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Greetings from the President

Dear Talladega College Community,

Your safety and security at Talladega College is of the utmost importance. I am pleased to introduce the Annual Security and Fire Safety Report for the 2019-2020 calendar year.

Talladega College is listed among the Princeton Review’s best colleges in the Southeast; included in the U.S. News and World Report’s Best Colleges guide in three categories - best HBCUs, National Liberal Arts Colleges, and Top Performers on Social Mobility; and Kiplinger’s Best Value Colleges. Talladega College prides itself in providing the sound education in a safe environment. This report is designed not only to comply with the Jeanne Clery Disclosure of Campus Statistics Act, but also to communicate to all current and prospective campus community members, as clearly and comprehensively as possible, the policies, procedures, and services in place to ensure a safe environment for all members of the institution. The report is prepared by an extensive group of individuals including those within our Campus Police Department, Division of Student Affairs, and Title IX Staff.

Preventative measures are in place to assist in the very best experience possible. Awareness is achieved through various means including security presentations, orientations, and drills. Our campus community works diligently to reduce risks and potential for crime by maintaining a strong law enforcement presence and encouraging our student body to be educated and conscientious about safety.

If you have any comments or questions regarding this publication, please contact the Talladega College Campus Police at 256-322-3103. Our staff stands at the ready to assist you 24 hours per day and strive to exceed all expectations.

Sincerely,

Billy C. Hawkins, Ph.D.
President
Greetings from the Chief of Police

On behalf of our president, Dr. Billy C. Hawkins, and the other members of the Talladega College Police Department, I would like to thank you for your interest in our Annual Security and Fire Safety Report.

The Talladega College Police Department is committed to maintaining the highest standards of professional ethics and integrity as we strive to maintain optimum levels of safety, security, and dissemination of timely information to all Faculty, Staff, Students, and Visitors to our campus. Through our ongoing commitment to the philosophy of, “campus community involvement” it is with that effort in mind that we implore and include the highest levels of proven crime reduction and fire safety methods.

The Talladega College Police Department will continue to work closely with its sister agencies, to include the Talladega Police Department, the Talladega Fire Department, the Alabama Bureau of Investigations, and the Alabama State Patrol to aid in the suppression of crime and promotion of a safe and healthy college campus environment. Here at Talladega College Police Department, we are committed to protect and provide professional and dedicated public service to the college community with courage, dependability, and integrity by living up to our motto that states, “Excellence is Our Culture”.

Antonio L. Fletcher
Chief of Police

The policy of Talladega College is to establish and implement safety and security-related parameters applicable to members of the TC community at all to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, more commonly referred to as the "Clery Act". Complying with the Clery Act, a federal mandate requires the institution to publish and distribute an annual report containing crime statistics, security-related policy statements and procedures, fire safety requirements and local regulations. Additionally, the institution is required to conduct a review to evaluate the effectiveness of the practices and implement changes to enhance services provided to students, faculty and staff as necessary. Both the U.S. Department of Education and Talladega College are committed to ensuring that the institution remains in compliance with the Clery Act and strictly enforcing all applicable provisions of the Act.

Crime statistics are collected for crimes that occurred on-campus; in certain off-campus building or property owned or controlled by Talladega College; and on public property within, or immediately adjacent to and accessible from, the campus. Campus crime, arrest and referral statistics include those reported to the Police Department, local law enforcement agencies and designated campus officials (including but not limited to directors, deans, department heads, staff, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. Each year, an e-mail notification is made to all enrolled students that provide the website to access this report. Copies of the report may also be obtained at any Talladega College Police Department building or by calling (256) 322-3103.

A description of this report is also located in the Student Handbook.

The Annual Security and Fire Safety Report is distributed to the campus community by October 1st each year.

In Loving Memory of

JEANNE ANN CLERY

Lest We Forget The Meaning of Her Death,
That We Must Protect One Another,
So That Her Life Will Not Have Been In Vain.

November 23, 1966 - April 5, 1986
About the Talladega College Police Department

Authority and Jurisdiction:

Alabama law provides university and campus police arrest powers for offenses committed on their designated jurisdiction boundaries and territories. The law enforcement efforts of the Talladega College Police Department will generally be confined to properties of Talladega College. All officers may be deputized by the Talladega County Sheriff at the request of the Talladega College Police Chief if and when the need should arise.

The Primary Function of Talladega College Police Department:

The key function of The Talladega College Police Department is to protect the lives and property of the students, staff, faculty, and visitors. This is practiced by providing law enforcement services throughout the campus on a twenty-four hours (24) a day, seven days a week basis.

In an effort to meet the need of Talladega College’s expanding properties, the TC Police Department patrols the campus, in patrol cars, mules, ATV’s, on bicycles, and on foot within their designated zones. The officers of the department are dispatched via the communications center when a call is received requesting information or assistance. Through getting to know the staff of the TC Police Department, you will become aware that they perform not only law enforcement services; but go above and beyond in order to increase positive interactions of the Talladega College campus community.

Officer Training:

The officers of The Talladega College Police Department come to the department with varied backgrounds, not only in law enforcement but military experience as well. The goal of the department is to hire and retain diverse personnel, with both practical and professional experience in the field of Law Enforcement and Security. Potential candidates will be college graduates holding academic degrees in areas of Business Management, Healthcare Management, Education, Biology, Mass Communications, and even Sociology to name a few.

All members of The Talladega College Police Department attend specialized training beyond the state-mandated requirements for their continued certification. These areas of training include but are not limited to:

- Active shooter
- Emergency management
- Customer service
- Taser training
- Report writing
- De-escalation
- COP
- Use of force
- Defensive tactics
- Investigations
Working Relationship with Local, State, and Federal Law Enforcement Agencies

The Talladega College Police Department will work closely with its sister agencies, to include the Alabama Bureau of Investigations (A.B.I.) and the Alabama State Patrol (A.S.P.) to aid in the suppression of crime and promotion of a safe and healthy college campus environment. Furthermore, Talladega College Police Department relies on close working relationships with local law enforcement agencies to receive information about incidents involving students and recognized student organizations, on and off campus. In coordination with local law enforcement agencies, TC will actively investigate certain crimes occurring on or near the campuses.

