



TALLA DEGA
COLLEGE

2023 Annual Security and Fire Safety Report

This Report contains information for the 2023 calendar year and statistical information for years 2021-2023.



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COLLEGE

TABLE OF CONTENTS

Table of Contents	1
Message from the President	2
Message from the Chief of Police	3
Preparation of the Annual Security Report & Disclosure of Crime Statistics	4
About the Talladega College Police Department	5
Working Relationship with Local, State, and Federal Law Enforcement Agencies	6
Security and Access to College Facilities	10
Campus Security Policies, Crime Prevention, and Safety	11
Emergency Notification System	12
Safety Tips for Students	13
Faculty, Staff, and Students Crisis Response	14
Missing Person Policy	15
Weapons Policy	17
Firearm and Dangerous Weapons Policy	18
Exemptions	19
Concealment in Privately-owned Vehicles	20
Guidelines for Employees, Students, and Visitors	21
Student Code of Conduct	22
Sexual Assault, Domestic Violence, Dating Violence, and Stalking Prevention	24
Talladega College Annual Safety Stats	26
Talladega College Crime Stat Information	31
Annual Fire Stats	32
Fire Safety Education and Training Programs for Students, Faculty, and Staff	34
Talladega College Emergency Response Plan	36
Evacuation, Shelter, Place of Refuge	39
Disasters: Chemical or Radiation Spill/Explosion	40
Disasters: Natural Disaster	41
Disasters: Explosion and/or Aircraft Down (Crash) on Campus	42
Disasters: Medical and First Aid (Epidemic/Poisoning)	43
Disasters: Mental Health Crisis Response	44
Disasters: Fire or Visible Smoke	45
Disasters: Severe Weather	47
Disasters: Inclement Weather/Declaration of School Closing	48
Campus Police Departmental Procedures	49
Tornado/Severe Weather Guidelines	50
Tornado Shelters/Place of Refuge Designations	51
Earthquake	52
Response and Recovery	53
Review and Revision	55



Greetings from the President

Dear Talladega College Community,

As the Interim President of Talladega College, I am committed, along with the Board of Trustees and entire campus community, to ensuring that our campus remains a safe and welcoming environment for all students, faculty, staff, and visitors. Safety and the well-being of our community are paramount. We are dedicated to fostering a secure atmosphere where everyone can thrive academically, personally, and professionally.

Our comprehensive approach to campus safety includes regular assessments, community engagement, and ongoing improvements to our security measures. We are committed to transparency and accountability, and we work closely with local law enforcement to ensure that our procedures are effective and up-to-date.

The annual Clery Report is a testament to our commitment, detailing our efforts and progress in maintaining campus safety. I encourage everyone to review this report and stay informed about the resources and services available. Additionally, this report provides a detailed look at where we are and where we need to be as it relates to all safety measures on the Talladega College campus.

Thank you for your continued cooperation and dedication to making Talladega College a safe place to learn, work, and visit.

Sincerely,

Dr. Walter M. Kimbrough

Interim President

Talladega College

Greetings from the Chief of Police

On behalf of our interim president, Dr. Walter Kimbrough, and the members of the Talladega College Police Department (TCPD), I would like to thank you for your interest in our Annual Security and Fire Safety Report.

The TCPD 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 TCPD will continue to work closely with its sister agencies, including the Talladega City Police Department, the Talladega City Fire Department, the Talladega County Sheriff's Office, and all other State Law Enforcement agencies, to aid in the suppression of crime and promotion of a safe and healthy college campus environment.

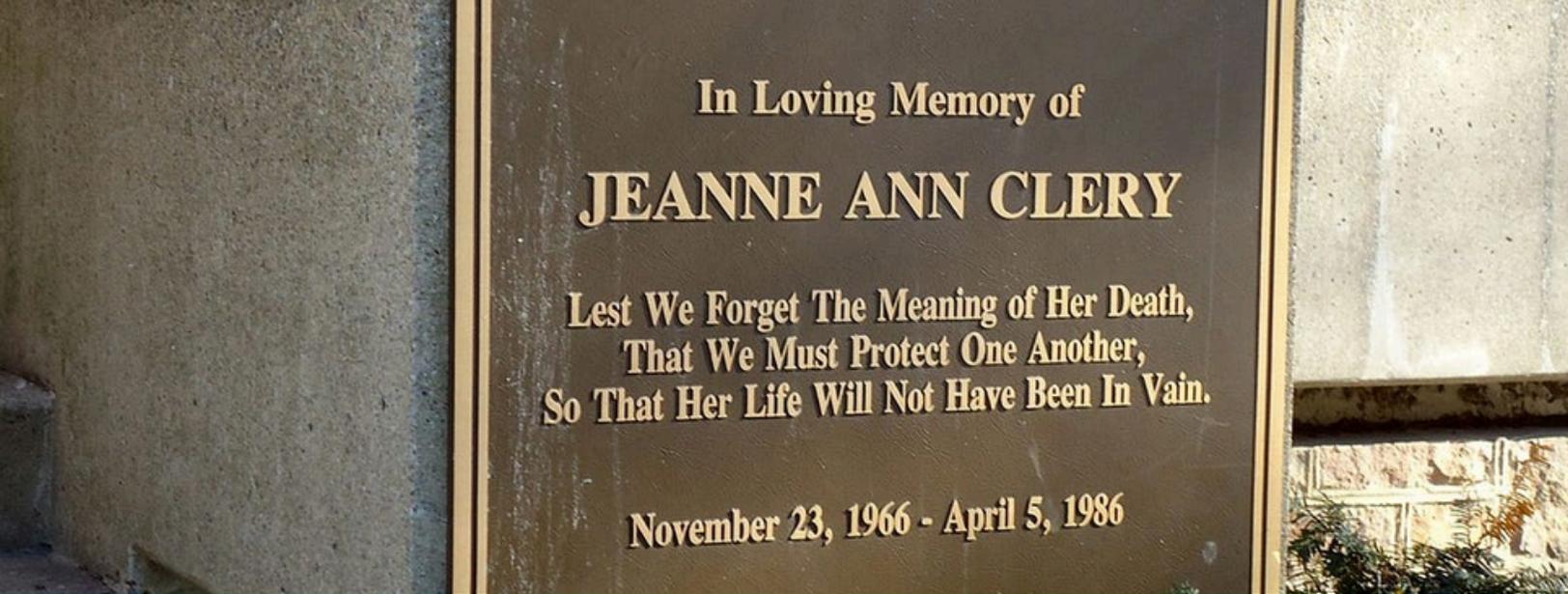
Here at TCPD, we are committed to protecting and providing professional and dedicated public service to the college community with courage, dependability, and integrity by living up to our motto, "Excellence is Our Culture."

