

UNIVERSITY *of* NORTH ALABAMA



2011

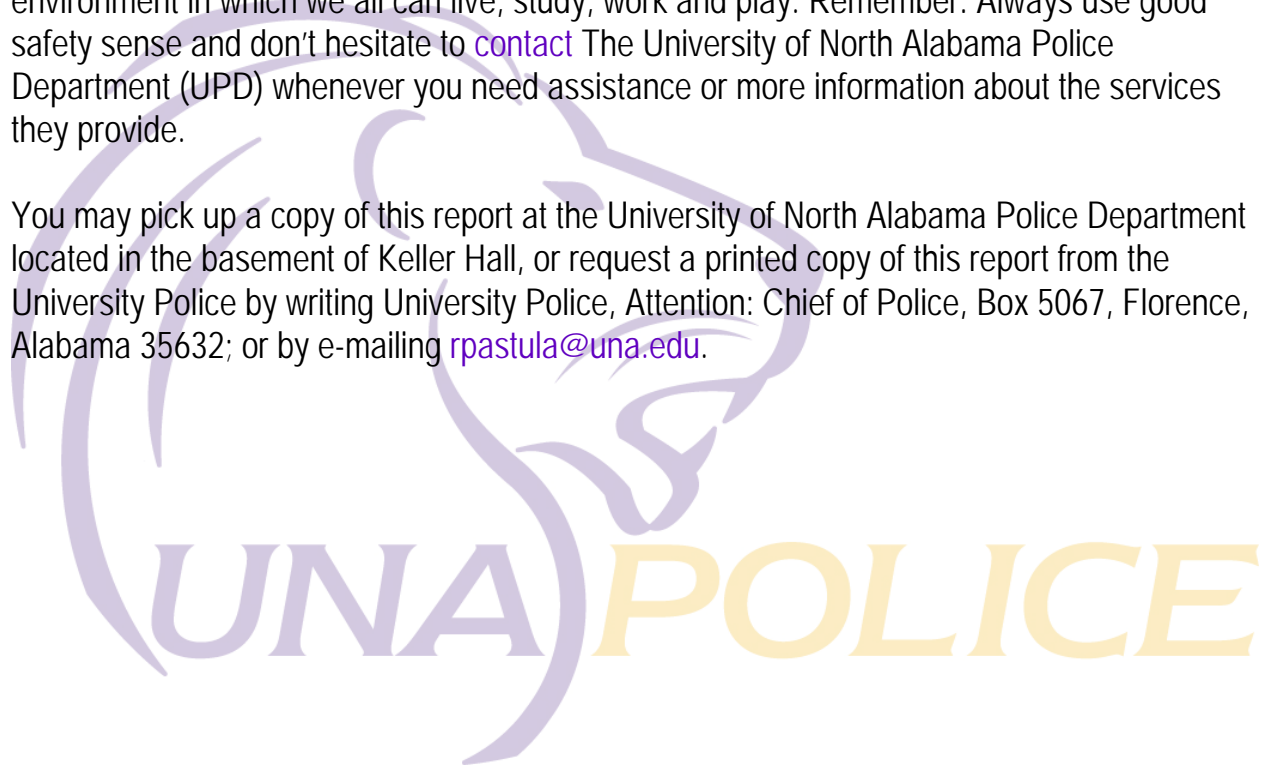
Annual Campus Security and Fire Safety Report



Welcome. The University of North Alabama works to help you maintain your personal safety and to protect your property by providing full police and safety services through the [University of North Alabama Police Department](#) and by sharing information you can use to reduce your chances of becoming a crime or accident victim. We believe that an informed community is a safer community.

Each year, The University of North Alabama publishes the Annual Campus Security Report which includes crime statistics and outlines UNA security policies and procedures. Please take the time to familiarize yourself with this report so you can become an informed member of our community and contribute to the University's efforts to create and maintain a safe environment in which we all can live, study, work and play. Remember: Always use good safety sense and don't hesitate to [contact](#) The University of North Alabama Police Department (UPD) whenever you need assistance or more information about the services they provide.

You may pick up a copy of this report at the University of North Alabama Police Department located in the basement of Keller Hall, or request a printed copy of this report from the University Police by writing University Police, Attention: Chief of Police, Box 5067, Florence, Alabama 35632; or by e-mailing rpastula@una.edu.



A Report of the Three Most Recent Years' Crime Statistics

In accordance with the federal regulations of the Campus Security Act, the University of North Alabama publishes *both* crime statistics for the three most recent calendar years *and* UNA security-related policies and procedures. This information is distributed each year to enrolled students and current employees and is also made available to prospective employees and students. The University Police Department's Campus Safety Guide informs prospective and current students, faculty, and staff to the general procedures for reporting crimes both on and off campus and includes tips on preventing theft of property and crimes of violence, including physical and sexual assaults.

In compliance with amendments to the Campus Security Act (now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) and Department of Education regulations, the crime statistics published in this report illustrate: 1) the reporting of crime categories as specified below, 2) the reporting of specified hate crimes by category of prejudice against the victim (race, gender, religion, sexual orientation, ethnicity, disability) and, 3) the reporting of violation arrests and referrals for campus disciplinary action as specified below. Each of these statistical categories are further broken down by geographic area: **On-Campus** (includes **On-Campus Housing** facilities), **Non-Campus** property; and **Public Property** (includes property within campus or immediately adjacent to it). See Crime Statistics for more information.

The University Police Department makes annual requests to the Florence City Police Department for crime statistics taken from the **public areas** within campus or immediately adjacent to campus to be included in the Annual Campus Security Report.

The Annual Campus Security Report includes crime statistics for the following *categories of crimes*, as reported to the UNA Police Department, other UNA campus security authorities, and local law enforcement: homicide (murder, non-negligent and negligent manslaughter); sex offenses (forcible, non-forcible); robbery; aggravated assault; burglary; motor vehicle theft; and arson. Also included are statistics for the following categories of **violation arrests** and **referrals for campus disciplinary action**: liquor law violations, drug law violations, and illegal weapons possession violations.

A Guide to University of North Alabama Security Procedures and Policies

Procedures for:

Reporting On-Campus Crimes and Other Emergencies	5
UNA Police Response to a Crime Report	6
If You Don't Want to Make a Police Report and/or Take Legal Action	6
Reporting Off-Campus Crimes and Other Emergencies	6
Daily Crime Logs/Summary of Criminal Incidents	7
Crime Alerts/UPD Advisories	7
Additional Sources of Statistical Information/Voluntary, Confidential Reporting	8
Confidential Reporting to Pastoral and/or Professional Counselors	9
Submission of UNA Crime Statistics to Federal Agencies	9
Obtaining Information Regarding Registered Sex Offenders	9
Emergency Response and Evacuation Procedures	10
Procedures for Testing Emergency Response and Evacuation Procedures	12
Shelter-in-Place Procedure	13
How to Shelter-in-Place	14

Policies Regarding:

Safety of and Access to Campus Facilities	15
Security Considerations in the Maintenance of Campus Facilities	15
UPD's Law Enforcement Authority and Arrest Powers	16
UPD's Working Relationships with State and Local Police Agencies	16
Prompt and Accurate Reporting of Crimes	16
Types, Frequency, and Descriptions of Crime Prevention Programs	17
Summary of the UNA Drug-Free Campus and Work Place Policy	19
Descriptions of Drug-Abuse and/or Substance-Abuse Education Programs	20
Prevention and Reporting of Sexual Assaults	21
Missing Person Procedures	26
Crime Statistics/Campus Statistics Location Map	27
Fire Safety Report	30

Reporting On-Campus Crimes and Other Emergencies

To maximize safety on campus, the University Police Department strongly encourages anyone with knowledge about any crime, suspicious activity, or unsafe actions or conditions on campus (either as a witness or as a victim) to make an immediate report to the University Police in person or by telephone. Reporting does not mean you must take legal action -- it may, however, help police officers stop further incidents as well as help them keep the community informed about criminal activity.

To make a report in person, go to the University Police Department, which is located in the basement of Keller Hall, adjacent to Bibb Graves Hall. To make a report by phone, call 256.765.4357 and describe the situation to the communications operator. In emergency situations, including fires and medical emergencies, call 911. All 911 calls are routed to Florence Police Department through the Lauderdale County 911 center.

UNA students requiring non-emergency medical care may contact the [Student Health Center](#) at 256.765.4328. Students seeking counseling services may contact the [Counseling Center](#) at 256.765.4328, or the [Women's Resource Center](#) at 256.765.4380.

UNA employees requiring non-emergency medical care may contact the [Student Health Center](#) at 256.765.4328. . UNA employees who are victims of interpersonal relationship violence may also contact the [Women's Resource Center](#) for counseling and advocacy.

