Pellet guns, water guns, B.B. guns, and other facsimiles are prohibited.

This includes weapons, fireworks, etc., stored in private vehicles. Students aware of any violation of this standard on campus may report in confidence to the Dean of Students or the Office of Safety and Security.

Emergency Telephone Numbers

To Contact:	On Campus	Local
University Switchboard Operator	0	668-1818
Security	5018; 5036 (nights/weekends)	661-5018; 661-5036 (nts/wknd)
Security 24-hour Cell Phone	394-2922	394-2922
Sr. Vice President-Business & Financial Services	5206	661-5206
Dean of Students	5090	661-5090
Jackson Police Department	425-8400	
Jackson Fire Department	425-8341	
LIFE THREATENING EMERGENCY ONLY		
FIRE OR PERSONAL SAFETY	9-911	911
Union Counseling Center	5322	661-5322
Buster's Cash for Tips	5033	661-5033
Women's Resource & Rape Assistance Program		668-0411 or 1-800-273-8712

Buster's Cash for Tips

After witnessing or hearing of an incident that includes property damage, use of drugs and/or alcohol, theft, or any type of crime, the individual can call 661-5033 between 8:00 A.M. and 4:30 P.M., Monday through Friday. No voice mail messages are allowed. The caller will be assigned a Caller I.D. The purpose of this Caller I.D. is to ensure the caller's anonymity during all communication and to facilitate the transfer of "Cash for Tips." The information will be investigated by Security and the caller will need to call back within five business days after giving the "track." At that time he/she will be advised if the track was a winning hot track or cold track. If it is a winning hot track, the caller will be told where, when, and from whom to present their Caller I.D. to collect their reward. The amount of the reward will be determined by the Director of Safety and Security. In case of several winning hot tracks, the reward will be given to the first caller who provides the most information.

Buster is committed to the confidentiality of tips and the anonymity of the caller.

WHAT TO DO IN CASE OF:

SERIOUS ILLNESS OR INJURY

In the event of serious injury or illness on campus, the immediate concern is to provide aid for the individual. The following are suggested guidelines to follow:

- During normal operating hours call **College Health Services at 5284** (661-5284). If no one answers, call **Student Services at 5090** (661-5090).
- If unable to reach either of the above, contact the Office of Safety and Security at 5018 (661-5018). If no answer, contact one of the Resident Directors. Men's Director can be reached at 5010 (661-5010), Women's Director at 5011 (661-5011), and McAfee Director at 5022 (661-5022) or the Resident Director's 24-hour Cell Phone at 298-7768.
- If all contact fails and an emergency exists, **call 9-911, ambulance service at 424-0111, or the Fire Department at 425-8341.**
- After normal operating hours anyone in need of assistance should notify a Resident Director first unless the emergency requires the Fire Department or ambulance service.
- If the injury is serious, do not move the individual, but wait for trained medical personnel to arrive.
- If broken glass or other debris is present, notify maintenance personnel or Resident Director to remove hazardous material in order to prevent further accidents or injury.

FIRE

The Tennessee Fire Code requires the posting of fire regulations, procedures, and exit routes in all student apartments. The removal of this document or tampering with fire equipment (extinguishers, smoke detectors, sprinklers, hydrants, pull stations, etc.) are subject to misdemeanor charges. Discharging fire extinguishers for reasons other than their intended purpose will result in a \$25.00 fine.

Most Union University buildings are equipped with either automatic sprinklers or automatic fire detection devices. Fires, regardless of size, should be reported to the local Madison County Emergency Dispatch Service. **Dial 9-911 from on campus or 911 from pay phones (no charge).** Building alarms **DO NOT** notify the fire department. When reporting a fire or other emergency, give the **location** of the fire or emergency, **the building name, the caller's name**, and any other information requested. Remain on the phone if safe to do so until released by the person that you are notifying.

Before a Fire:

- Know the location of all fire alarm system pull stations in your building and how to activate the system.
- Know the location of the portable fire extinguishers and how to use them.
- Know the location of alternate means of exit.