Christopher Anderson Sr.

Talladega College Chief of Police/
Director of Campus Safety

Talladega College Police Department
(256) 322-3103





Preparation of the Annual Security Report and Disclosure of Crime Statistics

The policy of Talladega College is to establish and implement safety and security-related parameters applicable to members of the TC community and 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 US. 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 email 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.

POLICE DEPARTMENT



About the Talladega College Police Department

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 TCPD 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 when the need should arise.

The Primary Function of TCPD:

The key function of The TCPD 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 twenty-four hours (24) a day, seven days a week basis. To meet the needs of Talladega College's expanding properties, the TCPD patrols the campus, in patrol cars, ATV's, on bicycles, and on foot within their designated zones. The officers of the department are dispatched by phone or via the communications center when a call is received requesting information or assistance. Through getting to know the staff of the TCPD, you will become aware that they perform not only law enforcement services but go above and beyond to increase positive interactions of the Talladega College campus community.

Officer Training:

The officers of The TCPD 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 Certified Law Enforcement, experienced Security Officers, or college graduates with academic degrees in areas of Business Management, Healthcare Management, Education, Biology, Mass Communications, and even Sociology, Criminal Justice etc.

All members of TCPD 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



Chief Diane Thomas
City of Talladega Police Department



Sheriff Jimmy Kilgore
Talladega County Sheriff's Office

Working Relationship with Local, State, and Federal Law Enforcement Agencies

The **TCPD** works closely with its sister agencies, including 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, TCPD 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, TCPD actively investigates certain crimes occurring on or near the campuses.

If TCPD learns more details of criminal activity involving students or student organizations, the department will coordinate with appropriate local law enforcement agencies, and forward information to the Office of Student Affairs. Those other first responder entities include, but are not limited to: **Talladega City Police Department, Talladega City 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 campus of Talladega College along with all suspicious activities to the TCPD. TCPD 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 West Battle St., Talladega, AL. 35160**.

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.

Anonymous Reporting

If you wish to report 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**.

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

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

Should an assault or a sexual assault take place, report it to TCPD immediately. If an assault occurs, please do not disturb the scene by clearing or removing any evidence. It could be detrimental to the case. If evidence is found notify TCPD as soon as possible.

Annual Security Report

Reporting Crimes and other Emergencies

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 Talladega College has identified (multiple) CSAs, we officially designate the following offices as places where our campus community members should report crimes:

Talladega College Faculty / Staff	Official	Campus Address	Email Address Phone Number
Chief Christopher Anderson	Chief of Police/Cleary Coordinator	Campus Police Dept.	canderson@talladega.edu 256-322-3103
Brandon Harris	Student Activities	Student Activity Center 2nd floor Rm	Bbharris@talladega.edu 256-761-8697
Stephanie Player	Human Resources	Sumner Rm 107	Splayer@talladega.edu 256-761-6204
Dillan Beckford	The Office of Residence Life including RNs, GA's, RLC's	Shores Residence Hall	dbeckford@talladega.edu 256-761-8666
Dr. Gary Edwards	The Office of Judicial Affairs	Seymour Rm 101	gedwards@talladega.edu 256-761-8841 office
Marsetta Lee, JD	Title IX Coordinator	Seymour Rm 107	Mlee@talladega.edu Office (256) 589-7693
Student Health Center	Student Health Services	Student Activity Center	hwilliams@talladega.edu 256-761-7208
Loretta Martin	Athletic Director	Student Activity	lmartin@talladega.edu 256-761-6201

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 criminal accusation has been made to a CSA the information must 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) when they are acting in the counseling role. As a matter of policy, the campus community encourages pastoral and professional counselors to notify those that they counsel when they are counseling them of the voluntary confidential reporting options available to them.