See also: [Prevention and Reporting of Sexual Assaults](#) for specific reporting procedures regarding victims of sexual assaults.

Policy Statement: VOLUNTARY CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of University Police Department can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

UNA Police Response to a Crime Report

When you report a crime to the UNA Police Department, a UNA police officer will meet with you, listen to what happened, and, if necessary, make a preliminary report. Next, investigators will review the report and conduct a follow-up investigation. If a suspect is found and you decide to press charges, information will be presented to a warrant magistrate, who decides if there is legal reason to arrest the suspect. If there is, you'll be asked to sign the arrest warrant, which UNA Police officers will serve. A court date will be set; you may have to be present to testify. See also [Crime Alerts/UPD Advisories](#).

If You Don't Want to Make a UNA Police Report and/or Take Legal Action

The University of North Alabama Police encourages you to report criminal activity even if you don't want to take legal action in order to help us maintain accurate statistical records. The University Police is responsible for preparing the University's Annual Campus Security Report and for compiling the crime statistics included in the report. We would like to keep the community as informed as possible. The information you report may require the UPD to issue a Crime Alert/UPD Advisory/Lion Alert if they determine that the circumstances warrant such action. Also, see information below regarding another way in which to make a voluntary, confidential reporting of forcible and non-forcible sexual offenses.

Reporting Off-Campus Crimes and Other Emergencies

Victims or witnesses to criminal activity occurring off campus should contact the agency that has jurisdiction:

- Florence Police Department at 256.760.6500
- Muscle Shoals Police Department at 256.383.6746
- Sheffield Police Department at 256.383.1771
- Tuscumbia Police Department at 256.383.3121
- Lauderdale County Sheriff's Office at 256.760.5757
- Alabama State Troopers at 256.383.0877

University Police officers can assist in notifying other law enforcement agencies.

Student Organization Facilities: The University of North Alabama operates no off-campus student organization facilities. All student organizations recognized by The University of North Alabama are headquartered on campus and are therefore served by the UNA Police Department. If you believe a crime has been committed within an on-campus student organization building, report the incident to the UNA Police, 256.765.4357.

Off-Campus Housing: The UNA Police routinely patrol off-campus apartments and respond to calls for the purpose of reporting statistics and for prevention efforts through the **Community Oriented Policing** (COP) program. If you believe a crime has occurred at the off-campus apartments, contact the UNA Police, 256.765.4357.

Fringe Areas of Campus: While the City of Florence Police have primary jurisdiction and responsibility in all areas off-campus, UNA Police can and do respond to most incidents that occur in close proximity to campus. UNA Police have fringe patrol duties dedicated to providing additional law enforcement presence around the perimeter of campus. UNA Police regularly meet with and communicate with local law enforcement regarding the occurrence of crimes in the fringe areas. If you believe a crime has occurred in close proximity to campus, please report the crime to the City of Florence Police Department at 256.760.6500.

Daily Crime Logs/Summary of Criminal Incidents

The University of North Alabama Police compiles statistical information from the contents of the UPD daily crime log, which contains summaries of each day's crime reports made to the UNA Police Department. The crime log summaries include each incident's location, type, date, time, and disposition of the complaint. UPD crime logs are available for public viewing, 24 hours a day, on the police department website at <http://www.una.edu/police/crimelog.html>.

Crime Alerts/UPD Advisories/Lion Alert

If a serious or unique crime has occurred and the circumstances warrant it (as in the case of a violent crime against a person or a major property crime), a special, **timely crime alert** (entitled Lion Alert) is prepared and distributed. UPD Advisories are designed to give students and employees a timely notification of crimes and to heighten their safety awareness. Sometimes, a UPD Advisory provides information that leads to an arrest and conviction of the perpetrator. The University Police will issue a UPD Advisory when a crime that represents an **imminent, ongoing threat to campus community** is reported to any of the local law enforcement agencies or other crime reporting sources. In such situations, every attempt will be made to distribute a UPD Advisory within **12 hours** of the time the incident is reported; however, release of the UPD Advisory is subject to the

availability of facts concerning the incident. The University Police Department's cooperative working relationship with local and state law enforcement agencies facilitates communication about crime reported to outside law enforcement agencies that, likewise, may warrant timely issuance of an Advisory. UPD Advisories are prominently posted at on campus locations frequented by students and employees and/or are placed on the University Police Web site at <http://www.una.edu/police/index.html>. Lion Alerts are sent directly to your cell phone, personal home phones and/or office phone if you have signed up for the service. It is also sent to you UNA email address. If you need your login information for Lion Alert, contact the Vice President of Student Affairs or Police Chief . To register, visit <https://www.myschoolcast.com/go/una/>

Policy Statement: ISSUING TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of University Police, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus' student newspaper, *The Florala*.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the University Police Department may also post a notice on the campus-wide electronic bulletin board on the University Police web site at: <http://www.una.edu/police/>, providing the university community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall, at the front door of each on-campus fraternity and sorority house. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the University Police office, by phone 256.765.4357 or in person at the University Police Department, located in the basement of Keller Hall, directly adjacent to Bibb Graves Hall.

Additional Sources of Statistical Information/Voluntary, Confidential Reporting

Consistent with Department of Education federal regulations, the UPD has developed, and periodically reviews, procedures to include in campus crime statistics, reports of required crimes made to the following campus security authorities: the Office of the Vice President of Student Affairs, Office of Judicial Affairs, Intercollegiate Athletics (including team coaches), and the Office of Residential Life (including residential hall advisers).

Confidential Reporting to Pastoral and/or Professional Counselors

Under the law, campus pastoral and professional counselors, when acting as such, **are not** considered to be a campus security authority and **are not** required to report crimes for inclusion in the annual disclosure of campus crime statistics. As a matter of policy, however, The University of North Alabama encourages its counselors at the Women's Resource Center, if and when they deem it appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. All verified and unverified confidential reports of sexual offenses that meet the reporting criteria as determined by UPD and that are made to the Women's Resource Center staff are included in UNA campus crime statistics (see [Prevention and Reporting of Sexual Assaults](#) for more information about UNA policies and procedures concerning sexual offenses). Crimes reported to counselors at the Counseling Center **are not** included unless the victim chooses to report to one of the other campus security authorities.

Submission of UNA Crime Statistics to Federal Agencies

The University of North Alabama Police submit crime statistics online to the Department of Education. Annually, we contribute crime statistics to the Uniform Crime Report published yearly by the Federal Bureau of Investigation by submitting data to the Alabama Criminal Justice Information Center. This detailed statistical report is available each year at academic and public libraries.

Obtaining Information About Registered Sex Offenders

Adult criminal sex offenders who must register with law enforcement officials must notify those officials of their enrollment or employment at institutions of higher education within the state. That information should then be forwarded to campus police of the school or institution of higher education where the adult criminal sex offender is employed, carries on a vocation or is a student. In accordance with the Campus Sex Crimes Act of 2002, the University must notify the UNA community of where this information can be obtained. To request information regarding registered sex offenders, including those employed, carrying on a vocation or enrolled at the University of North Alabama, write the University Police UNA Box 5067, Florence, AL 35632 or email at rpastula@una.edu.

Additional information regarding the location of sex offenders in your area may be accessed at the following links:

- Alabama Bureau of Investigation:
<http://dps.alabama.gov/Community/wfSexOffenderSearch.aspx>

Emergency Response and Evacuation Procedures

Emergency Response

The University's Safety and Security Manual includes information about Incident Teams, University operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. University Departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts numerous emergency response exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

University of North Alabama Police officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the University Police Department, Florence Police Department, Florence Fire Department and Lauderdale Emergency Medical Services Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other public safety departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for UNA are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the University Police Departments' web site. Detailed information about and updates to the UNA Safety and Security Manual, and Departmental Contingency and Continuity Plans are available on the University Police Department Website <http://www.una.edu/police/emergency-management/>.

All members of the UNA Community are notified on an annual basis that they are required to notify the University Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The University Police Department has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the University Police Department has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Notification to the UNA Community about an Immediate Threat

The University Police Department and Emergency Management receive information from various offices/departments on campus, such as the the Office of Environmental Health and Safety, and University Health and Wellness, etc. If the University Police or Emergency Management confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the UNA Community, the University Police and Emergency Management will collaborate to determine the content of the message. They will use some or all of the systems described below to communicate the threat to the UNA Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. University Police will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Florence Police, Florence Fire, and/or Florence Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the UNA community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the UNA campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone or PDA (Lion Alert, which you can sign up for on the Police Departments web site), and emergency messages that scroll across computer screens when logged into the University system. The University will post updates during a critical incident on the UNA Main web site at <http://www.una.edu/> and the University Police web site at <http://www.una.edu/police>.

