

# ACA RESIDENCE HALL STUDENT HANDBOOK

## Mission Statements

Calhoun Community College: Calhoun Community College promotes student success and community development through quality education, cultural enrichment, and workforce training.

Athens State University: The University advances the best interests of its students and the State of Alabama through teaching, service, research, and other creative activities to empower students to make valuable contributions in their professional, civic, educational, and economic endeavors. Through innovative communication and course delivery for high-quality undergraduate and select graduate programs, Athens State University provides a supportive environment for each student, demonstrating the importance of the diverse and interdependent nature of our state and society. Athens State University changes the face of Alabama by changing the lives of its students.

## Residential Philosophy

Students from both Calhoun Community College and Athens State University are from all walks of life. From different cultural backgrounds and different lifestyles. This coming together will take awareness, sensitivity, mutual respect and tolerance. Students have the following rights:

- The right to read and study free from unnecessary disturbance in one's room. Unreasonable noise and other distractions that inhibit the exercise of this right.
- The right to sleep without undue disturbance.
- The right to expect that roommates and/or suitemates will respect one's personal belongings.
- The right to a clean-living environment.
- The right to free access to one's room and hall facilities.
- The right to personal privacy.
- The right to host guests while respecting the rights of one's room or suitemate.
- The right to redress grievances.
- The right to be free from intimidation and physical or emotional harm.

## Policies

It is the policy of Calhoun Community College and Athens State University that no individual shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

Calhoun Community College and Athens State University comply with Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964. Inquiries concerning compliance with these statutes may be directed to Dr. Denny Smith at [dennis.smith@calhoun.edu](mailto:dennis.smith@calhoun.edu) or Dr. Patrice Broaden at [patrice.broaden@athens.edu](mailto:patrice.broaden@athens.edu).

Calhoun Community College and Athens State University comply with federal regulations that guarantee the right of privacy and access to student records/information as established by the Family Educational Rights and Privacy Act (FERPA) of 1974. Detailed information can be found in each institutions Catalog and Student Handbook. In accordance with FERPA, any student under the age of 21 who commits a violation of drug and alcohol policies and laws will have such violation(s) reported to their parents.

Calhoun Community College and Athens State University comply with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have a disability that might require special materials, services, or assistance, or if you have any questions relating to the accessibility, please contact Dr. Denny Smith at [dennis.smith@calhoun.edu](mailto:dennis.smith@calhoun.edu) or Dr. Patrice Broaden at [patrice.broaden@athens.edu](mailto:patrice.broaden@athens.edu) for TDD users in Alabama, the Alabama Relay Center is available by calling 800.548.2546.

Calhoun Community College/Athens State University accepts applications for student housing and makes room assignments regardless of race, color, national origin, or disability. In compliance with policy we will make room assignments on a first-come, first served basis. Any individual seeking accommodations under Section 504/ADA should notify Disability Services (Calhoun Community College contact Dr. Denny Smith at [dennis.smith@calhoun.edu](mailto:dennis.smith@calhoun.edu) , (Athens State University contact Dr. Patrice Broaden at [patrice.broaden@athens.edu](mailto:patrice.broaden@athens.edu)). Appropriate documentation is required.

# ACA Residence Hall Student Housing Rules and Regulations

**ACA Residence Hall is a drug, alcohol, and tobacco free student housing complex.** Residents of ACA Residence Hall, along with their guests and invitees, are subject to the rules and regulations set forth in these guidelines and the student code of conduct of Calhoun Community College and Athens State University. Non-compliance of these guidelines will be subject to fines and/or dismissal.

**Residents shall not, or permit any of their guests or invitees to,** (a) keep any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion or that might be considered hazardous or extra hazardous by any responsible insurance company; (b) engage in the manufacture, sale, distribution, use, or possession with the intent to manufacture, sell, distribute or use illegal drugs, controlled substances or drug paraphernalia; (c) engage in acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms; (d) engage in consumption of alcohol or assist in the consumption of alcohol by a person under the legal age to consume alcohol in the State of Alabama, or (e) engage in any other illegal activities, all of such on or within 1,000 feet of the Residence Hall or otherwise. It is understood and agreed that a single violation of this policy shall be a default of the housing agreement and cause for immediate dismissal.