Security and Access to College 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 course 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 always escort guests of the opposite sex. 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 (RNs), 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.

Campus Security Policies, Crime Prevention, & Safety



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 these methods of communication may be activated in the event of an emergency to all or a segment of campus. These methods of communication include The ReGroup Notification System and the college email system, verbal announcements within a building, indoor and outdoor sirens, and the public address system on police cars.

The ReGroup Notification System

The **ReGroup Notification System** is 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

If 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 Talladega College Campus Police by phone at 256-322-3103 or in person at the station.



Emergency Notification System

If 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.
- When "Text Messages" through the ReGroup system is dispersed, be sure to acknowledge that you did or did not receive notification.

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 leaving 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. When walking focus on your surroundings until you get to your destination. Don't text and walk, distracted people are easy targets.
- 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.

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.

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 assist students who express 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.

Take any threat of self-harm seriously.

1. Immediately call 911 and TC Police Department (TCPD) at (256) 322-3103
2. Please remain calm and call/send for help
3. Please remain with the student until proper authorities arrive to secure the location if it is safe to do so. Do not leave person alone.
4. TCPD will contact the Student Services 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 requires transportation to a psychiatric facility for further evaluation, that process will be more productive if the Counseling Director and/or staff contact the facility, either by phone or in person, to give them the information about the person and potential diagnosis. This information will help the facility personnel conduct a better evaluation.

1. The Vice President for Student Affairs will contact family members or the guardian of the student if necessary.
2. The Counseling Department will provide counseling to those who may have been affected by the events.
3. 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. 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

Although there is no time frame for an unaccounted-for person to be missing before a report is made, this policy outlines the actions which will be taken when a person is reported missing, and it is determined that 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, Talladega College (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 (CSA) by Federal law may be notified when a student is believed to be missing.

CSA include, but are not limited to, the Dean of Students, athletic coaches, and advisors to student organizations, 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 municipal 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. It is the student's responsibility to elect an emergency contact person. 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 within 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: House Bill 280

On July 11, 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

Talladega College

Firearm and Dangerous Weapons Policy

Effective Date: February 8, 2023

It is the mission of Talladega to maintain a safe and secure academic and work environment for all students, staff, faculty, contractors, and guests visiting the campus. To carry out this critical mission, Talladega College prohibits the possession and use of any firearm, ammunition, dangerous or potentially dangerous weapon(s), or instruments on its campus and properties.

These weapons include but are not limited to the following firearms and dangerous weapons.

- Fixed blade knives on the person or in a vehicle or any folding knife with an overall length greater than eleven (11) inches
- Shotgun, rifle, or another shoulder gun
- Pistol or revolver
- Air gun or spring compression gun
- Bow and arrow
- Crossbows 1
- Slingshots or other throwing weapons Spears
- Swords
- Brass knuckles
- Fireworks or explosive devices
- Tasers or stun guns

Campus Properties

This includes all parking lots, grounds, and facilities of Talladega College. This prohibition applies to all members of the College's community, visitors, and guests regardless of whether such person has a permit to carry or possess the weapon.

Exemptions

Temporary exclusion may be granted in writing by the Chief of Police for job-related, educational or demonstration purposes. The requesting organization must guarantee qualified instruction, safety, and security for such activities. This policy shall not apply to duly designated law enforcement officers while in the discharge of their lawful duties. The following persons may be exempted.

- Law Enforcement Officers of the Federal Government, State, or of any county, city, or town when in the discharge of their official duties.
- Civil officers of the United States in the discharge of their official duties.
- Private police or security personnel when hired by, or under contract with Talladega College.
- Law Enforcement Officers attending school as students or employees. Their weapons must be concealed unless they are wearing a uniform or can clearly be identified as a Law Enforcement Professional.
- Campus food service knives or other equipment used for food preparation or catering.
- Facility instruments and equipment used for job-related duties.
- Instructional purposes, displays, ceremonies, drills, reenactments, and performances. They must be authorized by the Chief of Campus Police or his/her designee.
- The President's residence.
- Residence leased or loaned to faculty or staff.

Concealment in privately-owned vehicles:

At this time, Talladega College does not restrict or prohibit the transportation or storage of a lawfully possessed firearm or ammunition in an employee's privately-owned motor vehicle while parked or operated in a public or private parking area of the College if the employee satisfies all of the following:

1) The employee either:

- a) Has a valid concealed weapon permit; or
- b) If the weapon is any firearm legal for use for hunting in Alabama other than a pistol:
 - i) The employee possesses a valid Alabama hunting license.
 - ii) The weapon is always unloaded on the property.
 - iii) It is during a season in which hunting is permitted by Alabama law or regulation.

2) The motor vehicle is operated or parked in a location where it is otherwise permitted to be

3) The firearm is either of the following:

- a) In a motor vehicle attended by the employee, kept from ordinary observation within the person's motor vehicle.
 - b) In a motor vehicle unattended by the employee, kept from ordinary observation and locked within a compartment, container, or in the interior of the person's privately-owned motor vehicle or in a compartment or container securely affixed to the motor vehicle.
- If the College believes that an employee presents a risk of harm to themselves or to others, the College may inquire as to whether the employee possesses a firearm in their private motor vehicle. If the employee does possess a firearm in their private motor vehicle on the property of the Talladega College Campus, the College or any of its representatives may make any inquiry necessary to establish that the employee is in compliance with subsection (b) of this section.