Procedures for Testing Emergency Response and Evacuation Procedures

A fire evacuation drill is coordinated by the Florence Fire Department each semester for all residential facilities on the UNA Campus. Thus, the emergency response and evacuation procedures are tested at least twice each year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The Florence Fire Department does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the Florence Fire Department, University Police Department and Housing staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At UNA, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the Florence Fire Department, UNA Facilities Administration and Planning Division, UNA Police Department, and the Housing Department to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The House Staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

The University Police in cooperation with the Lauderdale/Florence Emergency Management Agency conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The University Police coordinates announced and unannounced evacuation drills each semester, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. *See Appendix A for listing of drills/exercises and the Lion Alert log for the year.*

Shelter-in-Place Procedures—What it Means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic "Shelter-in-Place" Guidance

If an incident occurs and the building you are in is not damaged, stay inside (*seeking an interior room*) until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, Mane card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from several sources, including the University Police, Housing Staff members, other University employees, the Florence Police Department, Florence Fire Department, or other authorities utilizing the University's emergency communications tools.

How to “Shelter-in-Place” No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (House Staff, faculty, or other staff) to call the list in to the University Police or Emergency Operations Center so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Safety of and Access to Campus Facilities

The UNA campus is made up of a variety of facilities, primarily student residences and academic/administrative buildings. Some student residence halls have entrance desks that are staffed by resident assistants during open hours.

In the daytime, there is open access to academic and administrative buildings, with the exception of UNA recreation facilities at which users must present membership cards. Academic and administrative facilities are locked before and after their business hours. Students and staff who have access to administrative/academic buildings for after-hours work must lock the exterior doors behind them after they enter, and they are encouraged to follow all personal safety precautions. If you have to study or work alone at night in a campus building, be sure a friend knows where you are and when you'll return home. You may utilize the UNA Police Department's **Student Nighttime Auxiliary Patrol (SNAP)** to escort you to and from your destinations.

Security Considerations in the Maintenance of Campus Facilities

1. **Electronic Alarm Systems:** A computer-based electronic monitoring system located at the UNA Police Department monitors a comprehensive network of door-control, duress/intrusion-detection, and fire-alarm systems within campus facilities.
2. **Architectural Design:** The UNA Police Department provides input into the design of new and renovated campus facilities as it relates to physical and electronic security systems.
3. **Security/Health and Safety Surveys:** For University departments who request assistance, security surveys are conducted by Police Department sworn personnel.
4. **Grounds and Building Perimeter Surveys:** The University works to see that the indoor and outdoor lighting on campus contributes to safety. The UNA Facilities Department and the UNA Police Department conduct a "lighting tour" to ensure that current equipment continues to meet the needs of the University community. Anyone who observes an outdoor light that is not working is encouraged to report the outage to University Facilities by calling 256.765.4274.

UPD's Law Enforcement Authority and Arrest Powers

The University of North Alabama Police Department provides full police and safety services to the campus community. The University Police force consists of sworn officers with full arrest powers who are on duty 24 hours a day, seven days a week, and are certified by the State of Alabama. These police officers are vested with all the powers, authority, and responsibilities of any police officer of the state on property owned or operated by the University, as well as on public streets and property immediately adjacent to campus.

UPD's Working Relationships with State and Local Law Enforcement Agencies

The University of North Alabama Police Department cooperates fully with local and state law enforcement agencies in cases that involve both on and off campus jurisdictions or when the resources of an agency other than the UPD can be used to facilitate the resolution of an investigation. Local police agencies and University Police exchange information on a regular basis and work together during UNA sporting and other community events. University Police officers participate in the North Alabama Narcotics Task Force, which enforces all narcotics violations in Lauderdale County, and in the Lauderdale County Violent Crimes Task Force, which is responsible for investigating all serious crimes against persons in the county. These cooperative efforts enable the University Police to work with, and for, UNA students and employees in situations that occur on and off campus.

Prompt and Accurate Reporting of Crimes

As noted in the sections [Reporting On-Campus Crimes and Other Emergencies](#) and [Reporting Off-Campus Crimes and Other Emergencies](#), the UPD encourages anyone with knowledge of a crime on or off campus to report it. In order to maximize safety on campus and aid in prompt investigations, we ask that you report to the UNA Police Department any incident that may qualify as homicide (murder, non-negligent and negligent manslaughter); sex offenses (forcible, non-forcible); robbery; aggravated assault; burglary; motor vehicle theft; arson; and any hate crime for inclusion in the Annual Campus Security Report.

Types, Frequency, and Descriptions of Crime Prevention Programs

The University uses various mechanisms to inform students and employees about the prevention of crime. For example, the UPD annually publishes the [Campus Safety Guide](#), which provides information on how to report criminal activity as well as practical steps students and employees can take to prevent theft of property and more serious crimes of violence, including physical and sexual assaults. This yearly publication emphasizes that crime and accident prevention starts with the individual, and that becoming informed about the University's safety procedures and services outlined in the guide is a good first step toward preventing crime.

Specifically, this guide:

- highlights [Operation ID](#), a UPD service that offers engraving tools for use by University community members to mark personal property for identification purposes in case of burglary, theft or robbery;
- explains how to operate the blue, [emergency phones](#), which are directly linked to the UNA Police Department and located throughout campus (see [campus map](#));
- sets forth practical and easy-to-implement safety tips for on-the-road traveling, visits to public places, and residential living;
- lists several safety precautions to prevent acquaintance rape and drug-induced sexual assaults, and the more frequent theft-related crimes;
- discusses the [Victim Assistance Program](#), which was developed to assist victims of crimes that occur on campus in the areas of criminal prosecution, victim's rights, and victim assistance;
- provides tips on how to recognize safe, off-campus apartments.
- gives advice on how to comply with local and state laws by abiding by traffic, parking, and public nuisance laws and/or city ordinances; and
- provides information on how to handle medical and safety emergencies; and how to implement [Emergency Preparedness](#) guidelines in your lifestyle.

The [Campus Security Guide](#) is widely distributed to the campus community and can be accessed online at <http://www.una.edu/police>.

The UPD also offers a variety of crime prevention/education programs to UNA students and employees. These programs include but are not limited to the following:

Safety Presentations: Addresses all issues of personal safety, including alcohol/drug abuse awareness, prevention of sexual assaults and property crimes, travel safety tips, state/local laws, etc. **Safety presentations**, accompanied by brochures and other printed materials, are made to the following groups:

- Parents of New Students
- New Student Orientation
- Residence Hall Students
- Other Campus Groups or Organizations - *such as UNA employees, nursing students, students with disabilities, international students, student government, specific campus organizations and intercollegiate athletes*

Printed Crime Prevention Materials: Crime prevention materials such as the **Campus Security Guide** are related to personal safety, bicycle safety, residence hall safety, and theft prevention and are widely distributed at safety presentations and at various on-campus locations.

Rape Awareness, Education, and Prevention: The University of North Alabama **Women's Resource Center** and the **Community Oriented Police** program provide rape awareness, education, and prevention presentations to the University community throughout the year.

Crime Stoppers: The University Police Department participates in the local Crime Stoppers program wherein callers may anonymously give information concerning crimes and receive monetary rewards for their help.

Community Oriented Policing Program (COP): Upon request by University divisions, departments, and organizations, University Police officers attend meetings to provide up-to-date crime prevention information, and to hear the concerns of University community members about crime and safety issues. These officers also offer safety programming to their respective campus communities.

UPD Web Site: The UPD maintains a Web site at <http://www.una.edu/police> for quick and up-to-date information on police, fire safety, and emergency procedures. The University community is encouraged to take a few minutes to browse this site. If you have any questions, call the University Police Department at 256.765.4357

Community Awareness Programs: Members of the University Police Department are active participants in University and community sponsored awareness programs. One purpose of these programs is to inform the University community about the many resources available to them through various University departments on campus.

Summary of the UNA Drug-Free Campus and Work Place Policy

The University of North Alabama maintains that all members of its community have the right to pursue their individual and collective goals in a healthy educational environment, one that is free of the effects of alcohol and drug abuse. To help maintain such an environment, the University abides by all laws governing alcohol and other controlled substances, and provides educational and rehabilitative counseling to its students, staff, and faculty.

“The University of North Alabama has a zero tolerance policy on the sale, distribution or use of drugs, on and off campus. Our zero tolerance policy means that a University of North Alabama student involved with the trafficking, sale, distribution or use of drugs on, or off campus will, for the safety and well-being of our student body, be subject to immediate suspension pending completion of a disciplinary review, with permanent expulsion as the potential ultimate penalty”.