If TC Police Department learns more details of criminal activity involving students or student organizations, they will coordinate with appropriate external law enforcement agencies, to forward information about the situation to the Office of Student Affairs. Those other first responder entities include, but are not limited to: Talladega Police Department, Talladega Fire Department, Oxford Police Department, The Anniston Police Department, District Attorney’s office, Federal Bureau of Investigations (FBI), and United States Marshalls Office, and other State College/University Law Enforcement Agencies to aid in the above mentioned task.
ANNUAL SECURITY REPORT
Reporting Crimes and Other Emergencies

Reporting to Talladega College Police Department

We encourage the college community to report all crimes that occur on the campuses of Talladega College along with all suspicious activities to the Talladega College (TC) Police Department. The TC Police Department has a contact number for calls for service 24 hours a day for emergency and informational purposes. The Talladega College Police emergency and non-emergency number is (256) 322-3103. During regular business days and hours, you can also contact the TC Police directly at the above mentioned number or in person at 627 W. Battle St., Talladega, AL. 35160.

Anonymous Reporting

If you are interested in reporting a crime anonymously, you can utilize the City of Talladega crime reporting tip line at (256) 299-0011. Your information will remain confidential and forwarded to the TC police investigations unit.

By policy, we do not attempt to trace the origin of the person who submits this form, unless it is necessary for public safety. Persons may also report crime through the Talladega 911 /city government reporting system.

Voluntary and Confidential Reporting

If crimes go unreported, it limits the possibility of helping other members of the community from also becoming victims. We encourage the campus community to report crimes promptly and to participate in and support crime prevention efforts. If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action with the institution or criminal justice system, we ask that you consider filing a voluntary report while maintaining your confidentiality.

The confidential reports allow the institutions to compile accurate records on the number and types of incidents occurring on the campuses. Reports filed in this manner are accounted and disclosed in the Annual Security and Fire Safety Report.

The purpose of a confidential report is to comply with your wish to keep your personal identifying information private, while taking steps to ensure your safety and the safety of others.

When reporting crimes or suspicious activities to TC Police, be sure to give the following information:

1. Nature of the incident
2. Persons involved in the incident
3. The number from where you are calling
4. Your name and address for the police record
5. Any noticeable injury
6. Any noticeable weapon (s)
7. Any information you feel is necessary or important

Should an assault or a sexual assault take place, report it to TC Police immediately. If an assault occurs, please do not disturb the scene by clearing or removing any evidence. It could be detrimental to the case. Notify TC Police as soon as possible.
Reporting to Other Campus Security Authorities

While the institutions prefer that community members promptly report all crimes and other emergencies directly to the Talladega College Police at 256-322-3103 or 911, we also recognize that some may prefer to report to other individuals or institution offices. The Clery Act recognizes certain institution officials and offices as “Campus Security Authorities (CSA).” “The Act defines these individuals as “officials of an institution who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, campus judicial proceedings, and faculty advisors to student groups. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.” While both campuses have identified several hundred CSAs, we officially designate the following offices as places where campus community members should report crimes:

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<th>Official</th>
<th>Campus Address</th>
<th>Phone Number</th>
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<tr>
<td>Student Affairs</td>
<td>Seymour Rm 103</td>
<td>256-761-6274</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Student Activity Center 2nd floor Rm</td>
<td><a href="mailto:marianne.ogutu@talladega.edu">marianne.ogutu@talladega.edu</a></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Sumner Rm 107</td>
<td>256-761-6204</td>
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<tr>
<td>The Office of Residence Life</td>
<td>Seymour Rm 101</td>
<td>256-761-6233</td>
</tr>
<tr>
<td>including RA’s, GA’s, RLC’s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Office of Judicial Affairs</td>
<td>Seymour Rm 101</td>
<td>256-761-6133</td>
</tr>
<tr>
<td>Title IX</td>
<td>Seymour Rm</td>
<td>256-282-0741</td>
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<tr>
<td>Student Health Services</td>
<td>Seymour Rm</td>
<td>256-761-6208</td>
</tr>
<tr>
<td>Athletics</td>
<td>Student Activity Center 2nd Floor Rm</td>
<td>256-761-8718</td>
</tr>
<tr>
<td>Clery Coordinator</td>
<td>Campus Police Dept.</td>
<td>256-322-3103</td>
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Once information is given to a CSA it is deemed reported. The process does not initiate once the police department knows about it, it starts with the Campus Security Authority. Once a report is made to a CSA the information needs to be reported to the Police Department, Title IX Coordinator, the Office of Judicial Affairs, or the Clery Coordinator.

Counselors and Confidential Reporting

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Talladega College to serve in a counseling role are not considered Campus Security Authorities (CSA’s) when they are acting in the counseling role. As a matter of policy, the campus community encourages pastoral and professional counselors to notify those when they are counseling them of the voluntary confidential reporting options available to them.
It's up to Each of Us

The College takes great pride in the community and offers students, faculty, and staff many advantages. This community is a great place to live, learn, work, and study, however, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in other communities. With that in mind, Talladega College has taken progressive measures to create and maintain a reasonably safe environment on campus.

Though the College is progressive with its policies, programs, and education, it is up to each of us to live with a sense of awareness and use reasonable judgment when living, working, or visiting, on campus.

Though there are many resources available, the campus police department should be notified of any crime whether or not an investigation continues, to assure the institution can assess all security concerns and inform the community if there is a significant threat.

Procedures Used to Notify the Campus Community

In the event of a situation that poses an immediate threat to members of the campus community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an emergency to all or a segment of campus community. These methods of communication include the mass notification system Talladega Regroup, the college email system, verbal announcements within a building, indoor and outdoor sirens, and the public address system on police cars.

Emergency Notification System

The Talladega Regroup and Early Warning Notification System are in place to notify faculty, staff, students, and visitors of potential disasters, inclement weather, active shooter situations, and any other activities on campus. The system WILL NOT be used for routine communications.
Timely Warnings and Emergency Notifications

TIMELY WARNINGS:

In the event that a serious crime arises, that, in the judgment of the Chief of Police or the College Administration, constitutes an ongoing or continuing threat, a campus-wide “Timely Warning” will be issued. The warnings are sent out as soon as the pertinent information is available. Timely Warnings will be issued in a manner likely to reach the entire campus community, therefore they will be issued through the Connect 5 system to students, faculty, and staff. The message will usually contain guidance about how to avoid victimization and contact information in addition to the actual warning.

Anyone with information warranting a timely warning should report the circumstances to the TC Police department by phone at 256-322-3103 or in person at the station.