Guidelines for Employees, Students, Guests, and Vistors

- 1. Visitors and guests may temporarily store weapons at the Talladega College Police Department. TCPD and Talladega College are not responsible for lost or damaged items.**
- 2. No weapons will be allowed at any College athletic event or building. The same procedure of warning and trespass for carrying/possession on-campus will apply to athletic events. Guests at these events may temporarily store weapons at TCPD if approved by the Police Chief or his/her designee.**
- 3. An employee may not possess firearms on campus or while otherwise engaged in duties associated with their employment, except for a firearm properly maintained in a personal vehicle in a manner consistent with Alabama law.**

Where applicable, all federal, and state. and local laws and ordinances will be strictly enforced by Talladega College Police Department and respective mutual aid agencies and shall be separate from this administrative policy.

Please contact Talladega College Police Department at 256-322-3103 cell or 256-761-8994 office if you witness or are aware of any violation of this policy.

All incidents require written reports that will be filed at the Talladega College Police Department. All incidents involving students will be referred to the office of Student Conduct for disciplinary action, and all employee incidents will be sent to the Office of Human Resources for further action. All incidents related to contractors, guests, and visitors will be handled by the TCPD.

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 Alabama are enforced. The current Student Code of Conduct supersedes any previously published 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 includes exclusion from all classes and termination of student status and all related privileges and activities. A student who violates any of the terms or 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

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

Marsetta Lee or her designee may impose interim protective measures before the outcome of an investigation and until final resolution of the allegations, it's 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 or 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 627 W Battle Street on the corner of W Battle Street and Horace Patterson Drive.

The Title IX Coordinator, Marsetta Lee can be reached at 256-589-7693, and is located in Sumner Hall, Room 206. 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 2021, 2022, 2023

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• 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 or consent.

Incest - Sexual intercourse between persons 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 using 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 a theft. The UCR classifies offenses locally know 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 then 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 or 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 destroy skillfully or maliciously, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Illicit 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 heredity, which distinguish them as a distinct division of Humankind
- **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 or 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.
- **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.

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.



Talladega College Crime Stat Information | Clery Report 2021-2023

Offense	Year	On Campus	Residential Facility	Non-Campus Building or Property	Public Property
Murder & Non-Negligent Manslaughter	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Rape	2021	0	0	0	0
	2022	1	0	0	0
	2023	0	0	0	0
Fondling	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Incest	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Robbery	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2021	0	0	0	0
	2022	0	0	0	0
	2023	5	0	1	0
Burglary	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Arson	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Domestic Violence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Dating Violence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Stalking	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Arrests	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Violation	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Alarms	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Other Reports	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

Talladega College Annual Fire Stats 2021, 2022, 2023

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

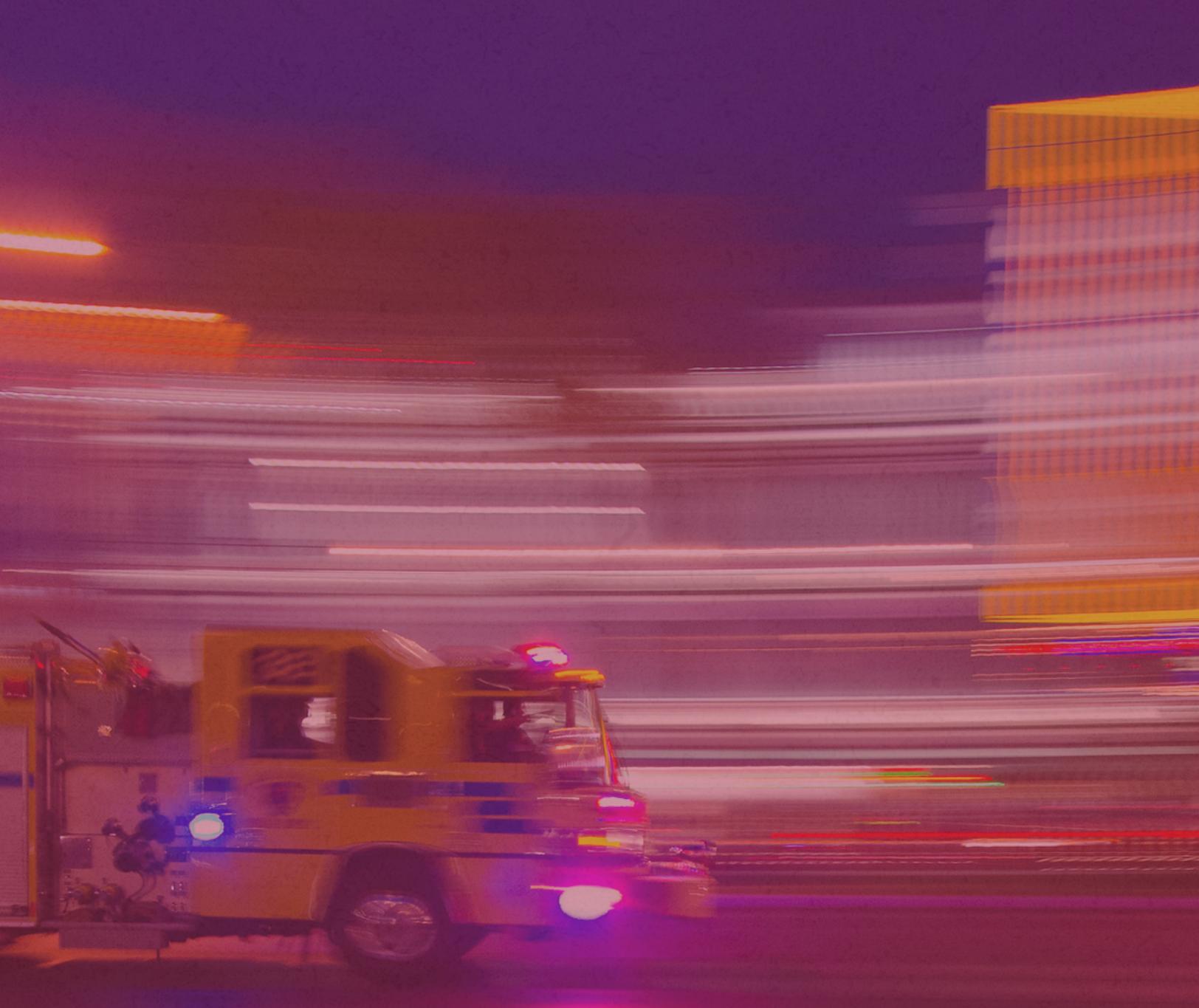
Talladega College continues to monitor trends related to residence hall fire incidents and alarms to provide a safe living environment for all students. New programs and policies are developed as needed to help ensure the safety of all students, faculty, and staff.

