



Policy Name: Supervisor Notification of
Emergency Services

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Approved by Willie L. Todd, Jr., Ph.D.
President and CEO


Signature



Supervisor Notification of Emergency Incidents

Policy Title: Supervisor Notification of Emergency Incidents

Policy Type: Administrative Policy

Policy Number: [Policy Type] [Number of Policy] (year)

Approval Date: July 21, 2026

Responsible Office: Campus Police

Responsible Executive: President & CEO

Applies to: All Campus Police Officers and Security Personnel

Policy Statement:

Talladega College is committed to ensuring that campus police staff promptly notify their supervisors and other designated campus staff of any incidents occurring on the Talladega College campus or within the surrounding community that may impact the safety, security, or operations of the College.

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Purpose

The purpose of this policy is to ensure that supervisory personnel are notified timely of emergency incidents occurring on the Talladega College campus or within the surrounding community that could affect the safety, security, or operations of the College. Timely notification enables leadership to make informed decisions, coordinate response efforts, communicate effectively with the campus community, and implement appropriate protective measures to safeguard students, faculty, staff, and visitors.

Definitions

Emergency Incident: Any event or situation that has the potential to:

- Cause fear, alarm, or concern among members of the campus community.
- Threaten the safety or security of students, faculty, staff, visitors, or College property.
- Disrupt normal campus operations or activities.
- Require coordination with local, state, or federal emergency response agencies.
- Result in road closures, traffic disruptions, utility failures, or hazardous conditions affecting campus access.
- Generate significant media attention involving the College or surrounding community.
- Create the potential for criminal activity or public safety concerns to affect the campus.
- Require consideration of a Timely Warning, Emergency Notification, shelter-in-place order, lockdown, evacuation, or other emergency protective action.

Supervisor: The on-duty, on-call, or designated Campus Police supervisor responsible for operational oversight.

Notification: Immediate verbal communication by radio or telephone, followed by written documentation when required.

Contact:

Chief of Campus Police

Talladega College Campus Police Department (256) 322-3103

Stakeholder(s)

This policy applies to and affects the following stakeholders:

- Campus Police Officers
- Security Officers
- Chief of Campus Police
- College Administration

- Students
- Faculty
- Staff
- Visitors
- Local Law Enforcement
- Emergency Medical Services
- Fire Department
- Emergency Management Agencies

Policy Contents

Required Information

The initial notification should include, when known:

- Nature of the incident
- Exact location
- Time of occurrence
- Number of persons involved
- Injuries or fatalities
- Current threat level
- Resources requested
- Outside agencies responding
- Protective actions initiated
- Any anticipated impact on campus operation

Examples of Emergency Incidents

Emergency incidents include, but are not limited to:

- Homicides or suspicious deaths
- Active shooter incidents
- Shots fired
- Armed robberies
- Hostage situations
- Barricaded subjects
- Major assaults
- Sexual assaults presenting an immediate threat
- Large structure fires
- Hazardous materials incidents
- Bomb threats
- Suspicious packages
- Natural disasters
- Tornado warnings
- Flooding
- Earthquakes

- Large public disturbances
- Riots
- Officer-involved shootings
- Missing persons involving immediate danger
- Terroristic threats
- Utility failures significantly affecting campus operations
- Any emergency requiring activation of the College Emergency Operations Plan

Supervisor Responsibilities

Upon notification, the supervisor shall:

- Assess the severity of the incident.
- Determine staffing needs, and response.
- Notify the Chief of Campus Police or designee,
- If the Chief of Police is unreachable, the supervisor/officer should contact the President directly.
- If the President is unreachable, then the Provost & Executive Vice President and the Vice President of Finance and Administration shall be contacted.
- Recommend campus emergency notifications when appropriate.
- Ensure proper incident documentation is completed, including Campus Police reports and/or reports from the responding city law enforcement agency, as applicable.
- Maintain communication with College administration.
- Assist in coordinating public information through designated College officials

Officer Responsibilities

Officers shall:

- Ensure scene safety.
- Protect life and property.
- Immediately notify a supervisor.
- Request additional resources when necessary.
- Preserve evidence.
- Complete all required reports before the end of their shift unless otherwise directed.

Education and Compliance

All Campus Police Officers and Security Officers shall receive training on this policy during new employee orientation and during periodic in-service training. Supervisors are responsible for ensuring that all personnel understand their notification responsibilities and comply with this policy.

Employees are expected to exercise sound judgment and err on the side of notification whenever there is uncertainty regarding whether an incident meets the reporting criteria.

Failure to comply with this policy may result in progressive disciplinary action consistent with College policy and Department procedures. Depending on the nature and severity of the violation, disciplinary action may include:

1. Verbal counseling or documented coaching.
2. Written reprimand.
3. Suspension without pay.
4. Demotion, when applicable.
5. Termination of employment.

Nothing in this policy limits the College's authority to impose a higher level of discipline when a violation is determined to be willful, grossly negligent, results in harm to persons or property, compromises public safety, or exposes the College to significant liability. Likewise, repeated violations may result in accelerated disciplinary action.

Publication

This policy shall be published in the Campus Police Policy Manual and made available electronically to all Campus Police and Security personnel.

- **Review Schedule**
- Next Scheduled Review: 07/21/2028
- Approval by Cabinet: 07/21/2026
- Supersedes: All policies related to this subject matter

Related Documents

- Campus Police Policy Manual
- Emergency Operations Plan
- Clery Act Compliance Procedures
- Emergency Notification Procedures
- Timely Warning Procedures
- Incident Reporting Policy
- Mutual Aid Agreements

Forms

The following forms may be used in conjunction with this policy:

- Incident Report
- Supervisor Notification Form (Double-check with Chief Anderson)
- Emergency Incident Checklist
- After-Action Report
- Emergency Operations Activation Checklist
- Timely Warning Documentation Form
- Emergency Notification Log