On Discovering a Fire

- In the Penick and Blasingame Academic complexes and the Student Union Building, sound the fire alarm immediately to alert occupants and then dial 9-911 or the Jackson Fire Department at 425-8341. In housing, push the Emergency button to alert the Resident Director.
- If safe, shut all doors and windows in the immediate vicinity of the fire; raise blinds and open curtains; leave lights on, close doors, but leave unlocked unless self-locking.
- Rescue any victims if it is safe for you to do so.
- Attempt to extinguish the fire with a portable extinguisher if it is safe for you to do so.
- If possible, put on protective clothing before evacuating (e.g., a robe, light coat, or raincoat, walking shoes, etc.), especially students in residence.
- In case of smoke, get a wet towel to cover your nose and mouth or put over your head. While evacuating, crawl or stay beneath the smoke; smoke inhalation kills.
- Do not open the door if that doorknob is hot. Try to escape from an available window. If trapped, use towels, tape or clothes to stop smoke from entering your

room.

- h. Shout for help. Signal others for help.
- i. If your clothes catch on fire, STOP, DROP, and ROLL! Do not run. Drop to the floor and roll out the fire or use a rug, coat, or blanket to smother the flame.
- j. When exiting, proceed in a single file, calmly and orderly to your designated exit. If your room or door is blocked, take a chair and knock out a window away from the source of fire and exit.
- k. Vacate the building by the nearest accessible exit.
- l. If your exit route is blocked, take the exit route assigned the opposite end of your street; those streets with only one exit route proceed through the gate beside the director's apartment.
- m. Resident assistants, street marshals, and building emergency officers will assist persons leaving the buildings as long as it is safe for them to do so.
- n. Remain at least 100 feet from the building in your designated area. Roll call will be made by your street marshal. Anyone missing will be reported to the Resident Director on duty or the building emergency officer.
- o. Never go back into a burning building for any reason.
- p. Tell the fire personnel and/or any official of anyone who may be trapped in the building.

NOTE: If in immediate danger, leave quickly without any delay to your exit route.

FIRE DRILLS

State law requires the immediate evacuation of any building when a fire alarm is activated. This is for the protection of all occupants of the building in case of a fire or other emergency situation. Never remain in a building for any reason when an alarm is activated! Follow evacuation route for the building occupied at the time of the fire. This includes all academic buildings and the Student Union Building.

Emergency fire drills are conducted periodically in all college facilities. Fire drills are conducted each semester for residential buildings, annually for all other buildings. All personnel in the building will take part in a fire drill and will vacate the building.

General Safety Rules for Fires

1. Crawl or stay beneath the smoke; smoke inhalation kills.
2. Do not open a door if the doorknob is hot.
3. If trapped, use towels, tape or clothes to stop smoke from entering your room.
4. Shout for help. Signal others for help.
5. If your clothes catch on fire, **STOP, DROP & ROLL!** Do not run. Drop to the floor and roll out the fire or use a rug, coat, or blanket to smother the flame.
6. Never go back into a burning building for any reason.
7. Tell the firemen and security of anyone who may be trapped in the building.

SEVERE WEATHER

West Tennessee is known for its spontaneous storms. Severe weather may develop without advance forecast. When weather conditions exist for storms or tornadoes, the National Weather Service makes announcements on local radio and television stations. Residents are encouraged to keep an operable flashlight on hand for use when electric power fails.

Tornado Alert

A Disaster Voice Command Radio Receiver is located in all housing complexes and the Security Welcome House. This receiver is linked to the Civil Defense dispatcher who receives alerting messages from the National Severe Storms Forecast Center and areas potentially threatened by tornadoes. The receiver will alert the Director on duty at any time, day or night, when severe weather threatens.

One of the directors on duty will sound the alarm system in the event of a tornado heading in the direction of housing.

The signal for a Tornado Alert is a continuous solid siren, a very loud distinct sound. When this sound is heard, take immediate safety precautions as follows:

- a. Students in upstairs apartments, move to the apartment immediately below you, get in the bathroom, and close the door.
- b. Students in downstairs apartments, unlock apartment front door, move into the bathroom, and close the door.
- c. Students in the Watters and Hurt Commons move into the storage room back of the Office. Students in the McAfee Commons should proceed to the rest-rooms.
- d. Remain in designated areas until the alarm stops and an all clear is given.
- e. If the alarm sounds when you are in one of the academic buildings or the Student Union Building, go to the designated areas away from outside walls and windows. These areas should be studied on the building charts before severe weather exists.