EMERGENCY NOTIFICATIONS

In the event that any significant emergency or dangerous situation occurs involving an immediate threat to the health or safety of students, faculty, and staff on the campus then an “Emergency Notification” will be issued without delay upon confirmation of the emergency by responsible authorities. Notifications can be localized to one area or building, but they may also be issued campus wide. Means of dispersal of the notification will be dependent upon the nature of the emergency.

Steps to Ensure Notification

- Be sure to update your information via the Campus IT Department yearly and/or when changes occur
- If your contact information has changed since your enrollment or hire date be sure it is updated through the IT department in the Talladega Regroup system
- If and when “Test Messages” are dispersed, be sure to acknowledge that you did or did not receive notification
Access to University Facilities

At Talladega College, administrative buildings generally are open from 8:00 a.m. until 5:00 p.m. The campus buildings may have additional hours pending approval for building usage from the building coordinators. Access to individual classrooms and laboratories are limited to those enrolled in the courses meetings there. Many cultural and athletic events held in the campus facilities are open to the public. All building key control requests shall go through the campus police department.

Consideration for Residence Hall Access:

On the Talladega College campus, all residence halls operate under a computerized Access Control and Security Monitoring System or Residential Center Managers, which denies entry to all unauthorized persons. The side doors also have alarms which will activate for an extended amount of time if the door is opened. When a door is malfunctioning, personnel are summoned for an immediate repair.

Only residents and their invited guests are permitted in living areas of the residence halls. It is the resident's responsibility to ensure that his/her guest are aware of the campus and residence hall policies. Guests are not provided with room keys or access cards. A resident of the building must escort guests of the opposite sex at all times. It is the responsibility of residents and staff members to challenge or report individuals who cannot be identified as either residents or guests of residents.

The Talladega College Police increases officer presence near all residence halls after 10pm. Student workers (RA's), as well as, Residential Center Managers (RCM's) are assigned to help monitor their residence halls. There are staggered holiday schedules put in place to ensure continued monitoring of all buildings. The access doors will remain locked.

Security Considerations for the Maintenance of Campus Facilities

TC is committed to campus safety and security. At Talladega College locks, landscaping, and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building.

Environment Health & Safety, in conjunction with representatives from the Talladega College Police department, conduct surveys of the campus twice each year to evaluate campus lighting. On campus, there are adequate walkways, parking lots, and roadway lights that provide illumination on campus. We encourage community members to promptly report any security concerns, including concerns about locking mechanisms, lighting, or landscaping to the TC Police Department.
Safety Programs:

Talladega College Police, Student Affairs, Housing, Residential Life, and other organizations shall present the following safety programs on a regular basis as well as provide these programs upon the request from any campus department or organization:

- Drugs / Alcohol abuse and prevention
- Sexual Assault Prevention
- Campus Watch
- Crime Prevention
- Theft Prevention
- Civil Liability for Student Organizations
- Domestic Violence Prevention
- RAD (Self Defense for Women and Men)

In our efforts to promote safety awareness, the TC Police maintain a strong working relationship with the community. This relationship includes offering a variety of safety and security programs.

To request a safety program presentation, submit a written request at least five (5) working days in advance to the director or coordinator of any programming unit on campus. The Director/Coordinator of the unit will then advise you on the availability of an internal or external instruction.

Safety tips for students:

You should immediately report any crime, suspected crime, suspicious circumstances or person to the TC Police day or night.

- Never leave your personal property unattended. If leaving your room, lock the door. If in any classroom, office or in the library, take your possessions with you.
- When walking on or off campus at night, employ the “Buddy System” and walk with friends. Also, let friends know when and where you are going, how long you are going to be gone, and what time you are expected to return. This alerts them if you are overdue and gives them a reference point to locate you.
- Park your vehicle in a lighted parking area. Always lock your vehicle. Do not forget to take the keys out of the ignition. Do not leave CD’s, tapes or other valuables in plain sight. Lock them in the trunk or take them with you.
- Properly lock and secure your bicycle to a bike rack. Use a strong chain and lock.
Faculty, Staff, and Students Crisis Response

Talladega College has resources and professionals to deal with a crisis that may take place on its campus. The focus is to narrow down the time, focus on intervention, identify the crisis, confront and resolve the crisis, restore equilibrium, and support appropriate adaptive responses.

Suicide Protocol and Procedures

The College needs to be aware of the need to be prepared to deal with students who are under extreme emotional distress. Some students who are under stress may have suicidal thoughts, or attempt suicide. It is very important that all universities and colleges develop protocols so that the campus can handle crisis situations in a methodical and consistent manner.

All procedures MUST be followed by the faculty and staff of Talladega College.

1. Immediately Call 911 and TC Police Department (TCPD)
   (256)322-3103
   Take any threat of self-harm seriously.

2. Please remain calm and call/send for help.

3. Please remain with the student until proper authorities arrive to secure the location.
   Do Not Leave Person Alone.

4. TCPD will contact the Counseling Director, and/or Housing Director and/or other resource persons at Talladega College.

5. TCPD or the Counseling Director will determine who will accompany the student to the medical facility and contact Student Affairs.

If a student needs to be transported to a psychiatric facility for further evaluation, that process will be more productive if the TCPD or Counseling Director and/or staff contact the facility, either by phone or in person, to give them the information about what has been going on. This information will help the personnel do a better evaluation.

6. TCPD or the Vice President for Student Affairs will contact family members or the guardian of the student if necessary.

The Counseling Department will provide counseling to those who may have been affected by the events.

7. File a report of incident. It is very important to have proper documentation of the incident.
Missing Person Policy

Introduction

Talladega College (TC) is committed to creating and preserving a safe and secure environment for its campus constituents. In order to support this commitment, this Policy sets forth rules and procedures to be followed in the event a person who resides in an TC campus housing facility, is participating in an TC sponsored activity, and/or is an enrolled student is reported missing.

Purpose

The Clery Act requires institutions that maintain on campus housing facilities to establish policies and procedures to address reports of missing students. Since individuals other than those enrolled in classes at TC may reside in the campus housing facility, the intent is to cover those persons as well.

Definition

Missing Person: For the purpose of this policy, the term “missing person” generally refers to any person who was residing in a TC residential facility, participating in a TC sponsored/sanctioned activity, and/or enrolled as a TC student at the time he/she is believed to have gone missing.