All members of the University community have the right to pursue their individual and collective goals in a healthy work and educational environment, one that is free of the effects of alcohol and substance abuse. Such abuse adversely affects the University's achievement of its mission and is not condoned. Responsibility for problems of substance abuse resides with each member of the University community. The University's principal approach to issues of alcohol and substance abuse entails a wide range of education, prevention, and assistance activities conducted within its academic curricula; educational programs to inform individuals of the effects and consequence of using alcohol or other substances, and comprehensive counseling programs for faculty, staff, and students. The University recognizes that alcohol and substance abuse are illnesses that are not resolved easily by personal effort but may require professional assistance and treatment. Faculty, staff, and students are encouraged to take advantage of the preventive, diagnostic, referral, and counseling services available through the University.

All members of the University community have a personal responsibility to adhere to all applicable laws, policies, and regulations concerning the use of alcohol or other drugs. These include federal and state laws, city ordinances, the [Code of Student Conduct](#), the faculty standards of conduct, regulations governing conduct of classified employees, and other University policy statements. The Drug-Free Campus and Work Place Policy applies

to all members of the University community, including all full-time and part-time students, all full-time and part-time permanent and temporary employees, including faculty, administration, and all exempt and non-exempt staff, and all student employees and interns.

It applies to behavior that occurs on the University campus, on property owned or controlled by the University, or at University-sponsored or University-supervised activities. The University of North Alabama continues its commitment to cooperate with the local school systems and area colleges, as well as other local, state, regional, and federal agencies, in addressing problems of substance abuse in the university community. The University reviews its drug abuse prevention programs to determine their effectiveness, to implement any needed changes, and to ensure that disciplinary sanctions are consistently enforced.

Descriptions of Drug-Abuse and/or Substance Education Programs

University Police Programming Safety Presentations made by UPD representatives address all issues of personal safety, including but not limited to:

Alcohol Awareness - information on the physical/mental effects of alcohol; driving under the influence (DUI) and its possible consequences; binge drinking and its possible consequences.

Date Rape Drugs - drug names and effects; informing victims on the ways drugs can be administered without the victim's knowledge.

Party Smart - addresses safety issues related to parties.

To assist the campus community in understanding the laws regarding alcohol and drug offenses, the **Campus Security Guide** educates students and employees about the penalties and risks associated with: a) driving under the influence of drugs or alcohol; b) public intoxication; c) violation of the city's open beverage container ordinance; d) violation of the laws prohibiting a minor from being in possession of alcohol and prohibiting the sale of alcohol to a minor; and e) violation of the law prohibiting adults to allow minors to consume or possess alcohol at an open house party. In addition to reviewing penalties under the law, the **Campus Security Guide** warns students that a violation of drug or alcohol laws, in addition to violations of any federal or state law, may subject the student to the disciplinary processes associated with a violation of the University of North Alabama Code of Student Conduct. Students are advised that they may be asked to appear before a University of North Alabama judicial body and explain their misconduct, even if it did not occur on campus. Sanctions could include a warning, probation, loss of privileges, fines, discretionary sanctions, participation in alcohol and other drug education workshops, community service,

random drug screens, residential housing suspension or expulsion, or University suspension or expulsion.

Prevention and Reporting of Sexual Assaults

A. Commitment

The University of North Alabama is committed to maintaining a supportive and safe educational environment, one which seeks to enhance the well-being of all members of its community. This commitment reflects the institution's adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. To that end, the University has adopted the following sexual assault policy and procedures.

The University of North Alabama [Women's Resource Center](#) and the [Community Oriented Policing Program](#) provide rape awareness, education, and prevention programs to the University community throughout the year.

B. Definitions

Sexual assault is defined, for purposes of this policy, as *any form of attempted or actual non-consensual sexual contact by a member of the University community, whether such person is known or unknown to the victim, against another member of the University community.*

A person shall be deemed not to have knowingly and/or voluntarily consented within the meaning of this policy if, at the time of the attempt or of the sexual assault, the person is incapable of giving consent because of mental incapacitation, physical impairment, alcohol or drug consumption, or loss of consciousness.

For the purposes of this policy, **sexual contact** shall mean *any touching of the sexual or other intimate parts of a person, done for the purpose of gratifying the sexual desire of either party.*

C. Reporting Procedures

The University strongly encourages individuals to report sexual assaults to the appropriate law enforcement agencies and University officials. Reporting an assault is the only effective way that action can be taken against the alleged attacker.

Victims are encouraged to use the following procedures:

Report to the Police: Individuals are strongly urged to first contact the University Police (if assaulted on campus) or local police authorities (if assaulted off campus). All agencies may be reached by calling 911. UNA police officers can assist in notifying local police authorities.

Report to Other UNA Officials: Individuals may also contact the following University administrative offices for assistance:

- Women's Resource Center, 256.765.4380. After hours, a victim's advocate may be reached by calling UNA Police, 256.765.4357, and requesting that an advocate be notified.
- UNA Counseling Services, 256.765.4328

Voluntary, Confidential Reporting of Sexual Offenses: Although victims of sexual offenses are not required to report offenses to the police, reporting is strongly encouraged. If an individual is entirely certain that they will not take legal action, they are encouraged to contact the **Women's Resource Center** (256.765.4380), **Safe Place** (256.767.6210) or **UNA Counseling Services** (256.765.4328) which can confidentially receive information for inclusion in the crime statistics and can provide free, confidential counseling to the victim.

Local news media may receive notice of sexual assaults reported to the University Police Department so that others are alerted; *names of victims are not released; privacy is protected at all times*. No pressure is placed on a sexual assault victim to report the attack if they choose not to report; victim's parents **will not** be notified without the victim's consent.

D. Medical and Counseling Support Services

It is very important for victims of sexual assault to obtain immediate medical care following a sexual assault. Whether or not the sexual assault is reported, medical care will ensure the victim's well-being and the documentation, collection, and proper preservation of physical evidence in the assault.

Medical attention: In addition to care of obvious injuries, medical attention is needed to protect the victim from sexually transmitted diseases or the possibility of pregnancy. If you have been raped and might consider taking legal action against the rapist, you need to receive medical care at a Regional Medical Center/Hospital. The emergency room doctors are the physicians who give medical exams in which evidence of rape can be obtained and preserved for legal action. Without this evidence, the chances for successful prosecution are

minimized. You should have the exam as soon as possible. You will need a change of clothes; the clothes worn during the assault will be kept as evidence. If you have already changed clothes, bring along any articles that may have blood or semen on them. In order to preserve physical evidence of the assault, victims should not change clothes, bathe, douche, or use the bathroom before seeking medical care.

Anyone in need of transportation to the student health center, Regional Medical Center, or Hospital, should contact the UNA Police Department at 256.765.4357.

Confidential counseling: Student victims of sexual assault or relationship violence can seek confidential counseling services through the UNA [Women's Resource Center](#), 256.765.4380, or the [Counseling Center](#), 256.765.4328. The Women's Center is located on the corner of Wood Avenue and Cramer Way across from Baptist Ministries.

Other resources: Off-campus counseling, mental health services and a variety of other services are provided by [Safeplace Inc.](#) Domestic Violence/Sexual Assault Services, 256.767.6210.

E. Procedures Followed After A Report Of A Sexual Offense Is Made To University Police

When a sexual assault is investigated, the victim may be unprepared for the lengthy, public process of bringing the perpetrator to justice. UNA Police and other involved officers respect the victim's feelings but must also observe due process of law. The following outline of a sexual assault investigation can help victims of sexual offenses understand the process of the investigation.

Immediate Response to Report: After an assault has occurred and the victim contacts campus or city police, patrol officers will respond to the victim, ensure her well-being, and summon a Victim's Advocate and/or the District Attorney's Victim Services office. The advocate will assist the victim throughout the investigation. The officers will help the victim arrange medical care at the emergency room where a doctor will counsel the victim, treat injuries and potential sexually transmitted diseases, and preserve physical evidence of the assault. The victim advocate can accompany the victim to the hospital and is available to give advice about additional counseling and support services if necessary.

Step One. The responding patrol officers, after receiving a brief description of what happened from the victim, will inform the appropriate police units and investigators. Officers will secure the crime scene and interview any witnesses. Responding investigators will arrive to identify and preserve evidence at the crime scene and conduct additional interviews if necessary.

Step Two. When ready, the victim must provide a detailed statement of the assault to the investigators. The Victim Advocate or a Victim Services officer may be present.

Step Three. Officers may ask the victim to try and identify the suspect from a photo or physical lineup.