Fire Stats

YEARS	2021			2022			2023		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Arthur Shores Hall	0	0	0	0	0	0	0	0	0
Ish Hall	0	0	0	0	0	0	0	0	0
Derricotte Honors House	0	0	0	0	0	0	0	0	0
Crawford Hall	0	0	0	0	0	0	0	0	0
Seniors Grove 1	0	0	0	0	0	0	0	0	0
Seniors Grove 2	0	0	0	0	0	0	0	0	0
Seniors Grove 3	0	0	0	0	0	0	0	0	0
803 Honors House	0	0	0	0	0	0	0	0	0
Fanning Hall	1	0	0	0	0	0	0	0	0
Savery Library	0	0	0	1	0	0	0	0	0
New Dorms	0	0	0	0	0	0	2	0	0
Totals	1	0	0	1	0	0	2	0	0

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 |



TALLADEGA COLLEGE EMERGENCY RESPONSE PLAN

Talladega College Emergency Response Plan

I. Introduction

Talladega College is committed to providing a safe and secure environment for its students, faculty, staff, and visitors. To effectively respond to emergencies and critical incidents, this Emergency Response Plan has been developed. This plan outlines the procedures and protocols to mitigate, prepare for, respond to, and recover from various emergencies, ensuring the safety and well-being of our campus community.

II. Purpose

The purpose of the Talladega College Emergency Response Plan is to establish a comprehensive framework for responding to emergencies and critical incidents on campus.

This plan aims to:

- Protect the lives and safety of individuals on campus.
- Minimize property damage and operational disruptions.
- Ensure a coordinated and effective response to various emergencies.
- Provide guidance to campus personnel, students, and visitors on how to respond to emergencies.

III. Scope

This plan applies to all members of the Talladega College community, including students, faculty, staff, and visitors. It encompasses a wide range of potential emergencies, including but not limited to natural disasters, medical emergencies, fire incidents, acts of violence, and hazardous material spills, and defines procedures for escalating response based on threat levels.

IV. Objectives

The objectives of the Talladega College Emergency Response Plan are as follows:

- 1. Life Preservation:** To prioritize the safety and well-being of individuals on campus by providing clear instructions for evacuation, sheltering, and first aid during emergencies.
- 2. Property Protection:** To minimize property damage and financial losses through prompt and effective response actions.
- 3. Coordination and Communication:** To establish a framework for communication and coordination among campus personnel, local authorities, and emergency responders.
- 4. Training and Preparedness:** To ensure that all members of the campus community are well-trained and prepared to respond to various emergency scenarios.
- 5. Continuity of Operations:** To facilitate the continuity of essential campus operations during and after emergencies.
- 6. Ongoing Improvement:** To regularly review and update the plan to incorporate lessons learned and adapt to changing threats and circumstances.

V. Campus Threat Levels

A. Level One (I) Threat (Highest Threat Level)

1. Definition: A Level One Threat indicates a severe and imminent danger to the campus community, such as an active shooter, major natural disaster, building fire, or terrorist threat.

2. Response:

- a. Immediate lockdown of the campus.
- b. Mobilization of law enforcement and emergency services.
- c. Activation of emergency notification systems.
- d. Evacuation of affected areas.
- e. Continuous communication with authorities and the campus community.

B. Level Two (II) Threat

1. Definition: A Level Two Threat signifies a significant but not immediate danger, such as a credible bomb threat, severe weather threat, or a large-scale protest that could escalate.

