

EMERGENCY PROCEDURES

Don't Let Your Education Go Up In Smoke

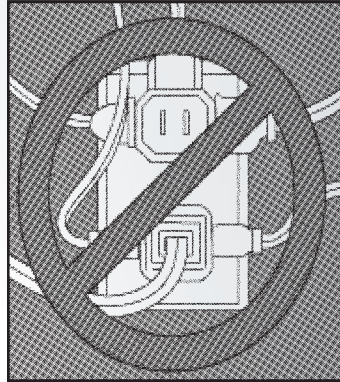
A fire on campus not only interrupts your education, it is also destroys property and can injure or kill people. Always follow campus fire rules. Check with Campus Security if you have any questions. If you smoke, make sure ashes are cold before dumping them. Never leave a burning cigarette, cigar or pipe unattended. Smoke only in designated areas. Follow campus rules about candles, incense, bottled gas appliances, etc. Too many cords plugged into one outlet can result in a dangerously overloaded circuit. Irons, space heaters, hot plated, etc. should never be left unattended. Wait for them to cool before storing. Flammable liquids are banned from our college residential buildings. If allowed, they should be used and stored according to campus rules. Store and dispose of rubbish properly so there's not chance of fire. Take time to know what to do in case of fire now because there's not time in an emergency. Know the location of fire extinguishers and how to use them. An alarm sounded immediately can protect property and save lives. Know where the fire exits are and be sure they open easily and are free of trash and clutter. If you discover a fire, sound the alarm or call the fire department (911) and security (334.833.4463) immediately. If there is not alarm, pound on the doors and shout on your way out. Leave the building immediately and direct the fire department and security to the fire. NEVER ENTER A BURNING BUILDING. If you are inside a burning building, use the fire exits. Never use the elevator. Crawl to stay beneath smoke if necessary. Touch the door and doorknob with the back of your hand. Don't open the door if they are hot. If you can't leave a room, open windows at the top and bottom and hang something out the window to attract attention. Build a fire barrier against a door (use mattress or other available furniture). Shout for help. Weigh you risks of injury before jumping from a building. False fire alarms endanger everyone and increase the cost of fire protection. A false alarm is not a joke – it is a crime.

For the safety of all residents, no students may possess any type of open heating elements, open flames, flammable materials or explosives in the residence halls. This includes, but is not limited to: hot plates, candles, potpourri burners, incense, grills, charcoal lighter fluid, gasoline, George Foreman grills and fire works. A student will be asked to remove any item that constitutes a fire hazard.

Students may not possess highly flammable materials or explosives of any type in the residence halls. Violations will be addressed immediately, without prior notification, and at the student's expense. Both Huntingdon College and Alabama State Law strictly prohibit the misuse of fire-fighting equipment, and fire alarm systems. Any student apprehended for violations involving misuse of fire-fighting equipment or fire alarms may be referred to the Fire Department for criminal prosecution. Tampering with any fire safety equipment including fire extinguishers, smoke alarms, fire alarms, tampering with door locks, and blocking doorways is a violation of local codes and may result in, but is not limited to, a

\$1000 fine and/or one year imprisonment. Students found guilty of violations involving fire, fire equipment or fire alarms will automatically be considered for separation from the College community.

Circuits can be easily overloaded by simultaneous operation of numerous electrical appliances (hair dryers, stereos, televisions, computers, refrigerators). Overloaded outlets, extension cords, and circuits are a fire hazard. Students must not alter or tamper with light switches, light fixtures, or electrical outlets. Normal care and precautions are necessary to ensure the personal safety of resident students. It is recommended that you use a “power strip” (small extension cord that contains several plug-ins and a circuit breaker) if you plan to use several appliances in your room.



Emergency Drills



Participation in emergency drills is essential to prepare for the orderly response to a fire, tornado, etc. Residence Hall fire drills are held once a month.

Inclement Weather Warning

When severe weather threatens the Montgomery area, the Civil Defense alarms will sound. When this occurs, proceed immediately to the basement or other designated safe area and stay there until the “all clear” signal is given by campus security or Resident Director if in a Residence Hall. Failure to comply with the direction of a College official during an inclement weather warning will result in disciplinary action.

Locations to go during a tornado warning

When the tornado siren is activated, everyone should seek shelter immediately to ensure your safety and the safety of others. Refer to maps of main campus and the Cloverdale campus. Listed below, you will find the locations of safe places to go or be during a tornado warning.