Step Four. Investigators must gather enough evidence to establish "probable cause," i.e., legal reason to arrest the suspect. When the evidence is ready, the investigators and victim will appear to meet with a magistrate to ask for a warrant allowing the suspect's arrest. If a warrant is granted, the suspect can be arrested and jailed. The suspect may not spend all of the time before the trial in custody; bail/bond can be provided for the defendant.

Step Five. There may be several judicial proceedings before the actual trial. For instance, a "preliminary hearing" may be held. This hearing, which is conducted before a judge, may require the victim to answer questions from the prosecuting attorneys and the defendant's attorney. The victim may also be asked to appear before the Grand Jury when it convenes to determine if the defendant is to be indicted. If the Grand Jury issues a "True Bill," a trial will be scheduled.

Step Six. The trial will typically be held in the Lauderdale County Courthouse in downtown Florence. Sexual assault trials generally involve testimony from the victim, the police investigators, the emergency-room personnel, and other witnesses. If the accused defendant is found to be guilty of the crime, the judge will set the term of punishment.

F. University Code of Student Conduct and Disciplinary Process

The [Office of Student Conduct](#) will investigate and assess sanctions if a student or student organization is found to be in violation of the [Code of Student Conduct](#). Any member of the University community may file charges against any student for alleged misconduct.

Violations of the [Code of Student Conduct](#) include charges relating to sexual misconduct. Charges must be presented to the [Office of Student Conduct](#). Any charge should be submitted as soon as possible after the event takes place, preferably within one month of knowledge of the occurrence. For more information, contact the [Office of Student Conduct](#) at 256.765.5012.

Sanctions up to and including expulsion from residence halls and suspension from the University may be imposed if, through the investigation and hearing process, the accused is

found to be guilty. The University of North Alabama is committed to providing an investigative hearing process that is sensitive, fair, supportive, and respectful of the rights and needs of all involved. To the extent not already provided for by existing disciplinary procedures, the complainant and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; both the complainant and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. As provided by existing University disciplinary procedures, under appropriate circumstances, interim measures may be taken to provide for the safety of the complainant, of the accused and of witnesses. University disciplinary procedures and possible sanctions are described in the [Code of Student Conduct](#).

UNA Women's Center

The Women's Center, a small house on Wood Avenue (formerly UNA's International House), was established in 2004, under the auspices of UNA's Women's Studies Program and in collaboration with Rape Response of the Shoals. The Women's Center (coordinated by Emily Horn Kelley since fall, 2009) has quickly become a dynamic campus resource, providing materials for research on gender issues, a space for Women's Studies classes, a forum for speakers, and a meeting place for student groups such as the Women's Studies Association. The Women's Studies Program is Co-Directed by Dr. Lynne Rieff and Dr. Anna Lott.

The Women's Center offers regular presentations on issues that are central to UNA's Women's Studies program and sponsors national events such as *Equal Pay Day*, *Jeans for Justice*, and *V-Day Celebrations*. This year the Women's Center initiates its Practical Skills (PS) Series of workshops, seminars, talks, etc. These events will teach the skills that so many students, particularly women students, feel they have missed but know they will need when they are on their own. The Women's Center sponsors, *One in Four*, a national men's program that advocates a comprehensive approach to the prevention of Rape and the end of all violence against women. The Women's Center also offers free and confidential HIV testing, as well as counseling and medical referrals.

The primary mission of the Women's Center is academic, providing a forum for speakers from other universities and from community organizations such as Safe Place and Rape Response. Several Women's Studies classes are also held in the center, and the center offers academic advisement to Women's Studies students and to other university departments and programs.

Some of the most popular Women's Center events (too large for the space provided by the small house on Wood Avenue) have been held in UNA's Performance Center. These events included a production of *Sex Signals*, an educational comedy about the misunderstandings

that often accompany "the dating scene," and performances of Eve Ensler's *The Vagina Monologues* (with proceeds benefitting Rape Response).

Missing Person Procedures

Students who reside in on campus housing facilities are encouraged to report a student that has been missing for 24 hours to the University Police Department (UPD) or a campus security authority. The campus security authority will be required to report any official missing student to the UPD. Per the Clery Act the University will give each student living in an on campus housing facility the option to identify a contact person(s) who the institution shall notify if the student is determined to be missing by the UPD.

Students' contact information will be registered confidentially and this information will be accessible only to authorized campus officials and the UPD. This information may not be disclosed outside of a missing person investigation. Students under 18 years of age and not emancipated, the institution will notify a custodial parent or guardian when the student is determined to be missing, in addition to any additional contact person designated by the student.

If a student did not name a contact person to notify, and the UPD receives a report that the student is missing, the UPD will conduct an investigation to determine if the student is officially missing. If the student has designated a contact person, the UPD will notify that contact person within 24 hours. If the student is under 18 years of age and is not emancipated, the UPD will notify the student's custodial parent or guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, UPD will conduct an investigation to determine if the student is officially missing within 24 hours.

Crime Statistics/Crime Statistics Location Map

Caveats:

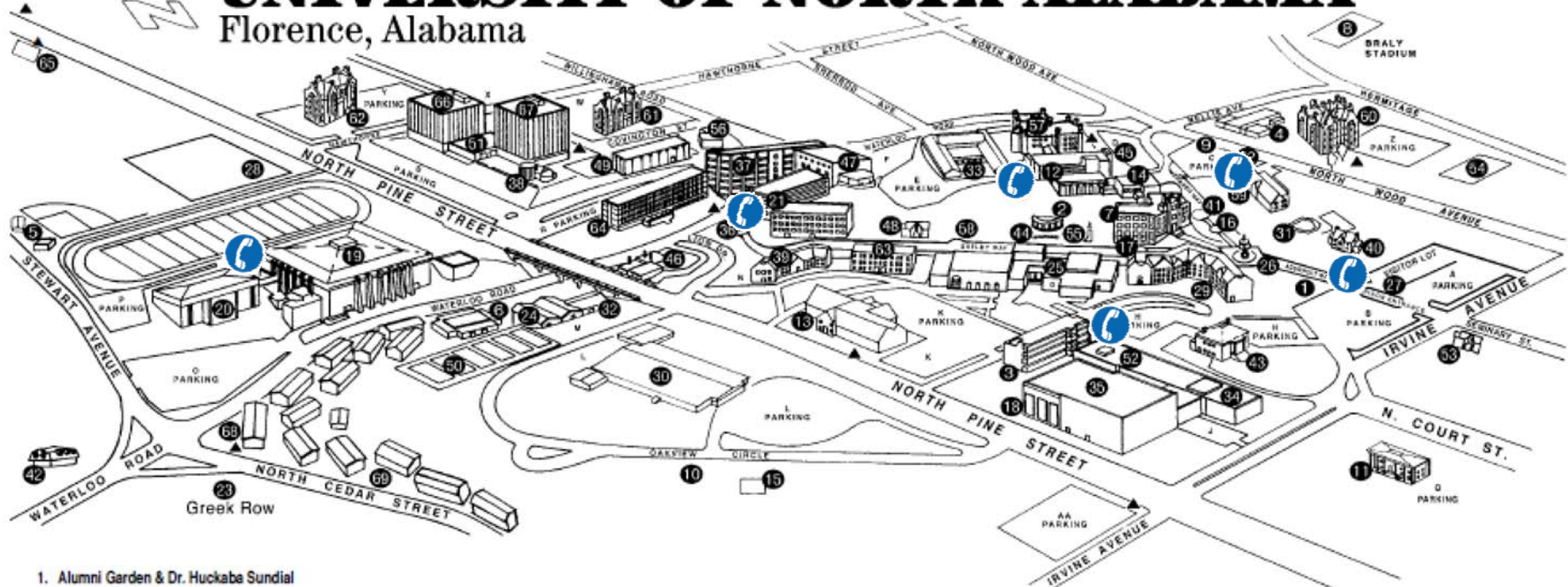
- **On-Campus Residential** statistics are a subset of the **On-Campus** statistics;
- certain Crime Statistics may include information reported to University authorities other than police and where the subject chose not to make a police report;
- the statistics for the crime of robbery may include multiple-victim reports;

- **Public Property** includes all public property, (including thoroughfares, streets, sidewalks, and parking facilities) that are within the campus, or immediately adjacent to and accessible from the campus.

- **Non-Campus** includes university locations not reasonably contiguous to the main UNA Campus.