2. Response:

- a. Heightened security measures.
- b. Increased law enforcement presence.
- c. Evacuation or shelter-in-place directives if necessary.
- d. Campus lock down.
- e. Communication with relevant authorities and community members.

C. Level Three (III) Threat (Lowest Threat Level)

1. Definition: A Level Three Threat represents a situation with minimal immediate danger but requiring attention, such as building fire alarm, minor campus disturbances or non-urgent incidents.

2. Response:

- a. Enhanced vigilance by campus security.
- b. Monitoring of the situation.
- c. Coordination with local law enforcement, if needed.
- d. Communication with appropriate campus personnel.

Evacuation, Shelter, Place of Refuge

The evacuation/shelter plan is to be implemented upon notification from the TCPD. 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, and or safest place of Refuge, 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 help, 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 shelter list can be altered to fit circumstances. If by any chance students, faculty, or staff are unable to locate a designated shelter, seek place of refuge.

A **place of refuge** is a location that provides individuals with safety and security in the event of a natural catastrophe or other emergency when typical shelters are either full or unusable. Usually, these locations are equipped and designated to offer temporary safety from the disaster's, immediate threats, such floods, wildfires, or storms. Although they might not offer the same comforts and conveniences as official shelters, they are nonetheless crucial to protecting the security and welfare of individuals impacted by the calamity. It's crucial to remember that local emergency preparations and resources might have an impact on the precise features and accessibility of places of refuge. When seeking shelter in a place of refuge, always stay clear of windows, go to the lowest level, and do not use elevators. Bathrooms and hallways are also a good option.

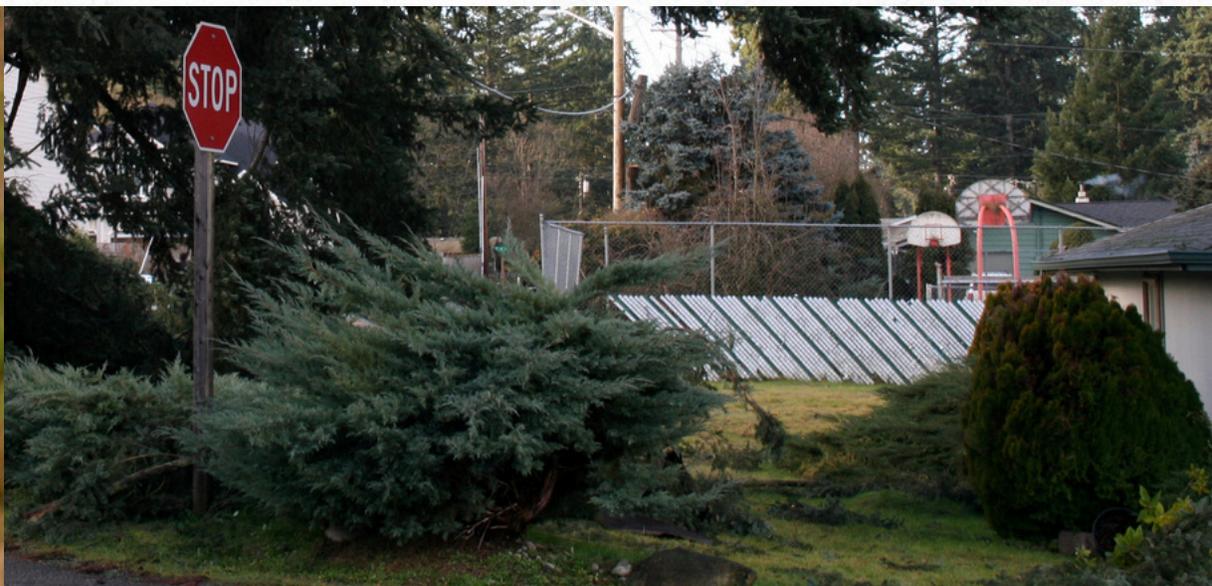
Pre-designated shelters are used when conditions aren't inclement and time is on your side.

Disasters

Chemical or Radiation Spill/Explosion

Shall require a Level II response

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 give the 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 contaminated 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. You should 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.



Disasters
Natural Disaster
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.

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 City Police and Sheriff Departments.

C. The following buildings have been selected as places of refuge during man-made catastrophes.

- Ish Hall - Hallway/Basement
- Silsby Hall - Hallway/Basement
- Sumner 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: a. Proceed to the lowest level of the building. b. Take roll call and have everyone sit in the hallway. c. Await further instruction from college staff/personnel.

Note: Further instructions will follow if asked to relocate to other shelter locations.

These areas are: Childersburg and Sylacauga shelters.

Disasters

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, call the Campus Police Department or 911. 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.**



Disasters

Medical and First Aid (Epidemic/Poisoning)

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.

Call the campus police if you need assistance

Emergency Telephone Numbers:

Talladega College Police Department (TCPD): 256-322-3103 or 911

College Nurse:256-761-7208

- 1.If serious injury or illness occurs on campus, immediately dial 911 or Campus Police at 256-322-3103
- 2.In case of minor injury or illness, provide first-aid care and dial 256-322-3103
- 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 them)**
 - 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 medical I.D., question victim and witness, and give all information to the Campus Police and/or 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 and SHOULD BE CONTACTED IN ALL EMERGENCIES. They can secure the proper assistance quicker than individuals. Officers can coordinate with emergency personnel on the logistics of the emergency.