- If you are inside **Pratt Hall**, you should remain in the building and proceed to the Pratt Basement and stay away from windows.
- If you are inside **Jackson Home**, you should remain in the building and proceed to the Basement at this location and stay away from windows.
- If you are inside **Searcy Hall**, you should remain in the building and proceed to the Searcy Basement and stay away from windows.
- If you are inside **Blount Hall**, you should remain in the building and proceed to the first floor, sit against the walls of the building (east and west wings), and stay away from windows.
- If you are in **Bellingrath Hall**, you should remain in the building and proceed to the basement at this location and stay away from windows.
- If you are inside **Wilson Building**, you should remain in the building and proceed immediately to the first floor, sit against the walls of the building, and stay away from windows.
- If you are inside the **Russell Dining Hall**, you should proceed immediately to the Pratt Basement and stay away from windows.
- If you are inside the **Maintenance Shop**, you should proceed immediately to the Pratt Basement and stay away from windows.
- If you are inside **Pratt Hall**, you should remain in the building and proceed to the Pratt Basement and stay away from windows.
- If you are inside **Jackson Home**, you should remain in the building and proceed to the Basement at this location and stay away from windows.
- If you are inside **Searcy Hall**, you should remain in the building and proceed to the Searcy Basement and stay away from windows.
- If you are inside **Blount Hall**, you should remain in the building and proceed to the first floor, sit against the walls of the building (east and west wings), and stay away from windows.
- If you are in **Bellingrath Hall**, you should remain in the building and proceed to the basement at this location and stay away from windows.
- If you are inside **Flowers Hall**, you should remain in the building and proceed to the basement of this building (east and west ends), or sit along the first floor hallway and stay away from windows.
- If you are inside **Smith building**, you should remain in the building and proceed to the Recital Hall or go to the first floor and sit along the hallway and stay away from windows.
- If you are inside the **Houghton Library**, you should remain in the building and proceed to the basement of this location and stay away from windows.
- If you are inside **The Hut**, you should remain inside the building and proceed to the basement of this location and stay away from windows.
- If you are inside **Delchamps**, you should remain in the building and proceed to the basement of this location and stay away from windows.
- If you are inside **Ligon Hall**, you should remain in the building and proceed to the first floor and sit along the wall in the hallway and stay away from windows.
- If you are on the **Baseball field**, you should proceed to the Delchamps basement and stay away from windows.
- If you are on the **Tennis Courts**, you should proceed to the Delchamps basement or the first floor of Ligon Hall and stay away from windows.

- If you are on the **Soccer Field**, you should proceed to Ligon Hall and sit along the walls of the first floor hallway and stay away from windows.
- If you are at the **President's home**, you should remain in the building and proceed to the first floor and sit along the walls and stay away from windows.
- If you are at the **Stables Studios**, you should remain in the building and proceed to the center of the building or office area and sit along the walls and stay away from windows.
- If you are at the **Cloverdale Gym**, you could proceed to the basement and stay away from windows.
- If you are on the **Football field**, you should proceed to the Cloverdale Gym Basement or the Football Field House and stay away from windows.
- If you are at the **Football Field House**, you should remain at this location and sit along the walls and stay away from windows.
- If you are at the **main building of Cloverdale**, you should remain in the building and you should go to the first floor hallway and sit along the walls and stay away from windows.
- If you are at the **Weil Center**, you should remain in the building and proceed to the hallways and sit along the walls and stay away from windows.
- If you are at the **Cloverdale Theater**, you should proceed to the Cloverdale Main Building and sit along the hallways and stay away from windows.
- If you are **walking around the main campus or the Cloverdale Campus**, you should proceed to the immediately to any one of these locations listed above.

You should remain at your location until the all clear is given by security or the designee. Lets all do our part to make sure that everyone is safe due to the fact that security cannot be everywhere at once. Your cooperation in this matter will be fully appreciated

Emergency Lockdown Policy

The following procedures are submitted as the official plan of action by Huntingdon College Administration, Faculty, Staff, and Students to follow in the event of an emergency lockdown situation of our main campus and the Cloverdale campus.

Each person who is named as a building coordinator will be responsible for the lockdown of his/her assigned building as per the authority of the Chief of Security or his designee until the all-clear is given by the same. The college gates will be secured either by Security personnel or Maintenance personnel. Each building coordinator will be notified by Security in the event that an emergency lockdown is occurring via phone or radio.

Once the lockdown has been ordered and your respective building has been secured, all building coordinators will make a preliminary check of all rooms and will advise all persons that they are currently under mandatory lockdown,

and that no one will be allowed to exit said building, and that no one except law enforcement personnel will be allowed to enter said building until further notice. Everyone will be informed to stay clear of all windows and doors and everyone will be informed to remain in their respective offices or classrooms until further notice.

If a problem occurs, the building coordinator should contact security immediately at 334.833.4463 or 334.324.6565.

Each building coordinator shall be responsible for naming an alternate person to be in charge of his/her building in case he/she is absent or unable to perform his/her duties in case of an emergency lockdown.