UNIVERSITY OF NORTH ALABAMA

Florence, Alabama



1. Alumni Garden & Dr. Huckaba Sundial
2. (Memorial) Amphitheater
3. Art Building - AB
4. Baptist Student Center
5. Baseball Press Box & Locker Room
6. Bennett Infirmary
7. Bibb Graves Hall - G
8. Braly Municipal Stadium
9. Center for Women's Studies
10. Christian Student Center
11. Coby Hall
12. Collier Library
13. Communications Building - CB
14. Computer Center
15. Cooperative Campus Ministries
16. (Dr. Luckey) Crocker Fountain
17. (Drs. Jack & Margie) Crocker Fountain
18. (Lurleen B. Wallace) Fine Arts Center
19. Flowers Hall - FH
20. Flowers Hall Annex

21. Floyd Hall (Science Building) - FSB
22. Forensic Science Building
23. Greek Row
24. Greenhouse
25. (Robert M.) Guillot University Center - GUC
26. (Laura M.) Harrison Plaza
27. Information Kiosk
28. Intramural Field
29. Keller Hall/Raburn Wing - K/R
30. Kilby School - KS
31. (George H. Carroll) Lion Habitat
32. Maintenance Building
33. Mathematics Building - MAB
34. Music Building - MB
35. (E.B.) Norton Auditorium - NA
36. (Nancy B. & Jack) Opler Street Clock
37. Parking Facility
38. Planetarium/Observatory - PL

39. Powers Hall (International Student Services)
40. President's Home
41. Pride of Lions
42. Public Safety Building
43. Rogers Hall Alumni House
44. ROTC Commemorative Garden
45. Smith Bell Tower & Wesleyan Bell
46. Steam Plant
47. (Roy S.) Stevens Hall - SH
48. (Leo's) Stone Lodge - SL
49. Student Recreation Center
50. Tennis Courts
51. Towers Cafeteria
52. University Art Gallery (Visual Arts)
53. University Student Publications (Flor-Ala newspaper and Diorama Yearbook)
54. Varsity Tennis Courts
55. Victory Flame & Frank Fleming Lion

56. Wesley Foundation
57. Wesleyan Hall and Annex - W/WA
58. (Mary Frances Potts) Wilbanks Memorial Garden
59. Willingham Hall

- Housing and Residence Halls
60. Appleby East & Appleby West
 61. Covington Hall
 62. Hawthorne Hall
 63. Lafayette Hall
 64. LaGrange Hall
 65. Lions Gate Apartments
 66. Rice Hall
 67. Rivers Hall
 68. University Apartments (1-50)
 69. University Apartments (A 1-17; B 1-13)

- Off Campus Facilities
70. East Campus - 1640 Tune Ave. (formerly Powell School)
 71. Soccer Field - North Florence Park
 72. Softball Field - Cox Creek Park

▲ Intracampus Bus Stop



**Emergency/Assistance
or "Blue Light" Phone**

FIRE SAFETY REPORT

Important Definitions

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

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person", may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related death: Any instance in which a person (1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) Dies within one year of injuries sustained as a result of the fire.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This system includes sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as alarms, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Residence halls fire prevention information

Smoke detectors and sprinkler systems. All residence halls have smoke detectors and sprinkler systems installed and a Fire Alarm Control Panel. There are smoke detectors in each student room as well as in common areas. These are connected to the central alarm system, which, in turn, is connected to the UNA Police Department.

Fire Safety Equipment:

Emergency procedures are posted on the back of every resident's door. Fire alarm systems are installed in all residence halls. The system includes automatic smoke detectors, alarm signals, and enunciators. Hawthorne, Covington, Appleby East and Appleby West halls all have a fire suppression system located throughout the entire building including common areas, lobbies and suites/bedrooms. There are two methods of notification: manual and automatic.

Tampering with fire safety equipment or setting off a false alarm is against the law. It also will make the system ineffective and endanger the lives of other residents. Any person, who sets off a false alarm, interferes with the operation of the alarm system, damages or removes any part of the alarm system, fire extinguishes, smoke detectors, or exit signs is subject to severe disciplinary action, including dismissal from the residence halls, possible suspension from the University, and/or criminal prosecution. If a smoke detector is detached from the wall for any reason, it is the responsibility of the resident to report it immediately. If not reported, all residents will be held responsible for tampering with fire safety equipment and will be disciplined and/or fined.

Fire drills/safety education: To comply with state and local fire regulations and for fire safety education, unannounced fire drills are conducted every semester. All persons inside the residence hall during emergency drills are required to evacuate the building. Failure to evacuate the residence hall for any reason, including sleeping through an alarm, may result in disciplinary action. The Department of Residence Life in partnership with the University of North Alabama Physical Plant and the City of Florence Fire Department conduct at minimum one fire drill per semester in each Residence Hall on campus.

The Department of Residence Life conducts fire training with each training session that occurs before the beginning of the semester. This training is conducted in partnership with the University of North Alabama Physical Plant and the City of Florence Fire Department. Fire Evacuation information is given to all students at the first floor meeting as well as the "Gotta Be There Bash" Freshman Orientation to the Residence Halls.

Fire evacuation procedures: In the event of a fire, all residence hall buildings will be evacuated to protect the health and safety of the residents, guests and visitors. When an alarm is sounded you must assume there is an emergency and you must follow the following steps. Students who encounter a fire in a building should pull the closest fire alarm and evacuate the building to the designated emergency assembly point. Emergency evacuation procedures are posted in every bedroom or suite. Failure to evacuate a building upon hearing a fire alarm is in violation of University policy and will be handled through the student discipline process.

General Evacuation Rules

- (1) REMAIN CALM.
- (2) Evacuate by the nearest safety exit stairway.
- (3) DO NOT USE ELEVATORS. Elevators will either automatically return to the first floor or the UNA Police will return them to the first floor.
- (4) After departing the hall, proceed directly to the designated assembly point away from the building. Do not leave the assembly area until told to do so by a responsible official. Suitable emergency shelter will be provided as soon as possible.
- (5) Return to the hall ONLY when told by Fire Department Officials, UNA Police, or a Student Housing and Residential Life staff member

Following a manual alarm

The Residence Life staff member on duty will notify the Florence Fire department and the University of North Alabama Police Department even if the alarm is sounding. As soon as the alarm is heard, residents must vacate the area according to the evacuation procedures posted on the backs of the resident's doors in each building. It is each resident's responsibility to be familiar with the evacuation procedures, which are the following:

1. Leave in a quick and orderly manner by the stairwell into the parking lot.
2. Wear shoes for protection.
3. Carry a towel if smoke is detected. This may assist with breathing.
4. Close, but do not lock the door to the bedroom.
5. Feel any closed door for heat before opening, if heat is detected, take an alternate route.
6. Have a "buddy system" for physically challenged residents and heavy sleepers.
7. Stay out of the building until given permission to reenter.
8. In case an exit is not possible, residents should stay in their room with their door closed, placing wet towels or clothes around the door to keep smoke out. The resident should also place a white sheet, towel or cloth out their window to indicate they are in the room.

Fire safety regulations.

It is essential that residents observe and follow all fire safety regulations. Electrical appliances with exposed heating elements are prohibited.

All appliances must be UL approved. No open flames (candles, incense, kerosene lamps, etc.) or any incendiary devices are permitted in the residence halls, rooms/suites/apartments. Smoking is not permitted in the residence halls, including balconies, vestibules, etc. Smoking is permitted in designated smoking areas in front of each building.

Reporting a fire

To report a fire, students and employees should contact the:

The University Police Department, Florence Fire Department, or a Student Housing and Residential Life Staff member.

Fire Log

The UNA Police Department maintains a Fire Log that records, by the date the incident that was reported, all fires that occur in an on campus housing facility. The Fire Log is available for public inspection at the department's headquarters or at www.una.edu/police. The Fire log includes the nature, date, time, and general location of each fire reported to the department. The department posts fire incidents in the Fire Log within two business days of receiving a report of a fire and reserves the right to exclude reports from the log in certain circumstances.

RESIDENTIAL LIFE POLICIES

The [University of North Alabama Student Handbook](#) outlines policies concerning fire related hazards. They are the following found under the residence hall policies of the [Student Code of Conduct](#) which are located on pages 20-28:

RL3. Arson:

A. Any activity that could potentially compromise fire safety in the halls, including, but not limited to, burning candles, incense, fires, or burning posters is considered a serious offense, which could result in suspension or dismissal from the University. Withholding information/evidence concerning a fire is a serious offense.

B. Fire drills will be conducted during the semester. A resident will be subject to disciplinary action for failure to leave the building during a drill. Please refer to emergency procedures posted on the back of your room door.

RL4. Candles, Incense, and Potpourri:

Candles, decorative or otherwise, incense, potpourri, and/or other items that generate open flame are prohibited in the residence halls. Melted wax, burned wicks, lingering aroma, etc., may be considered evidence of a violation of this policy.