Disasters

Mental Health Crisis Response

Definition: A psychological crisis exists when an 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 hallway house walk-away.

If a mental health crisis occurs:

1. Never try to handle a situation that you feel dangerous, on your own.

a. Hospitalization Procedures

If a student in the care of Counseling & Wellness (C&W) should require hospitalization due to a mental health issue during normal business hours, C&W staff will facilitate the hospitalization process. In the case of a voluntary hospitalization, with consent C&W will assist the client in contacting a hospital and coordinating necessary steps for treatment. In cases of voluntary hospitalization, it is preferred that Talladega College Campus Police (256) 322-3103 or Talladega City Public Safety (256)-362-4163 is contacted to assist with medical transportation to the hospital. It is a conflict of interest with C&W Counselor Code of Ethics to personally transport a client. The student is advised not to drive him/herself to the hospital.

b. Student Emotional Threat/After-hours Crisis Response (Residential or on-campus)

1. Attempted suicide or self-harm: Call Talladega College Campus Police, (256) 322-3103, immediately.

2. Evidence of emotional distress and/or imminent threat of harm to oneself: a. Call Campus Police (256) 322-3103 immediately. b. Officer should call the after-hours number. c. If distress or threat to self or others is perceived (at any level), hospitalization may be recommended. d. Counseling & Wellness counselor to document the incident.

3. Clearly identified non-emergency: a. Ask the student to call or text the Suicide Crisis Hotline from any cell phone at 988. b. Inform student to make appointment during business hours. Provide CWP contact information.



Disasters

Fire or Visible Smoke

If smoke is observed DO NOT INVESTIGATE!

Contact Campus Police at (256) 322-3103 or 911 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 individuals of a potential fire. Fire plan 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 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 during Fire Response:

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

1. Instruct the caller to pull the alarm station.
2. Evacuate if you feel you are at risk or if directed to do so by the fire department.
3. If you are safe to do so, call Campus Police at (256) 322-3103 or 911 to report the emergency.
4. Lock the key box.
5. Contact the Resident Assistant on-duty, or front desk, if during business hours
6. Notify the Resident Center Manager/Relief Director on-duty.
7. Locate: The list of residents who require evacuation assistance and have it ready
8. Remain at the desk (if you're not at risk) to receive calls and help coordinate communication.

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:

1. Call Campus Police to report the emergency or confirm it has been reported at **(256) 322-3103 or 911**
2. Notify/Verify the Front Desk has been informed.
3. Contact the Resident Center Manager/Relief Director on-duty.
4. Report to the emergency site. Remain outside.
5. Wait at the main entrance for emergency personnel.
6. Do not enter the building/residential floors.
7. Introduce yourself to police or other emergency staff.
8. Remain outside and available as a resource to the Resident Center Manager and/or emergency staff.
9. Provide access if emergency personnel need access through a locked door.
10. Assist the Resident Center Manager and/or emergency personnel as requested and appropriate
11. 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
12. Residents may not re-enter until authorized to do so by the Fire Department.
13. Check and secure exterior doors when the incident is over, and Plant Operation of any doors that need to be electronically reset or relocked (request they contact a Plant worker on-duty to respond immediately).
14. Write and submit an incident report.



Disasters

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 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 coordinate with Talladega Police and Sheriff Departments in monitoring the weather.

C. 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.



Disasters

Inclement Weather/Declaration of School Closing

In situations where adverse weather conditions may lead to the potential closure of the institution, a collaborative decision-making process is initiated. This process involves a meeting between the President or their appointed representative and the Provost, with input from the Chief of Police to assess the operational status of the College. Ultimately, the authority to determine campus closure rests with the President, their designee, or the Provost. Following this decision, the Chief of Police promptly notifies the Vice President of Student Affairs to ensure timely dissemination of information.

In the event that the decision is made to close the institution due to inclement weather, the Vice President for Student Affairs is responsible for notifying the Director of Communications, triggering the initiation of the "Inclement Weather/Declaration of School Closing Procedures."

Closure of Campus Requires a Level II Response

Supplies and Provisions

As for equipment and supplies, it is the responsibility of Student Housing to ensure the availability of the following:

1. Emergency lighting and batteries.
2. Adequate heating provisions.
3. Blankets and bedding for students.
4. Non-perishable food items and bottled water.
5. First aid kits and medical supplies.
6. Communication devices for staff and residents.
7. Adequate snow and ice removal equipment for walkways.
8. Backup power generators for essential facilities.
9. Emergency contact information for all residents.

These provisions are essential to maintain the safety and well-being of students and staff during periods of adverse weather conditions.



Campus Police Departmental Procedures

1. The Campus police will maintain a full staff.
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. WEATHER/DECLARATION OF SCHOOL CLOSING" in this manual.
4. Officers on duty will remain on duty until additional officers relieve them.
5. 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.
6. Officers unable to report to their scheduled shift will remain on standby. (Stay available for phone contact)
7. Officers unable to report to their scheduled shift on time will report for duty if conditions allow them to do so during their shift.
8. If officers have advanced notice of pending inclement weather, they should consider bringing additional clothing with them when reporting for duty.