The City of Jackson also has an emergency warning siren that will sound when an emergency situation is imminent.

General Safety Rules for Severe Weather

- a. If a severe weather watch is issued, take caution to monitor local news for further updates and make plans to evacuate your building for safer shelter if necessary.
- b. When you are in a building during an electrical storm, stay away from windows and open drafts. Do not use telephones, electrical appliances, or showers. If outside, do not stand near trees or electrical power lines. If you are in a vehicle, remain there during the electrical storm.
- c. A Tornado Watch indicates that conditions are favorable for tornadoes to exist. A Tornado Warning indicates that a tornado does indeed exist or has been sighted. Individuals should be alerted and ready to move in case of a Watch and take necessary steps to move to shelter if the Warning alarm sounds.
- d. If a tornado alarm is given, go to the nearest shelter immediately. In most cases this is to an interior room on the first floor of a reinforced building. Stay away from windows, exterior walls, and large open rooms. If you are in a library, do not stand or sit near the open stacks as you could be seriously injured by falling shelves or books.
- e. Remember not to use candles or matches after a severe storm has passed because of danger from broken gas lines. If you detect an odor of gas after a storm, open a window to help vent the fumes and leave the area.
- f. Do not attempt to seek shelter in a car or truck. If you are outside, take cover in a ditch or other low area and cover your head and neck.
- g. Keep alert for flash flooding and watch for and avoid downed power lines.
- h. Do not take shelter under trees, and by all means get ashore if you are out in a boat.

EARTHQUAKES

Jackson and Madison County are in the fringe area of the New Madrid fault zone. Earthquakes generally occur without advance warning. They cannot be prevented or avoided; however, preparation and awareness of proper actions to take can lessen the danger for those involved.

1. Ground movement is seldom the actual cause of death or injury. Most casualties result from partial collapse of buildings, from falling objects, and from panic.
2. **Things to do in advance:**
 - a. Have a flashlight with good batteries available.
 - b. Know exit routes from each building that you use.
 - c. Keep a plastic jug of drinking water.
 - d. Check your room or surroundings for hazards, such as heavy objects on high shelves or hanging on walls.
3. **When an earthquake hits:**
 - a. If you are indoors, **stay there, at least for a few minutes after the shaking subsides.** (Exception: if there is a fire or a wall about to collapse, you obviously need to move - but cautiously.) Seek shelter under a table or desk to protect yourself from falling plaster and other debris. **Avoid outer walls and overhangs of buildings which may collapse.**
 - b. **If you are outdoors, get into the open, away from potential falling debris, downed power lines, bridges, overpasses, etc.**
4. **After an earthquake:**
 - a. Give first aid if needed; do not move seriously injured people.
 - b. Use telephones **ONLY to request emergency assistance and try to send messengers if conditions permit. Hang up receivers that have fallen from their cradles.**
 - c. **Stay calm, act cautiously; avoid joining a panicky crowd scrambling for the stairs or exit.**
 - d. **If you detect a gas leak, report it to emergency officials as soon as possible and get away from the area.**

The University has plans to handle emergency situations should they occur, such as dealing with gas, electrical and water service problems, removing debris, notifying outside personnel, etc. If the emergency occurs during the regular operating day, medical services will be on hand and Nursing staff will report to provide extra assistance. During nighttime hours, local hospital facilities will handle medical needs. Food Services is prepared to provide meals to students under emergency conditions as well. Appropriate assistance will be available as quickly as circumstances will allow, and a general spirit of cooperation, calmness, and caution can do much to minimize the disruption.

BOMB THREATS

Bomb threats, as the term implies, are, for the most part, not carried out. However, the high potential for loss of life, serious injury or major property loss, dictate that each threat be treated as bonafide and receive the immediate and full attention of all resources available. The primary thrust of this procedure is to safely conduct the necessary search activities as thoroughly and quickly as possible so that the mission may continue with minimum disruption. Safety will not be compromised to accomplish this end.

Procedures are established to deal with bomb threats to the University. The primary general impact on the student and staff population will be the immediate evacuation of the building(s) involved using guidelines for fire. If evacuation is necessary, individuals will exit the building according to planned evacuation routes, move away from and remain at least 200 feet away, under cover if at all possible.