Scope

This policy outlines the actions which will be taken when a person is reported missing and it is determined the he or she has been missing for 24 hours or greater.

Policy

Members of the college community should immediately report a missing person(s) to the Talladega College Police Department (TCPD) by calling 256-322-3103. Within the College, responsibility for investigation of a missing person report rests with the TCPD. There is no waiting period for reporting a missing person. Responding officers will carefully record and investigate the factual circumstances surrounding the disappearance in accordance with Departmental directives. Particular care will be exercised in instances involving those who may be mentally or physically impaired or others who are insufficiently prepared to care for themselves.
Consistent with the Clery Act, TC has established the following policy:

Any individual who believes that a currently enrolled TC student is missing should immediately notify the TCPD at 256-322-3103. Following receipt of this information, the Department will commence an investigation. Should the investigation result in the conclusion that the student is missing, and has been missing for 24 hours, the Department will notify other law enforcement agencies as appropriate as well as the student’s emergency contact within a span of time not to exceed 24 hours from the time the student was determined to be missing. In addition to notifying Campus police, certain Campus officials who are deemed Campus Security Authorities (CSAs) by Federal law may be notified when a student is believed to be missing. CSAs include, but are not limited to, the Dean of Students, athletic coaches, and advisors to student organizations, to as well as faculty members. The CSA will promptly notify the College police of the possible missing student. Should the Campus police investigate and determine that a student is a missing person, the Registrar, dean of students, director of Residence Life, chief of Police or their designee will be immediately notified to verify the appropriate missing person contact information. All students have the option to designate an emergency contact who will be notified by TCPD if the student has been missing for 24 hours.

If the TCPD, after investigation, determines that any person residing in one of TC’s residential facilities has been missing for 24 hours, the chief of Police or his/her designee will, within 24 hours after making such a determination, notify the missing person’s designated contact that the individual is missing. If the missing person is under the age of 18 and is not emancipated, the chief of Police or his/her designee will also notify the student’s parent or legal guardian within the 24-hour period after the TCPD has determined that the person is missing in addition to the contact person designated by him or her.

Reports of missing TC students who do not reside in on-campus housing will be referred by TCPD to the police department having jurisdiction over the student’s local residence, if known, or the student’s permanent residence if a local residence cannot be determined. If a student is reported missing while participating in a TC sponsored/sanctioned event including, but not limited to, global sites or sponsored travel, reporting individuals should contact the TC Police Department as well as the police department having jurisdiction over the student’s last known location.

All students may confidentially identify and register one or more individuals to be contacted if the student is determined to be missing. The contact person may be anyone including, but not limited to, the person the student has otherwise identified as an emergency contact. Students may register and update this contact information on Banner, the student records system each term they are enrolled. Only authorized college officials will have access to the contact information, and it will not be disclosed, except to law enforcement personnel to further a missing person investigation.
Weapons Policy

Possession or Use of Firearm or Lethal Weapons:

**HB280**

On July 1, 2017 House Bill 280 went into effect which prohibits the carrying of concealed weapons by anyone including weapons carry License holders, on the following areas of a college campus:

- Buildings or property used for athletic sporting events
- Student housing, including but not limited to dormitories, Fraternity and sorority houses
- Any preschool or childcare space
- Any room or space used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the “Move on When Ready Act”
- Any faculty, staff, or administrative offices
- Rooms where disciplinary proceeding are conducted

These excluded areas represent the most “sensitive places” on a college campus.
Student Code of Conduct

Purpose

Talladega College's ("TC") Student Code of Conduct sets forth, in a concise and uniform manner, responsibilities which members of the College community owe one another. The Student Code of Conduct also sets forth administrative and judicial procedures whereby those students who are accused of violating rules and policies may be afforded due process and fair and just sanctions. TC is committed to protecting the full constitutional rights of its students. TC and the members of the community have equal obligations to one another in protecting the educational environment. The College has equal obligations to protect the integrity of its educational mission and the interests of its student body. The following policies and sanctions have been established to protect the rights and interests of all members of the College community.

The Student Code of Conduct is updated periodically, as laws in higher education change and state laws regarding the rights of students attending a state institution in Kentucky are enforced. The current Student Code of Conduct supersedes any previously published 29 Student Code of Conduct. It is intended for internal distribution (i.e., use within the College community).

Academic Honesty The College expects that students will conduct themselves with honesty and integrity.

Academic Offenses The following are academic offenses as set forth by the College Catalog and the Student Code of Conduct.

Cheating: Cheating is defined as the fraudulent or deceptive taking, giving, or presenting of any information or material with the intent of aiding oneself or another on any academic work which is considered in any way in the determination of a course grade.
**Plagiarism:** Plagiarism is the intentional or unintentional act of submitting the work of another as one's own. It includes the submission of the complete or partial work, or of the words, ideas, or format of another, published or unpublished, without appropriate reference and source credit. It includes employing or permitting another person to produce, alter, or revise material which the student submits as his or her own. If the student has any uncertainty regarding plagiarism in the submission of any material to his or her instructor, he or she should discuss the matter with the instructor prior to submission of the material.

**Forgery:** Forgery is falsely recording the signature of an advisor, instructor, or any College official on any official College academic document.

**Sanctions for Academic Offenses** One or more of the following sanctions may be applied to a student guilty of commission of an academic offense.

- Assignment of any grade on a paper, examination, or other material related to the offense.
- Assignment of any grade for the course in which the offense occurred.
- Forced withdrawal from the class in which the offense occurred.
- Suspension from the College for a specified period of time includes exclusion from all classes and termination of student status and all related privileges and activities. A student who violates any of the terms of suspension shall be subject to further discipline in the form of permanent dismissal.
- Dismissal from the College: This sanction is final and susceptible to reconsideration only after review by the President or his/her designee.