RL5. Cooking and Appliances:

Students are not allowed to cook in residence hall rooms. With the exception of the microwave oven, all cooking appliances are prohibited in students' rooms. Other prohibited appliances include space heaters and halogen lamps. All violations will result in confiscation of the appliance(s). The appliance will also be discarded and a fine will be levied against the student.

RL7. Fire Safety Equipment:

Fire safety equipment is provided to help ensure everyone's safety. Tampering with alarms, extinguishers, or smoke detectors is a violation of local, state, and federal laws, as well as a violation of university policies. Tampering with fire safety equipment is a criminal offense, and if the incident is reported to the Fire Department, a ticket may be issued.

RL8. Flammable Liquids/Explosives:

Possession of containers holding fluids used for igniting fires is prohibited. Prohibited fluids include, but are not limited to, charcoal lighter, gasoline, propane, and cigarette lighter refueling containers.

RL15. Smoking:

Smoking is not permitted in any residence hall. Students must confine smoking to designated smoking locations outdoors. Cigarette butts must be properly discarded or the student's privilege of smoking outside may be revoked. All violators will be assessed \$50 plus disciplinary action.

RESIDENTIAL FIRE STATISTICS:

The following chart indicates the 2010 Annual Fire Statistics for our on-campus residence facilities:

Facilities	Total Fires	Fire Number	Date	Time	Cause of Fire	Number of Injuries Requiring Treatment at Medical Facility	Number of Deaths related to Fire	Value of Property Damage Caused by Fire	Case Number
Rivers Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rice Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LaGrange Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lafayette Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hawthorne Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Covington Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Appleby East Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Appleby West Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

UNIVERSITY OF NORTH ALABAMA MATRIX 2010:

The following chart depicts the UNA Fire Safety System for our on-campus residence facilities:

Facilities	Partial Sprinkler System	Full Sprinkler System	Smoke Detector	Fire Extinguisher Devices	Evacuation plans/placards	Number of fire drills each academic year
Rivers Hall			✓	✓	✓	2
Rice Hall			✓	✓	✓	2
LaGrange Hall			✓	✓	✓	2
Lafayette Hall			✓	✓	✓	2
Hawthorne Hall		✓	✓	✓	✓	2
Covington Hall		✓	✓	✓	✓	2
Appleby East Hall		✓	✓	✓	✓	2
Appleby West Hall		✓	✓	✓	✓	2

APPENDIX A LION ALERT LOG 2010

EVACUATION EXERCISE/DRILL/ACTUAL EVENT LOG				
DATE	TYPE OF EVENT	TIME		ANNOUNCED
		START	END	
10/26/2010	TORNADO WARNING (ACTUAL)	1133	1154	N/A
10/12/2010	FIRE DRILL-RESIDENTIAL DORMS	1000	1345	NO
08/05/2010	HAZMAT/HOSTAGE (EXERCISE)	0700	1700	YES
05/01/2010	TORNADO WARNING/SPOTTED (ACTUAL)	1440	2108	N/A
04/14/2010	FIRE DRILL-RESIDENTIAL DORMS	1000	1345	NO
02/14/2010	SCHOOL CLOSING - WEATHER (ACTUAL)	2132	2145	N/A
02/08/2010	SCHOOL CLOSING - WEATHER (ACTUAL)	0832	1056	N/A
01/29/2010	SCHOOL CLOSING - WEATHER (ACTUAL)	1024	1621	N/A
01/07/2010	SCHOOL CLOSING - WEATHER (ACTUAL)	0615	1911	N/A





Lion ALERT

POWERED BY SchoolCast

[Users](#) | [Groups](#) | [Alerts](#) | [Account](#) | [Admin Reports](#) | [Dashboard](#) | [Help](#) | [Log Out](#)

Past Alerts

Alert Name	Alert Type	Sent By	Created	Scheduled	Message	Recipients	Use as Draft
UNA Lion Alert - Campus Closing	Voice	David Shields	1/10/2011 4:21:23 PM	1/10/2011 4:21:23 PM		(363)	
UNA Lion Alert - Campus Closing	Voice	David Shields	1/10/2011 4:18:03 PM	1/10/2011 4:18:03 PM		(3707)	
UNA Lion Alert - Campus Closing	Email	David Shields	1/10/2011 4:12:30 PM	1/10/2011 4:12:30 PM		(104)	
UNA Lion Alert - Campus Closing	Text Message	David Shields	1/10/2011 4:12:30 PM	1/10/2011 4:12:30 PM		(148)	
UNA Lion Alert - Campus Closing	Email	David Shields	1/10/2011 4:10:19 PM	1/10/2011 4:10:19 PM		(9647)	
UNA Lion Alert - Campus Closing	Text Message	David Shields	1/10/2011 4:10:19 PM	1/10/2011 4:10:19 PM		(2972)	
UNA Lion Alert - Campus Closing	Email	David Shields	1/9/2011 3:19:20 PM	1/9/2011 3:19:20 PM		(9645)	
UNA Lion Alert - Campus Closing	Voice	David Shields	1/9/2011 3:16:07 PM	1/9/2011 3:16:07 PM		(363)	
UNA Lion Alert - Campus Closing	Voice	David Shields	1/9/2011 3:07:32 PM	1/9/2011 3:07:32 PM		(3703)	
UNA Lion Alert - Campus Closing	Text Message	David Shields	1/9/2011 3:02:05 PM	1/9/2011 3:02:05 PM		(148)	
UNA Lion Alert - Campus Closing	Text Message	David Shields	1/9/2011 3:00:24 PM	1/9/2011 3:00:24 PM		(2966)	
Lion Alert Enrollment Instructions	Email	Kelly Ford	10/27/2010 3:55:15 PM	10/27/2010 3:55:15 PM		(5116)	
Lion Alert Enrollment Instructions	Email	Kelly Ford	10/27/2010 9:13:28 AM	10/27/2010 9:13:28 AM		(5043)	
There is no immediate threat to the UNA Campus	Text Message	David Shields	10/26/2010 11:54:36 AM	10/26/2010 11:54:36 AM		(3089)	
Tornado Warning	Voice	David Shields	10/26/2010 11:46:17 AM	10/26/2010 11:46:17 AM		(3843)	
Tornado Warning	Email	David Shields	10/26/2010 11:33:49 AM	10/26/2010 11:33:49 AM		(8982)	
Tornado Warning	Text Message	David Shields	10/26/2010 11:33:49 AM	10/26/2010 11:33:49 AM		(3086)	
Lion Alert Enrollment Instructions	Email	Kelly Ford	10/5/2010 2:51:34 PM	10/5/2010 2:51:34 PM		(5329)	
Lion Alert Enrollment Instructions	Email	Kelly Ford	8/20/2010 3:24:31 PM	8/20/2010 3:24:31 PM		(7393)	
All Clear	Email	Robert Pastula	5/1/2010 9:08:59 PM	5/1/2010 9:08:59 PM		(25565)	



Lion ALERT

POWERED BY SchoolCast

Users Groups Alerts Account Admin Reports Dashboard Help Log Out

Past Alerts

Alert Name	Alert Type	Sent By	Created	Scheduled	Message	Recipients	Use as Draft
All Clear	Text Message	Robert Pastula	5/1/2010 9:08:59 PM	5/1/2010 9:08:59 PM		(2751)	
Tornado Spotted	Text Message	Robert Pastula	5/1/2010 8:40:27 PM	5/1/2010 8:40:27 PM		(2751)	
Tornado Spotted	Email	Robert Pastula	5/1/2010 8:40:27 PM	5/1/2010 8:40:27 PM		(25564)	
Take Cover Immediately	Email	Robert Pastula	5/1/2010 8:37:29 PM	5/1/2010 8:37:29 PM		(25564)	
Take Cover Immediately	Text Message	Robert Pastula	5/1/2010 8:37:29 PM	5/1/2010 8:37:29 PM		(2751)	
Tornado	Email	Robert Pastula	5/1/2010 8:25:32 PM	5/1/2010 8:25:32 PM		(25564)	
Tornado	Text Message	Robert Pastula	5/1/2010 8:25:32 PM	5/1/2010 8:25:32 PM		(2751)	
Tornado	Email	Robert Pastula	5/1/2010 8:24:25 PM	5/1/2010 8:24:26 PM		(25564)	
Tornado	Text Message	Robert Pastula	5/1/2010 8:24:25 PM	5/1/2010 8:24:25 PM		(2751)	
TORNADO WARNING Until 3:15	Text Message	Robert Pastula	5/1/2010 2:40:06 PM	5/1/2010 2:40:06 PM		(2750)	
TORNADO WARNING Until 3:15	Email	Robert Pastula	5/1/2010 2:40:06 PM	5/1/2010 2:40:06 PM		(25563)	
Tornado Warning	Email	Robert Pastula	4/24/2010 1:19:00 PM	4/24/2010 1:19:00 PM		(25402)	
Tornado Warning	Text Message	Robert Pastula	4/24/2010 1:19:00 PM	4/24/2010 1:19:00 PM		(2734)	
Tornado Warning	Text Message	Robert Pastula	4/24/2010 1:12:32 PM	4/24/2010 1:12:32 PM		(2734)	
UNA LION ALERT - Sunday Feb. 14, 2010	Voice	David Shields	2/14/2010 9:45:48 PM	2/14/2010 9:45:48 PM		(498)	
UNA LION ALERT - Sunday Feb. 14, 2010	Voice	David Shields	2/14/2010 9:43:16 PM	2/14/2010 9:43:16 PM		(1939)	
UNA LION ALERT - Sunday Feb. 14, 2010	Voice	David Shields	2/14/2010 9:38:56 PM	2/14/2010 9:38:56 PM		(143)	
UNA LION ALERT - Sunday Feb. 14, 2010	Text Message	David Shields	2/14/2010 9:34:40 PM	2/14/2010 9:34:40 PM		(125)	
UNA LION ALERT - Sunday Feb. 14, 2010	Text Message	David Shields	2/14/2010 9:33:33 PM	2/14/2010 9:33:33 PM		(365)	
UNA LION ALERT - Sunday Feb. 14, 2010	Text Message	David Shields	2/14/2010 9:32:02 PM	2/14/2010 9:32:02 PM		(2065)	