Security, Facilities Management, and local law enforcement officials will proceed with a complete and orderly search of the facilities. Reoccupation of facilities will occur only upon receipt of an all-clear notice.

On the chance that a student or staff member might be the initial person receiving a bomb threat against the University, an FBI Bomb Data Center Form is included in the back of this guide. This form outlines questions that should be asked of the caller and other notations to watch out for that may assist in apprehending the individual.

a. Notification:

- (1) Notify the **Security Office at 5018 immediately.** If you are unable to reach Security, call the **Dean of Students at 5090. Be prepared to provide data previously recorded on the data sheet or as much information as you have. Security or the Dean of Students will then take action as needed to handle the emergency.**
- (2) **The University Relations Department will be notified immediately (5216) as will the Director of Facilities Management. The Dean of Students (or the Office of Safety and Security) will begin notifying other Emergency/Disaster Management Team members in accordance with the Emergency Response Telephone Tree. In the event the suspect device is located, or explosion occurs, the Federal Bureau of Investigation (FBI) will be notified immediately at 668-9578.**
- (3) **All Security and Facilities Management personnel on duty will proceed with haste to the target area. Responding security officer first on the scene will assume responsibility for the scene until relieved by a member of the Emergency/Disaster Management Team.**

b. Evacuation: The first concern, upon arrival at the scene, is the isolation of the target area and rapid but orderly evacuation of all personnel. Unless otherwise directed by a member of the Emergency/Disaster Management Team, the building **WILL BE EVACUATED. Evacuation should be far enough from the target area to protect evacuees from fallout and to prevent interference with recovery operations if necessary. (Minimal acceptable distance is 200 feet, under cover if possible.)**

c. **Safety guidelines: At the time of initial notification, the official in charge will observe the following guidelines:**

- (1) **IF A SUSPICIOUS DEVICE IS LOCATED, NO ATTEMPT WILL BE MADE TO DISARM. THE AREA WILL BE ISOLATED AND APPROPRIATE OFFICIALS NOTIFIED.**
- (2) **No radio transmissions will be made as this can result in bomb explosion. Additionally, nylon jackets will not be worn during the evacuation process. This will minimize possible friction which could result in the ignition of chemical bombs. Searchers will remove rings, watches, and other jewelry as well.**
- (3) **Evacuate the building immediately. Conduct an immediate search of all classrooms and common areas in the building.**
- (4) **Cause a careful search to be made of utility rooms and/or machinery rooms within or attached to the structure.**
- (5) **Search in the following order: floor to knee, knee to head, head to ceiling, and ceiling and duct work.**
- (6) **Conduct a search around the outside of the building, specifically in the area of hedges, piles of grass, leaves, shrubbery, etc. Check all areas leading into and out of the target area, ledges, ornamental facings, trash cans, etc.**
- (7) **If a device is found, draw a diagram of the building showing its location.**

d. All clear notices: Upon receiving an "All Clear" from the search teams, the official in charge will instruct all personnel that they may reenter the building.

PERSONAL SAFETY GUIDELINES

Union University encourages all persons to take responsibility for their actions to enhance the safety and security of all. Preventive measures may be taken by residential students (as well as commuters, faculty, and staff) which will increase personal security, as well as the security of their residences, vehicles, and personal property. These preventive measures include, but are not limited to, the following:

On Campus:

- a. **Keep your doors locked and do not lend the keys.** Keys can be duplicated. If you lose a key or believe that someone has a key to your room, report this immediately to your resident complex director for resident students, or the Department of Facilities Management for faculty and staff. Your residence and car should be locked at all times, occupied or not. Good locks on windows and doors act as a deterrent against assailants and burglars by making their work difficult.
- b. Do not "prop" residence doors open — even for friends or the pizza delivery man. This presents a threat to the security of the building by allowing unauthorized persons to enter. An open door may also permit a fire to spread unchecked.
- c. When you are in residence or working late in University offices, close the blinds, drapes, etc., and lock any outer points of entry in your area after dark.
- d. Exercise, travel, jog, etc., with a friend or partner. Tell someone where you are going and when you expect to return. Stay in well-lit areas, and do not walk alone at night. Remember, there is safety in numbers.
- e. Be aware of unusual or suspicious persons or conditions around you. Make it difficult for anyone to take you by surprise. Trust your intuition or "gut" instinct in your observations. It is better to be safe than sorry.
- f. Do not offer a ride to or accept a ride from individuals you do not know, even if they say that they are students or you have a friend in common.
- g. Call Union Security at 661-5018 to report crime or suspicious activity.
- h. If you are in immediate danger of bodily harm or are threatened, call the Jackson Police Department first (9-911 on campus) and then call Union Security.
- i. If you let someone in and have second thoughts, be assertive and demand that the person leave, or leave yourself. Anyone who refuses to leave is a trespasser, and you should call Security to have them removed. Do not volunteer information about other occupants being away if you are alone.
- j. Remember that all apartments are equipped with an intercom as well as silent alarm button which will alert the complex office and director's apartment of any dangerous, emergency, or fire situation. Have in mind a plan of action in case your safety is threatened; waiting until a situation arises may be too late.
- k. Make sure hallways, entrances, and grounds are well-lit. Leave outside lights on all night. When away from your residence at night or you expect to return after dark, leave an interior light on in the apartment and draw the shades. You might also leave a radio on to give the impression that someone is home.
- l. Never open the door to strangers. Maintenance personnel, security, and staff personnel carry identification and will present it upon request. Ask to see their identification. If you are still unsure, call Security or your resident complex director to check. No soliciting is allowed on campus; violators should be reported to your resident complex director.
- m. If someone you do not know comes to your door requesting to use your phone (especially late at night or when you are alone), offer to make a call for them rather than opening your apartment door.
- n. Get to know those students in apartments near your own so that you can go to them for help if necessary. Become familiar with the faces and routines of your fellow students to help alert you to an unfamiliar person or situation.
- o. Avoid giving out information about yourself or making appointments with strangers over the telephone. Be careful also in revealing personal information about yourself in public (such as when shopping).
- p. Photocopy all important papers (e.g., driver's license, credit cards, etc.) and keep the photocopy in a safe place. This information may be invaluable if you lose your license or cards.
- q. Keep a list near your telephone of numbers of local emergency services. Protect your long distance access code as well since you are responsible for those calls.
- r. Know the evacuation routes in case of fire or other emergency.
- s. Let friends and dates know what you consider appropriate behavior. Trust your instincts. If a situation does not feel right, change the situation or get away from it.
- t. Recognize that alcohol can cloud a person's judgment, either your own or someone else's. Avoid the risk by avoiding alcohol use and those who use alcohol.

On the Street

Whether walking, jogging, or any activity, it is always advisable to travel with friends. There is safety in numbers, so use the "buddy" system whenever possible. Criminals are looking for an easy target or victim, and two or more people walking together provide additional complications that a criminal may not want to face. Other precautions are as follows:

- a. Be alert. Look around you, and be aware of others on the street. Make it difficult for anyone to take you by surprise. Women should carry a whistle on a key chain. Walk with keys in your hand and walk in a confident, purposeful manner.
- b. Stay on populated, well-lit streets and walk in the middle of the street if it appears safer.
- c. If you feel like someone is following you, turn around and check so that you are not caught off guard. Cross the street, or change direction if necessary.
- d. If you are being followed, walk or run toward people, traffic or lights. Consider confronting the aggressor with a loud, firm voice, "Don't follow me." Try to find an occupied building, or throw something through a window to attract attention.
- e. If a car follows you or stops near you and asks for directions, do not approach the car. Change direction if you feel threatened and walk or run toward an area of activity.
- f. If jogging, try always to jog with another person and carry identification. Be aware of people around you.
- g. Stay on well-lit paths in open areas, as you may fall and injure yourself and require assistance. Vary the time you jog and the route you take. We recommend you do not run, walk, or jog on Walker Road, northwest side of the campus. We suggest you use campus facilities for such activities.
- h. If a mugger approaches you demanding your money and valuables, give them to him/her. Also, if possible, do not let the person(s) take you to a second location where more serious bodily harm might be inflicted.
- i. If the door to your apartment is open and things inside are disarranged, go immediately to another apartment and call Security. If Security cannot be reached, contact your resident complex director. Do not return until help arrives.