For a complete list of Sanctions, Offenses, and the College Appeal process, please visit the Talladega Student Handbook at [www.talladega.edu/studentaffairs](http://www.talladega.edu/studentaffairs)
Sexual Assault, Domestic Violence, Dating Violence, and Stalking Prevention

Talladega College does not tolerate sexual misconduct or abuse, such as sexual assault, rape or any other form of nonconsensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct, institutional policies, and may also violate Federal and State Laws. Violations of this policy are subject disciplinary sanctions through the Office of Student Ethics and Integrity and/or those outlined in applicable institutional policies. Talladega College has protective measures in place to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. Students and employees should contact Human Resources (256) 761-6204 to file a disciplinary complaint or to seek accommodations.
The Title IX Coordinator

(Susan Henderson) or her designee may impose interim protective measures before the final outcome of an investigation and until final resolution of the allegations, if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the alleged victim or other members of the institution, or to ensure equal access to the institution's education programs and activities. Before any such measures are instituted, however, the Title IX Coordinator should, where practicable, provide the respondent with an initial opportunity to respond to the allegations and to the imposition of any interim protective measures specifically.

Imposing interim protective measures does not indicate that a violation of this policy has occurred, and is designed to protect the alleged victim and community, and not to harm the respondent. To the extent interim measures are imposed, they should minimize the burden on both the alleged victim and the respondent, where feasible. Interim measures may include, but are not limited to:

1. Change of housing assignment;
2. Issuance of a "no contact" directive;
3. Restrictions or bars to entering certain institution property;
4. Changes to academic or employment arrangements, schedules, or supervision;
5. Interim suspension; and
6. Other measures designed to promote the safety and well-being of the parties and the institution's community.

Victim Confidentiality

Talladega College recognizes the often-sensitive nature of non-consensual sexual contact, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of any individual who makes a report.

Reporting an Incident

If a student, faculty, staff, or visitor has been the victim of an incident of non-consensual sexual contact, domestic violence, dating violence or stalking they should immediately report to the Talladega College Police Department, or other recommended points of authority such as the Title IX Coordinator. The TC Police can be contacted at 256-322-3103. Talladega Police Department is located at 627W Battle Street on the corner of W Battle Street and Horace Patterson Drive. The Title IX Coordinator, Susan Henderson can be reached at 256-282-0741, and is located Seymour building room... In case of an emergency or ongoing threat, please get to a safe location and call 911. Local police may be contacted at 256-362-4162 and are located at 203 South Street W, Talladega, AL.
Talladega College
Annual Safety Stats

2017, 2018, & 2019
Offense Definitions
Per the Clery Act, crimes are classified based on the Federal bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Handbook. For sex offenses only, the definitions used are from the FBI’s National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are classified according to the FBI’s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. Although the law states that institutions must use the UCR for defining and classifying crimes, it doesn't require Clery Act crime reporting to meet all UCR standards.

Murder/Manslaughter by Negligence - Murder is the willful killing of one human being by another.
Manslaughter by Negligence - is the killing of another through gross negligence.
Sex offenses - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
Sexual Assault - Sexual Assault is defined under as sexual contact is that is perpetrated by a person who has supervisory or disciplinary authority over another individual.
Rape - The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
Fondling - the touching of private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
Statutory Rape - Sexual intercourse with a person who is under the age of consent.
Incest - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Robbery - The taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
Burglary - The unlawful entry of a structure to commit a felony or theft. The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle.
Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
Larceny/Theft-the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
Simple Assault - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
Intimidation- to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
Destruction/Damage/Vandalism of Property - To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
Hate Crimes - any of the aforementioned offenses, larceny, simple assault, intimidation and vandalism reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias.
Categories of bias are:
Race - A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heritage, which distinguish them as a distinct division of humankind.
Gender- A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.
Gender Identity - A preformed negative opinion or attitude towards a person or a group of persons based on their actual or perceived gender identity.
Religion - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
Sexual Orientation - A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
Ethnicity - A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in the "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
Disability - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

National Origin - A preformed negative opinion or attitude toward a group of people based on their actual perceived country of birth.

Dating violence, domestic violence, and stalking Dating Violence – in Alabama, the term Dating Violence is not defined however “Family Violence” as defined include some dating situations – i.e. persons who are parents of the same child, other persons living or formerly living in the same household.

Domestic Violence -
A felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
- Any other person against an adult or youth victim who is protected from that person's
- Acts under the domestic or family violence laws of the jurisdiction.

Dating Violence
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others;
- or
- Suffer substantial emotional distress

Liquor Law Violations
The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Law Violations
The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Weapons Law Violations
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Geographic Definitions

On campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

Non-campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students and is not within the same reasonable contiguous geographic area of institution.

Public Property

All public property (including thoroughfares, streets, sidewalks, and parking facilities) that is within the campus, or immediately adjacent to and accessible from the campus.

Unfounded Crimes - An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may "unfound" a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report.
# Talladega College Crime Stat Information

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Talladega College
Annual Fire Stats

2017, 2018, & 2019
Talladega College Annual Fire Safety Report

The Higher Education Opportunity Act enacted on August 1, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

Definitions

On-Campus Student Housing - A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

Fire - Any instance of open flame or other burning in a place not intended to contain the burning or an uncontrolled manner.

Residence Hall Fire Drills - Fire drills are conducted in all on-campus residence halls during the school year to allow occupants to become familiar with and practice their evacuation skills. The drills are conducted by the Resident Coordinators, Residence Assistants, Community Assistance, Housing Management and University Police.

Fire Safety - Talladega College takes fire safety very seriously and continues to enhance its programs to the university community through education, engineering and enforcement. Education programs are presented throughout the year to faculty, staff and students so they are aware of the rules and safe practices. These programs, which are available at designated campus locations, include identification and prevention of hazards, actual building evacuation procedures and drill, specific occupant response to fire emergencies and hands-on use of fire extinguishers.

All residence halls have emergency evacuation plans and conduct fire drills twice a semester (September, November, February, and April) during the school year to allow occupants to become familiar with and practice their evacuation skills.

Talladega College has been a leader in ensuring the safety of students, faculty, staff and visitors who live and work in university operated residences. Automatic sprinkler systems and fire alarm systems are recognized engineered building features that help to provide for a fire safe living environment. All residence halls and apartments are provided with automatic sprinkler systems, smoke detectors and building fire alarm systems to provide early detection and warning of a possible fire emergency. Additionally, Food Service staff members at both institutions are trained annually on hands-on use of fire extinguishers and emergency procedures in the event of a fire.

The College maintains and tests all fire alarms and automatic fire suppression systems in accordance with the appropriate National Fire Protection Association Standard to insure system readiness and proper operation in the event of a fire emergency.