Tornado/Severe Weather Guidelines

The following guidelines should be adhered to 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.

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.

Tornado Shelters/Place of Refuge Designations

The following areas has been designated **AS A PLACE OF REFUGE** 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**
8. **Houses — 710-804-803-707 — Basement of Chapel**
9. **Houses — 709-711 — Basement of Callanan**
10. **Ish Hall — Basement of Ish (If needed basement of Fanning Hall-/Chapel)**
11. **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**

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. Always protect yourself 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.

Determine the end of an Emergency

The Chief of Police will determine when an emergency has ended, and routine communications processes can resume. The decision to declare the emergency over will trigger a review of how the crisis was handled and how communications can improve.

Response and Recovery

A. Activation of the Campus Emergency Response Team: The Campus Emergency Response Team is responsible for coordinating and executing emergency response efforts. When an emergency occurs, this team is activated to ensure a swift and organized response, including the allocation of resources and personnel as needed.

B. Evacuation Plans and Assembly Points: Talladega College has comprehensive evacuation plans in place for various emergency scenarios, outlining designated assembly points and evacuation routes. These plans are communicated to the campus community to facilitate a safe and orderly evacuation when necessary.

C. Medical Assistance and First Aid: Trained medical personnel and first aid supplies are readily available on campus to provide immediate medical assistance to those in need during emergencies. This includes addressing injuries and medical emergencies until professional medical help arrives.

D. Counseling and Support Services for Affected Individuals: In the aftermath of an emergency, Talladega College offers counseling and support services to individuals affected by the incident. These services are designed to address psychological and emotional well-being and aid in the recovery process.

E. Investigation and Incident Review: After any significant emergency or incident, a thorough investigation is conducted to determine the cause and circumstances. An incident review process is initiated to assess the effectiveness of the response and identify areas for improvement.

Communication

A. Emergency Notification Systems: Talladega College maintains an emergency notification system (ReGroup) that can rapidly disseminate critical information to the campus community during emergencies. These systems include alerts via text messages, emails, and other communication channels.

B. Communication Protocols with Law Enforcement Agencies: Established communication protocols exist between Talladega College and local law enforcement agencies. These protocols facilitate real-time information sharing and collaboration during emergencies, ensuring a coordinated response.

C. Campus-Wide Alerts and Updates: Campus-wide alerts and updates are regularly issued to inform the campus community about ongoing situations, safety precautions, and any relevant developments during emergencies. These updates aim to keep everyone informed and safe.

Collaboration

A. Coordination with Local Law Enforcement Agencies: Talladega College collaborates closely with local law enforcement agencies to enhance campus security and emergency response capabilities. This partnership includes joint training exercises and information sharing.

B. Partnerships with Neighboring Institutions: The college fosters partnerships with neighboring educational institutions to enhance regional coordination in the event of a larger-scale emergency. These partnerships enable resource sharing and mutual support.

C. Engagement with Relevant Community Organizations: Engagement with community organizations and agencies is a key aspect of Talladega College's preparedness efforts. This engagement ensures a comprehensive response network and access to additional resources if needed.

Preparedness and Prevention

A. Training and Drills for Campus Personnel: Talladega College will conduct regular training sessions and emergency drills for all campus personnel, including faculty, staff, and students. These exercises are designed to familiarize individuals with emergency procedures and promote a coordinated response during critical incident. They will be conducted once per semester.

B. Security Infrastructure Improvements: The college works to continuously assess and enhance security infrastructure to mitigate potential threats. This includes the installation of surveillance systems, access control measures, and other security technologies to safeguard the campus community.

C. Threat Assessments: Talladega College conducts routine threat assessments to identify and evaluate potential risks to the campus. These assessments inform the development of proactive measures to address and mitigate identified threats effectively.

D. Reporting Mechanisms for Suspicious Activity: Reporting mechanisms for suspicious or concerning activities are established and widely communicated across the campus community. These mechanisms enable individuals to report suspicious incidents, behaviors, or items, ensuring timely evaluation and response by campus authorities.

Review and Revision

A. Regularly Scheduled Drills and Exercises: Talladega College conducts emergency drills and exercises at least once per semester. These simulated scenarios evaluate the effectiveness of emergency plans and provide opportunities for training and improvement.

B. Annual Review of the Security Plan: The security plan is subject to an annual review to assess its relevance and effectiveness. Any necessary updates or revisions are made based on lessons learned and emerging threats.

C. Updates Based on Lessons Learned and Changing Threats: The security plan is updated as needed to incorporate insights from previous incidents, exercises, and changing security threats. Continuous improvement ensures the plan remains responsive to evolving challenges.

D. Within 10 days of the end of the event, assess how this plan functioned, address any needed updates, and recognize the work of partners whose help was invaluable. (i.e., assistance from communicators from other units or universities)

The Talladega College Campus Emergency Plan serves as a foundational document for safeguarding the well-being of the campus community. It is imperative that all individuals associated with the college familiarize themselves with this plan to effectively respond to and mitigate emergency situations.







TALLADEGA COLLEGE

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ONE COMMUNITY - ONE TALLADEGA

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