In Your Vehicle

- a. Park in areas of high visibility at night and check the street before leaving the car.
- b. Walk to the car with your keys ready. Attach a small flashlight to your key ring so that you will have sufficient light to quickly unlock the car door.
- c. From a distance, check the parking lot carefully to make sure that no one is lurking near your parked vehicle. Before entering your vehicle, check underneath it and look inside, checking both the front and back seats to see if anyone would be hiding there.
- d. As soon as you enter the vehicle, day or night, be sure to lock the doors so that no one can jump in at a stop you may make.

- e. Refill your gas tank when it is half full so that you always have enough gas in your tank for emergencies.
- f. If you are being followed by another vehicle, drive to a police station or a business that has lights on and people inside. You may not want to go directly home with someone following you.
- g. If you pull into a private driveway and someone follows you in, making it impossible for you to back out, drive over the lawn to escape if that's possible. If not, be sure your doors and windows are locked and begin blowing the horn repeatedly to attract attention or bring help.
- h. If your car breaks down, lift the hood, put the emergency flashers on, get back in your car, and wait for assistance. If someone stops, ask them to call the police. Look for a "CALL POLICE" sign to carry in your car for emergencies.
- i. Do not stop for stranded motorists. You can assist them better by calling the police.
- j. With the advent of new car alarms, sometimes keys are not needed to enter a vehicle. The owner simply uses an alarm device to open the door. This feature should not encourage vehicle owners to leave keys in the ignition. All alarms can be defeated, and leaving the keys in the ignition is an invitation for that vehicle to be stolen.
- k. If you are out alone at night and someone "bumps" your car, do not stop and get out to inspect the damage. It may be part of a robbery ploy. Also, if someone in an unmarked car tries to signal you over (as a policeman would), be wary; put your flashers on and continue driving until you get to a safe, populated place to stop.

Sporting Events

Sporting events present particular problems relating to personal safety and protection. Potential criminals find it easy to blend in with the crowd, making detection or apprehension difficult. In addition, with the spectators' attentions focused on the sporting event, personal possessions become easy targets. In the parking lot, the wide choice of vehicles may facilitate the ability to commit crime. Remember to lock your vehicle and try to walk with others as you leave and enter the parking lot. Some suggestions in safeguarding yourself and your possessions are as follows:

- a. Do not bring personal possessions to the event unless they are to remain on your person the entire time. Storing your possessions, such as rings and watches, in a container on the sidelines is virtually inviting theft.
- b. Write your name and telephone number on your softball glove, basketball, tennis racket, etc.
- c. Carry identification with you, especially your health insurance information in case of injury.
- d. Remember, you will be engrossed in activity. If you are on the playing field, the area is a wide open space that affords a criminal an opportunity to observe you unnoticed. Observe safety precautions; if someone with criminal intent observes your precautions, you will not appear to be a potential victim.
- e. Know where the nearest emergency phone is located in relation to your activity.
- f. Do not give rides home to strangers you may meet at a game—even the "friend" of a friend—particularly if you are alone.

WHAT TO DO IF YOU ARE ATTACKED

Assault

First, go to a safe place and then call 911 or the police. Try to jot down details such as license plates, descriptions, noticeable details, etc., to provide to the authorities. When officers arrive, they will gather evidence and ask you questions about the incident. You may want to call a friend or relative to come and pick you up. If you remember additional details later, call the Police Department. Consider counseling afterward to deal with the impact of the assault and its effects on your life.

Rape

Go to a safe place and call for assistance—a friend, the police, your resident complex director, etc. Secondly, seek medical assistance immediately. Do not bathe, douche, or change clothes. This could destroy important evidence. Try to recall details about the rapist and setting (clothes, size, hair, speech, scars, etc.). Take a change of clothes to the clinic or hospital as current clothing may be kept for evidence. It's your decision whether or not to press charges against the rapist (whether it was a stranger or perhaps your date). However, individuals are encouraged to report the incident. Finally, seek counseling afterward to deal with the emotional trauma and recovery. You may think you are handling the incident all right, but trauma of this type can have long-lasting effects and implications. Assistance is available through counseling services on campus (661-5322) and through referrals at no expense to you. The Rape Crisis Hotline (668-0411 or 1-800-273-8712) can help as well with both medical and legal assistance.