The College has adopted and developed numerous Safety Policies and Guidelines to help promote a safe living and work environment at all University locations.
Fire Safety Education and Training Programs for Students, Faculty and Staff

Talladega Fire Department, in coordination with Residence Life and Housing and Food Service, provides annual training to Resident Assistants (RA), Community Assistants and Residence Life Coordinators.

- Fire prevention in the residence hall
- What to do in the event of a fire
- How to report a fire or other emergency
- How residence hall fire safety systems operate

What to Bring and What not to Bring

(4.06) COMBUSTIBLES
The use or possession of fireworks, other explosive, combustible materials and/or potentially harmful chemicals in the residence halls/apartments/suites or the immediate vicinity thereof is prohibited. Candles, oil lamps, incense, matches, torches and any other open flame devices are also prohibited.

(4.07) ELECTRICAL OUTLETS AND SMALL APPLIANCES
- Electric wall sockets are designed to handle only two residential type plug-in devices. Do not overload electrical circuits. It can cause fire and is prohibited.
- All electrical devices should be UL tested and safe. Approved surge protector power strips are permitted and recommended.
- Wattage and usage must be approved by the GARD or HM of these buildings.
- Hot plates, grills, toaster ovens & deep fryers are not permitted.
- Please see "What to Bring and What not to Bring" for other items prohibited in the residence halls.

Plans for Future Improvements in Fire Safety

Talladega College continues to monitor trends related to residence hall fire incidents and alarms to provide a safe living environment for all students. New programs and policies are developed as needed to help insure the safety of all students, faculty and staff.

Emergency calls and notifications regarding fires are made to:

1. Talladega College Police Department 256-322-3103
2. Talladega Fire Department 256-362-3149
3. Talladega Police Department 256-362-4162
4. Housing Staff and Office 256-761-8516
### Institution: Talladega College Main Campus

#### Fires - Summary

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**Total** 1 0 0 1 0 0 0 0 0 0
Talladega College

Emergency

Evacuation

Summary

The following information can be found in the Talladega College student handbook and accessed at www.talladega.edu/studentaffairs/handbook
Talladega College Building Evacuation and Shelter in Place Plan

The Talladega College Evacuation Plan is designed to provide guidance for the TC Campus Community in the event of a crisis on campus. The plan will be used as part of emergency operations in conjunction with the National Incident Management System (NIMS). NIMS is the emergency guidelines which is used by multiple emergency responders.

FIRE
TORNADO
HURRICANE
MAN-MADE DISASTER
Evacuation and Shelter

The evacuation/shelter plan is to be implemented upon notification from the Police Department. In the event of building evacuation, all students, faculty, staff and visitors are to proceed to the nearest exit (if not obstructed) and meet at the designated areas and remain until accounted for by a designee. In the event of a tornado warning or severe weather conditions, all students, faculty, staff and visitors are to proceed to the designated shelters within each facility on campus and remain until accounted for or conditions permit departure. Detailed list on next page.

- During a contained incident, local law enforcement and fire departments will provide evacuation and search and rescue services, as resources allow. Other organizations may provide assistance, including health, engineering, and local organizations, such as the American Red Cross.
- In a large scale incident, local fire and law enforcement capability may be overwhelmed due to evacuation and emergency search and rescue operations.

The following shelter list can be altered to fit circumstances. If by any chance students, faculty, or staff are unable to locate a designated shelter, seek shelter in place. Always stay clear of windows, go to the lowest level, and do not use elevators. Bathrooms and hallways are also a good option.

Pre-designated Shelters are used when conditions aren't inclement and time is on your side.
DISASTERS

CHEMICAL OR RADIATION SPILL/EXPLOSION

1. Any spillage of a hazardous chemical or radioactive material is to be reported immediately to Campus Police who shall in turn contact the hazardous material member of the Emergency Response Team.
2. When reporting, be specific about the nature of the involved material and exact location.
3. The key person on the site should vacate the affected area at once and seal it off to prevent further contamination of other areas until arrival of Campus Police personnel.
4. Anyone who may be contamination by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their name(s) to the Campus Police.
5. If an emergency exists in your building, activate the building fire alarm.
6. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit, and alert others to do the same.
7. Assist the disabled in exiting the building! Remember elevators are reserved for disabled persons’ use. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
8. Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. If requested, assist emergency crews as necessary.
10. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
11. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until an accurate head count is taken. The Building Coordinator will assist with the accounting of all building occupants.

TALLADEGA COLLEGE MAN-MADE HUMAN INITIATED CATASTROPHES EVACUATION

The following procedures will be followed during a human initiated catastrophe. Whatever form the disaster takes, we must be in a state of constant readiness to salvage lives and to defend ourselves against human perpetrators.

A. The following individuals will be alerted by campus police and the Talladega Police Department:
   Director of Facilities Management
   Office of Student Affairs
   Department of Housing
   All campus wooden structured buildings
   College Nurse

B. Campus Police will monitor National Televised broadcasts and will follow local emergency management agency instructions, also ask for the assistance to Talladega Police and Sheriff Departments.

C. The following buildings have been selected as shelters during man-made catastrophes.
Ish Hall—hallway/basement
Silsby Hall—hallway/basement
Summer Hall—main floor hallway
Seymour Hall—hallway/basement
Savery Library—hallway/basement
Drewry Hall—hallway/basement
Fanning Refectory—hallway/basement

D. The evacuation process of all personnel and students will begin immediately at the first official warning or imminent approach of a natural or man-made disaster.

The following Residents Halls shall follow these evacuation procedures:

Shores, Crawford, Ish, Derricotte, Senior Grove
- Proceed to the lowest level of the building
- Take roll call and have everyone sit in the hallway
- Await further instruction from College staff/personnel

NOTE: FURTHER INSTRUCTIONS WILL FOLLOW IF ASKED TO LOCATE TO OTHER SHELTER LOCATIONS.

THESE AREAS ARE: CHILDERSBURG AND SYLACAUGA SHELTERS

EXPLOSION AND/OR AIRCRAFT DOWN (CRASH) ON CAMPUS

In the event a mishap occurs, such as an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks and other objects, which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the Campus Police Department. Give your name and location and the nature of the emergency.
3. If necessary, or when directed to do so, activate the building fire alarm.
4. If the building fire alarm is sounded, or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
5. Assist the disabled persons in exiting the building. Remember elevators are reserved for disabled persons. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
6. Once outside, move to a clear area that is at least 500 feet from the affected building. Keep streets and walkways clear for emergency vehicles and crews. KNOW YOUR AREA ASSEMBLY POINT.
7. If requested, assist emergency crews as necessary.
8. A Campus Emergency Post may be set up near the disaster site. Keep clear of the command post unless you have official business.
9. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

IMPORTANT: After any evacuation, report to your designated assembly point.
Stay there until an accurate head count is taken. The Building Coordinator will assist in the accounting for all building occupants.