Lion ALERT

POWERED BY SchoolCast

[Users](#) | [Groups](#) | [Alerts](#) | [Account](#) | [Admin Reports](#) | [Dashboard](#) | [Help](#) | [Log Out](#)

Past Alerts

Alert Name	Alert Type	Sent By	Created	Scheduled	Message	Recipients	Use as Draft
UNA Lion Alert 2/8/10	Text Message	David Shields	2/8/2010 10:56:38 AM	2/8/2010 10:56:38 AM		(362)	
UNA Lion Alert 2/8/10 at 10:35am	Text Message	David Shields	2/8/2010 10:54:37 AM	2/8/2010 10:54:37 AM		(2104)	
UNA Lion Alert 2/8/10 at 10:35am	Voice	David Shields	2/8/2010 10:52:45 AM	2/8/2010 10:52:45 AM		(407)	
UNA Lion Alert 2/8/10 at 10:35am	Text Message	David Shields	2/8/2010 10:45:29 AM	2/8/2010 10:45:29 AM		(362)	
UNA Lion Alert 2/8/10 at 10:35am	Text Message	David Shields	2/8/2010 10:44:05 AM	2/8/2010 10:44:05 AM		(2103)	
UNA Lion Alert 2/8/10 at 10:35am	Text Message	David Shields	2/8/2010 10:40:48 AM	2/8/2010 10:40:48 AM		(211)	
UNA Lion Alert 2/8/10	Voice	David Shields	2/8/2010 8:51:28 AM	2/8/2010 8:51:28 AM		(929)	
UNA Lion Alert 2/8/10	Voice	David Shields	2/8/2010 8:43:05 AM	2/8/2010 8:43:05 AM		(2778)	
RESENT UNA Lion Alert 2/8/10	Text Message	David Shields	2/8/2010 8:37:59 AM	2/8/2010 8:37:59 AM		(362)	
UNA Lion Alert 2/8/10	Text Message	David Shields	2/8/2010 8:34:56 AM	2/8/2010 8:34:56 AM		(362)	
UNA Lion Alert 2/8/10	Text Message	David Shields	2/8/2010 8:32:58 AM	2/8/2010 8:32:58 AM		(1513)	
UNA Lion Alert - 1/29/10 4:05 pm	Voice	David Shields	1/29/2010 4:21:56 PM	1/29/2010 4:21:56 PM		(495)	
UNA Lion Alert - 1/29/10 4:05 pm	Voice	David Shields	1/29/2010 4:18:58 PM	1/29/2010 4:18:58 PM		(1925)	
UNA Lion Alert - 1/29/10 4:05 pm	Email	David Shields	1/29/2010 4:16:11 PM	1/29/2010 4:16:11 PM		(8636)	
UNA Lion Alert - 1/29/10 4:05 pm	Text Message	David Shields	1/29/2010 4:14:34 PM	1/29/2010 4:14:34 PM		(362)	
UNA Lion Alert - 1/29/10 4:05 pm	Text Message	David Shields	1/29/2010 4:11:04 PM	1/29/2010 4:11:04 PM		(2040)	
UNA Lion Alert	Email	David Shields	1/29/2010 10:30:45 AM	1/29/2010 10:30:45 AM		(24135)	
UNA Lion Alert	Voice	David Shields	1/29/2010 10:29:10 AM	1/29/2010 10:29:10 AM		(4343)	
UNA Lion Alert	Text Message	David Shields	1/29/2010 10:26:56 AM	1/29/2010 10:26:56 AM		(3001)	
UNA Lion Alert	Voice	David Shields	1/29/2010 10:24:15 AM	1/29/2010 10:24:15 AM		(344)	



Lion ALERT

POWERED BY SchoolCast

[Users](#) |
 [Groups](#) |
 [Alerts](#) |
 [Account](#) |
 [Admin Reports](#) |
 [Dashboard](#) |
 [Help](#) |
 [Log Out](#)

Past Alerts

Alert Name	Alert Type	Sent By	Created	Scheduled	Message	Recipients	Use as Draft
UNA Lion Alert	Text Message	David Shields	1/29/2010 10:19:41 AM	1/29/2010 10:19:41 AM		(211)	
UNA Lion Alert - 1/7/10 7:00 p.m.	Voice	David Shields	1/7/2010 7:11:07 PM	1/7/2010 7:11:07 PM		(424)	
UNA Lion Alert - 1/7/10 6:50 p.m.	Voice	David Shields	1/7/2010 7:06:43 PM	1/7/2010 7:06:43 PM		(131)	
UNA Lion Alert - 1/7/10 6:50 p.m.	Text Message	David Shields	1/7/2010 6:57:16 PM	1/7/2010 6:57:16 PM		(112)	
UNA Lion Alert - 1/7/10 6:41 p.m.	Text Message	David Shields	1/7/2010 6:54:26 PM	1/7/2010 6:54:26 PM		(285)	
UNA Lion Alert 1/7/10	Text Message	David Shields	1/7/2010 7:12:04 AM	1/7/2010 7:12:04 AM		(112)	
UNA Lion Alert 1/7/10	Voice	David Shields	1/7/2010 6:27:54 AM	1/7/2010 6:27:54 AM		(611)	
UNA Lion Alert 1/7/10	Text Message	David Shields	1/7/2010 6:15:00 AM	1/7/2010 6:15:00 AM		(305)	
Severe Weather	Email	Kelly Ford	10/9/2009 2:21:49 PM	10/9/2009 2:21:49 PM		(25280)	
Severe Weather	Text Message	Kelly Ford	10/9/2009 2:21:49 PM	10/9/2009 2:21:49 PM		(2274)	
Severe Weather	Voice	Kelly Ford	10/9/2009 2:21:49 PM	10/9/2009 2:21:49 PM		(2626)	
Lion Alert Enrollment Instructions	Email	David Shields	9/14/2009 8:40:53 AM	9/14/2009 8:40:53 AM		(21562)	
Lion Alert Enrollment Instructions	Email	David Shields	9/4/2009 1:03:01 PM	9/4/2009 1:03:01 PM		(21733)	
Lion Alert Enrollment Instructions	Email	David Shields	8/25/2009 9:29:07 AM	8/26/2009 8:00:00 AM		(24794)	
Alert from Florence Police Dept.	Text Message	Kelly Ford	8/18/2009 11:37:33 AM	8/18/2009 11:37:33 AM		(1612)	
Alert from Florence Police Dept.	Email	Kelly Ford	8/18/2009 11:37:33 AM	8/18/2009 11:37:33 AM		(13131)	
5/1/09 TEXT TEST	Text Message	Kelly Ford	5/1/2009 8:51:20 AM	5/1/2009 8:51:20 AM		(8)	
High Grounds Solution Test # 2	Text Message	Kelly Ford	4/28/2009 1:17:40 PM	4/28/2009 1:17:40 PM		(7)	
High Grounds Solution Test # 1	Text Message	Kelly Ford	4/28/2009 1:11:39 PM	4/28/2009 1:11:39 PM		(7)	
UNA LION ALERT	Email	David Shields	4/10/2009 1:37:51 PM	4/10/2009 1:37:51 PM		(11899)	