Faculty/Staff Emergency Instructions

An emergency declaration will give general instructions as to the suspension of nonessential university operations. Emergency procedures assume that residential and boarding students will remain on campus during the emergency/disaster and their welfare and safety will be given top priority.

All instructional, classroom, laboratory and related activities will cease. Faculty and all nonacademic personnel will be released from duty and expected to vacate their offices and leave campus (except for certain emergency support positions and as notified by supervisors). Staff evacuating the campus will observe reasonable common sense procedures in connection with their areas of work and any equipment for which they are responsible. In other than a FIRE situation, this would include:

- a. Securing any windows by locking, closing blinds or drapes.
- b. Physically disconnecting any electrical equipment except refrigeration, etc., where damage or loss would immediately occur from loss of power.
- c. Storing all records and papers in offices or classroom areas; closing all drawers and cabinets.
- d. Extinguishing lights, closing and locking doors (if possible) upon leaving an area or building. Corridor and exterior lights should be left ON.

NOTE: All offices and departments will develop specific internal procedures for the protection and safekeeping of records and documents, identifying the most important records to be handled and arranging for transfer to more secure areas if necessary. Departments having special equipment such as computers, lab equipment, books, etc., should have specific plans in advance to relocate such equipment, to secure covers, or otherwise protect against water damage in case of leakage or window breakage.

After the emergency/disaster has passed, the President or his designee will announce plans for resuming normal operations by local media, if operating, or through other available means. Employees should remain off campus until reasonably certain their presence will not impede post-emergency activities.

Sexual Harassment

Union University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the well-being of any member of the University community.

Sexual Harassment Defined: The definition of sexual harassment varies greatly. Therefore, we will use the Equal Employment Opportunity Commission's guidelines. According to the Equal Employment Opportunity Commission's guidelines prohibiting sexual harassment there are two types of sexual harassment: (1) Quid pro quo—"submission to or rejection of such conduct by an individual that is used as a basis for employment decisions affecting such individual" and (2) Hostile environment—"unwelcome sexual conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment." Sexual Harassment in the college community may include, but may not be limited to, unwelcome sexual

advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature where: (1) submission to such conduct is a term or condition of an individual's employment or education; (2) submission to or rejection of said conduct is used as a basis for academic or employment decisions affecting the individual; or (3) such conduct results in a hostile environment which has the effect of interfering with an individual's academic or professional performance.

Policy Statement: Sexual harassment of any type will not be tolerated and is expressly prohibited. Sexual harassment is grounds for disciplinary action, which may include reprimand, demotion, discharge, or other appropriate action, dependent upon the nature of the harassment. Faculty and staff are asked to be especially sensitive to the fact that they are in a position of authority over students and that authority carries with it responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off-campus.

Complaint Procedure

Student—A student with a complaint against a faculty member, a member of the administration, or another student may make initial contact with the Dean of Students. Alternate contacts include the Director of Human Resources, the University Provost and the President. The contact person will initiate an Incident Report form and forward to the Director of Human Resources.

The University will handle the matter with as much confidentiality as possible. There will be no retaliation against any faculty, staff or student who reports a claim of sexual harassment or against any faculty, staff or student who is a witness to the harassment. The University will conduct an immediate investigation in an attempt to determine all of the facts concerning the alleged harassment. The investigation will be directed by the Director of Human Resources or someone that office is the subject of the investigation. In that event, the office of the Provost (faculty) or Dean of Students (staff or student) will direct the investigation. As a part of the investigation of the claim of sexual harassment, the contact person, the complainant, and the respondent will be asked to provide statements regarding the incident. Once the report is reviewed and investigation is concluded, a finding may be that sexual harassment did occur, and corrective action (reprimand, demotion, discharge, or other appropriate action) will be communicated in writing to the complainant and respondent. Appeals to this process may be conducted in accordance to the most recent revision of the handbook under the section(s) entitled "Violation of Standards of Conduct" or "Grievance Procedures."

All documents, except disciplinary action documents, related to an incident will remain in a file other than the employee's personnel file. Although filed separately, all personnel related files will be kept in the Human Resources Department.