MEDICAL AND FIRST AID (EPIDEMIC/POISONING)

CALL THE CAMPUS POLICE IF YOU NEED ASSISTANCE

EMERGENCY TELEPHONE NUMBERS: TCPD – 256-322-3103 or 911  
College Nurse – 256-493-9256

1. If serious injury or illness occurs on campus, immediately dial 911 or 256-322-3103

2. In case of minor injury or illness, provide first-aid care and dial 256-322-3103. ONLY TRAINED PERSONNEL SHOULD PROVIDE FIRST AID SUCH AS CPR.

3. In case of serious injury or illness, (AFTER CONTACTING THE CAMPUS POLICE) the following are desirable steps to be taken:
   A. Keep victim still and comfortable DO NOT MOVE THE VICTIM.
   B. Ask victim, “Are you okay?” and “What is wrong?”
   C. Check breathing and administer artificial respiration if necessary, ONLY IF YOU ARE TRAINED TO DO SO!
   D. Control serious bleeding by applying pressure on the wound.
   E. Continue to assist the victim until help arrives.
   F. Look for emergency medial I.D., question victim and witnesses, and give all information to the Campus Police and/or the paramedics.

4. Every office should have a person trained in first aid and CPR. Training is available through the local American Red Cross and through the Talladega Campus Police.

Talladega Campus Police officers have been trained in first aid and CPR. CAMPUS POLICE SHOULD BE CONTACTED IN ALL EMERGENCIES. They are able to secure the proper assistance quicker than individuals. Also, they are able to coordinate with emergency personnel on the logistics of the emergency.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when and individual is threatening harm to themselves or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior. A psychotic episode may also involve a person from a neighborhood hospital or a halfway house walk-away.

IF A PSYCHOLOGICAL CRISIS OCCURS

1. Never try to handle on your own a situation you feel is dangerous.
Notification

If smoke is observed DO NOT INVESTIGATE! Contact Campus Police at (256) 322-3103 immediately! Report the location of the smoke and leave the building by the nearest, safe exit. If fire is observed, pull the nearest fire alarm pull-station. This will notify individuals of a potential fire. Fire alarm pull stations activate alarm bells throughout the building to alert other residents to evacuate the area immediately. Pulling the fire alarm station saves lives.

Response to Notice

Use the Nearest Exit or Exit Stairwell: Immediately exit the building upon hearing an alarm, even if you have not seen smoke or fire. Use the nearest stairwell to exit. Do not wait for confirmation of an actual fire or assume the alarm is a false alarm. Evacuate immediately, even if fire and smoke are not apparent. Do not use the elevator. Elevators enter into a "fire service" mode and may not respond to calls when the fire alarm system has been activated. Occupants may become trapped in elevators. Do not attempt to locate the fire. Do not attempt to fight or extinguish the fire. Do not re-enter the building until the fire department gives authorization.

Once safely outside, call Campus Police at (256) 322-3103. Residence Hall fire alarm systems are connected to the local Fire Department monitoring system. However, residents still must call Campus Police to report as much information as possible and to confirm the local fire department has been notified and dispatched.

Expectations of Residence Hall Staff:

Notification

Residence hall staff who are advised of a fire by telephone should:

Instruct the caller to pull the alarm station. Call Campus Police at (256) 322-3103 to report the emergency. Lock the key box. Contact the Resident Assistant on-duty, or front desk, if during business hours. Notify the Resident Center Manager/Relief Director on-duty. Locate: The list of residents who require evacuation assistance and have it ready. Remain at the desk (if you’re not at risk) to receive calls and help coordinate communication. Evacuate if directed to do so by the fire department or if you feel you are at risk.

Expectations of the Resident Assistant:
If you hear an alarm or are notified by a Resident Center Manager/Relief Director, or others, of a fire emergency:

Call Campus Police to report the emergency or confirm it has been reported
Notify/Verify the Front Desk has been informed.

Contact the Resident Center Manager/Relief Director on-duty.

Report to the emergency site. Remain outside.

Wait at the main entrance for emergency personnel. Do not enter the building/residential floors.

Introduce yourself to police or other emergency staff. Remain outside and available as a resource to the Resident Center Manager and/or emergency staff.

Provide access if emergency personnel need access through a locked door.

Assist the Resident Center Manager and/or emergency personnel as requested and appropriate. Help keep residents out. Residents may interfere with emergency personnel and put themselves in danger by attempting to re-enter to obtain valuables or assist in the fire-fighting efforts. Residents may not re-enter until authorized to do so by the Fire Department.

Check and secure exterior doors when the incident is over, and notify Plant Operation of any doors that need to be electronically reset or relocked (request they contact a Plant worker on-duty to respond immediately).

Write and submit an incident report.

Expectations of the Resident Center Manager on-duty:

- Report to the Front Desk
- Provide the list of residents who require evacuation assistance to emergency personnel.
- Confirm the hall staff responsibilities have been accomplished.
- Locate the Resident Assistant(s).

Direct residents to the designated area if you expect the evacuation to extend beyond 30 minutes or if weather conditions are poor.

What Happens After a Fire

Assist displaced residents. Campus Police will secure the scene until their investigation is completed. In some cases, this could take hours, or days. Determine the likely length of their investigation and work with the Resident Center Manager and/or Director of Housing to find accommodations for displaced residents.

Assist police and fire investigators. They will need to speak with anyone who was in the area at the time of the fire and with the person who reported the fire. If the fire was in a bedroom or suite/apartment, investigators will need to talk with the residents.

The Chief of Police will contact the Director of Plant when it is appropriate to begin clean-up and repair.

Insurance Claims:
Residents with personal property damaged by fire, smoke, or water may be eligible for reimbursement by their personal insurance companies. Reimbursement is not automatic and is based on the findings of an independent claims investigator. The College assumes no responsibility for damage to property.