Each building coordinator will be issued a key to all entrance and exit doors pertaining to their assigned building, and these keys will be kept in a safe and secure location. You will make sure that your alternate is made aware of the location where these keys are kept.

Once the all-clear has been given to each building coordinator by the Chief of Security or his designee, the coordinator will make sure that all entrances and exits are unlocked, and you will notify everyone in your assigned building that the lockdown order has been cancelled and that everyone is free to leave.

Once everything has returned to “normal” order, the building coordinator or his/her alternate will report any problems, etc. to the Chief of Security or his designee.

If a building has to be evacuated it will be done so in an orderly manner, and the Chief of Security or his designee will be the last person to leave the building being evacuated. Priority shall be given to clear everyone from the building being evacuated as safely and quickly as possible.

Under present conditions the need to evacuate the entire campus will probably be based upon a pending threat, rather than an immediate unforeseen danger, i.e.; toxic fumes, inclement weather situations, etc.

Lock Down within the Residence Halls:

The following procedures are submitted as the official plan of action for Residence Life Staff for all our campus residence halls in the event of an emergency lockdown.

1. Each RA will get his/her master key, secure his/her room and make a preliminary check of his/her wing. The RD or RA's will have contact with security via phone or radio.
2. The respective residence hall staff will proceed to the first floor of each residence hall and meet in front of the RD apartment.
3. The RD or any available staff member will determine the number of staff present. In the absence of the RD, one of the RA's will act as the building

coordinator and he/she will direct all others to make sure that the respective residence hall is secure, and will ensure that no one attempts to exit or enter said building.

4. All residence hall staff members will work as a team, going door to door to make sure that everyone is made aware that they are under a mandatory lockdown, and that no one will be allowed to exit said building, and only law enforcement personnel will be allowed to enter said building until further notice. Everyone will be informed to remain inside his/her secured the Residence Hall room and to stay away from all windows until further notice.
5. Once the above has been completed, all residence life staff will convene back to the first floor until the all-clear has been given by the Chief of Security or his designee.
6. Once this has been done, the residence life staff will once again go to each residence hall room and will inform everyone that the mandatory lockdown has been cancelled, and they are free to go.

Bomb Threat Procedure

When a bomb threat is received via phone, e-mail, etc., contact security immediately at 33.833.4463. Security will then notify the Montgomery Police Department and the Montgomery Fire Department. The following procedures will then be followed.

1. Within a block of arrival at the scene of a bomb threat, officers will turn their radios and cellular phones off. This will also apply to Resident Directors, Resident Assistants, maintenance personnel, etc.
2. Security will immediately arrive at the scene and order the evacuation of the premises. Montgomery police officers will immediately seek out the person(s) in charge of the premises (security personnel) who will be responsible for ordering evacuation, if such action becomes necessary. Sometimes small changes in operation can be made on the spot and if a situation dictates, the senior ranking officer may order evacuation.
3. The Montgomery Police Department along with Huntingdon College security personnel will take the primary role and responsibility with securing the building, making any search that might be necessary, and any evacuations that might follow. The Montgomery Fire Department will be dispatched to the area and will function as a support unit in case there is a need for their services.
4. The search of the entire premises must be conducted by Huntingdon College security personnel with assistance from Montgomery police officers and Montgomery Fire Department personnel if necessary, in order to note anything alien to the surroundings.

5. E. If a suspicious object is located, **DO NOT TOUCH IT!** And **DO NOT MOVE IT!** Security personnel and/or Montgomery police officers should be stationed at a safe distance to cordon off the danger zone, and the E.O.D. Unit will be contacted by a member of the Montgomery Police Department to respond to the scene if necessary.
6. After the search has been completed, the Montgomery Police Department will complete an incident report of the bomb threat. Remember that a bomb can be almost anything, ranging from the most overt bundle of explosives to cleverly concealed, ordinary objects. A briefcase, toolbox, and pieces of pipe could be used. You will be looking for something that doesn't belong. If anything appearing to be a bomb is to be found, **DO NOT TOUCH IT!** And **DO NOT MOVE IT!** The police will take charge and decide the course of action.
7. In the event of an actual explosion, then the primary command concerning fire control and injuries would be shifted to the Montgomery Fire Department. The Montgomery Police Department would then be primarily responsible for maintaining the scene, traffic control and any investigation that might follow. The Huntingdon College Emergency Plan would immediately go into effect.

Student Life

Embrace the Change, Live the Life, Own YOUR Experience

The Hut

The Hut has been many things during its history at Huntingdon, office space, computer labs, classrooms, but today it is the home of the Student Life Office. Located beside the Delchamps Student Center on Jim Wilson Loop, The Hut is often seen overflowing with students hanging out on the front porch or getting information about upcoming activities. Come in and get involved today!