SEVERE WEATHER

TALLADEGA COLLEGE SEVERE WEATHER REGULATIONS

The following procedures will be followed during severe weather, natural, and man-made disasters. These disasters may come in the form of tornadoes, hurricanes, snow and ice storms, (natural catastrophes) or in the form of fire (or human initiated catastrophes). Whatever form the disaster takes, we must be in a state of constant readiness to salvage lives and to defend ourselves against human perpetrators who try to capitalize on our misfortune by “looting”. The following procedures will be in effect as soon as the college receives official word of severe weather warnings:

A. The following individuals will be alerted by campus security and the Talladega Police Department:
   - Director of Facilities Management
   - Director of Facilities Operations
   - Department of Student Services
   - Department of Housing
   - All campus wooden structured buildings
   - School Infirmary Personnel

B. Campus Police will monitor National Weather Service broadcasts and will also ask for the assistance to Talladega Police and Sheriff Departments in monitoring the weather.

C. The following buildings have been selected as shelters during severe weather.

   - Callanan--basement
   - Ish Hall—hallway/basement
   - Silsby Hall—hallway/basement
   - Summer Hall—main floor hallway
   - Seymour Hall—hallway/basement
   - Savery Library—hallway/basement
   - Drewry Hall—hallway/basement
   - Fanning Refectory—hallway/basement
   - Andrews Hall—basement of Callanan

D. The evacuation process of all personnel and students will begin immediately at the first official warning or imminent approach of a natural or man-made disaster.

The following Residence Halls shall follow these evacuation procedures:

Shores, Crawford, Ish
- Proceed to the lowest level of the building
- Take roll call and have everyone sit in the hallway
- Await further instruction from College staff/personnel

**INCLEMENT WEATHER/DECLARATION OF SCHOOL CLOSING**

During times of inclement weather when the possibility of closing the school exits, the President and the Provost will meet and make the decision as to the status of the College. One of these officials will contact the Campus Police. The Campus Police will contact the Vice President for Student Affairs.

In the event the decision is made to close the school, the Vice President for Student Affairs will inform the Campus Police in the “Inclement Weather/Declaration of School Closing Procedures” should be initiated.

**EQUIPMENT/SUPPLIES**

The Campus police shall be responsible for providing the following equipment/supplies:

A. Additional clothing (Offices will be responsible for extra clothing)
B. Radio equipment

**SPECIFIC DEPARTMENTAL PROCEDURES**

**CAMPUS POLICE**

1. The Campus police will maintain a full staff at all times.
2. If requested, the Campus Police will assist with the implementation of the overall inclement weather plan. Follow instructions outlined in the “INCLEMENT WEATHER/DECLARATION OF SCHOOL CLOSING” in this manual.
3. Officers on duty will remain on duty until additional officers relieve them.
4. Additional staffing (above normal numbers) may be required. If snowbound, four-wheel drives may be dispatched to bring officers and other essential employees to work when available.
5. Officers unable to report to their scheduled shift will remain on standby. (Stay available for phone contact)
6. Officers unable to report to their scheduled shift on time will report for duty if conditions allow them to do so during their shift.
7. If officers have advance notice of pending inclement weather, they should consider bringing additional clothing with them when reporting for duty.

**TORNADO/SEVERE WEATHER**
THE FOLLOWING GUIDELINES SHOULD BE ADHERED TO WHEN THE NATIONAL WEATHER SERVICE ISSUES A “TORNADO WARNING” ACTIVATING THE COUNTY SIREN SYSTEM.

At this time, when the NWS issues a TORNADO WARNING, it is done so for all counties in Alabama. While the potential tornado may be across the county from Talladega College, the campus will initiate the tornado plan immediately. Helpful items to take to your safe area would be a radio (battery powered preferably), and a flashlight if available.

The EMA activates the county siren county siren system for TORNADO WARNINGS only. Additional soundings indicate that the warning has been extended, and not that the threat is over. There is no siren activated to indicate the termination of a warning. Thus, you should stay in your safe area until notified by the Campus Police or by the local media.

REMEMBER

If indoors, in class, residence halls, or elsewhere on campus, report to the pre-designated tornado “safe area” in your building. If that location is unknown seek refuge in a doorway, interior hallway, under a desk or table, on the lowest floor of the building. Stay away from windows and exterior doors. See building safe locations on page 24.

If outdoors and unable to get to shelter, seek a ditch or depression in the ground and lie flat on the ground. CAUTION: Avoid power or utility poles as they may be energized.

If in an automobile, stop as quickly as safety permits. Exit the vehicle and seek shelter in a ditch or depression in the ground and lie flat. CAUTION: Avoid power or utility poles as they may be energized.

Remain in the safe area until the warning has passed or when conditions permit.

EARTHQUAKE

During an earthquake, remain calm and quickly follow the steps outlined below:

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles and other structures. CAUTION! Always avoid power or utility lines as they may be energized. Know your assembly point.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation and if emergency help is necessary, call the Campus Police. Protect yourself at all times and be prepared for aftershocks.
5. Damaged facilities should be reported to Campus Police and Operations. NOTE: Gas leaks and power failures create special hazards. Please refer to the section on utility failures.
6. If an emergency exists, activate the building’s fire alarm.
7. If the building fire alarm is sounded, walk to the nearest marked exit and ask others to do the same.
8. Assist the disabled in exiting the building! Remember elevators are reserved for disabled persons’ use. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**

9. Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

10. If requested, assist emergency crews as necessary.

11. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

12. **DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.**

**SEVERE WEATHER REGULATIONS**

**SHELTER LOCATIONS**

The following areas has been designated for shelter during Severe Weather.

1. Andrews – Basement of Callanan
2. Basement of Chapel - Remain in the Chapel
3. Crawford Hall – Basement of Crawford
4. Derricotte – Basement of Shores
5. Drewry – Basement of Callanan
6. Fanning Hall – Basement of Fanning Hall
7. Foy Cottage – Basement of Foy
9. Houses – 709-711 – Basement of Callanan
10. Ish Hall – Basement of Ish (If needed basement of Fanning Hall-/Chapel)
11. Library – Basement of Library
12. Maintenance – Basement of 705
13. Presidents House – Basement of President House
14. Senior Grove – 1-2- Shores Hall
15. Senior Grove – 3 – Basement of Callanan
16. Seymour – Basement of Seymour
17. Shores Hall – Basement of Shores
18. Silsby – Basement of Silsby
19. Sumner Hall – Basement of Sumner
20. Swayne Hall – Basement of Swayne