**Sexual Offenders/Dismissal:** If the resident, or any other person residing at ACA Residence Hall is adjudicated and found guilty of a crime involving or charged with a crime alleging sexual misconduct of any kind, or is found to be a registered sex offender or person subject to registering as a sex offender as defined in 13A-11-200, this agreement shall be terminated immediately, and the resident shall vacate the premises immediately. Further, Residents are prohibited from having guests at ACA Residence Hall that are registered sex offenders or subject to registering as a sex offender as defined in 13A-11-200, and such registered sex offenders are strictly prohibited from being at ACA Residence Hall for any purpose.

1. **PETS:** No pets are allowed on the premises, including visiting pets. Pet prohibitions include mammals, birds, reptiles, fish, arachnoids, and insects. Violation of the pet policy is subject to disciplinary action that may include a fine, community service or dismissal from ACA Residence Hall.
2. **TOBACCO:** The use of tobacco products in any form (smoking, dipping, chewing, or e-cigarettes) is not permitted on ACA Residence Hall property, including inside apartments, stairwells, and outside grounds including common area. Spitting tobacco and discarding cigarette butts on the premises is not only unsanitary and unhealthy, it defaces the good condition and aesthetics of the property. Violation of the tobacco policy is subject to disciplinary action that may include a fine, community service or dismissal from ACA Residence Hall.
3. **ALCOHOL AND DRUGS** shall not be possessed, consumed by, or served to any person on the premises. Alcohol containers, including but not limited to, liquor bottles, wine or wine cooler bottles, beer cans or bottles, Jell-o shots., will be removed from the premises and discarded immediately. Because evidence of these items constitutes a preponderance of unlawful behavior and is also a violation of the No Alcohol Policy, residents who violate this policy will be declared in default of the contract and will be subject to disciplinary measures, including a \$100 fine and/or dismissal.

**4. FIREARMS, WEAPONS, AND EXPLOSIVE ITEMS:**

- a. No other individual may possess a firearm/weapon on campus, except for a lawfully possessed firearm properly maintained in the individual's privately-owned motor vehicle in a manner that satisfies all requirements and prerequisites of Alabama law. Calhoun Community College and Athens State University reserve the right to further determine the definition of "firearm/weapon" and may prohibit other devices on an individual basis.
- b. Internal combustion engines, automobile batteries, acids, gasoline, any propane tanks, or barbecue grills are not permitted in the residence hall.
- c. Other prohibited weapons include: knives (except kitchen tools and pocket knives), slingshots, leaded cans, switchblades, blackjacks, brass knuckles, or any other weapon.

**Firearms and Weapons Safety Violations will result in immediate suspension or dismissal from ACA Residence Hall.**

**5. ABUSIVE, HARASSING, AND INTRUSIVE CONDUCT:**

Calhoun Community College and Athens State University are committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, the college prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any employee or resident of the residence hall, in a manner that creates a hostile environment for any employee, resident, or guest. Incidents of harassment and discrimination will be handled according to each Institution's Code of Conduct and may result in disciplinary action, up to and including dismissal from ACA Residence Hall and Calhoun Community College or Athens State University.

**6. PROFANITY AND VERBAL ABUSE:**

Profanity in any form is not acceptable. Threatening, intimidating and/or verbally abusing anyone is not tolerated, in the ACA Residence Hall or on Calhoun Community College or Athens State University Campuses, and is grounds for disciplinary action.

**7. LITTERING:**

No littering of the grounds, stairwells, common area, inside or around storm shelter, parking lot areas and in and around parked vehicles, or anywhere on ACA Residence Hall property. No trash shall be thrown into the wooded area in front of or behind the buildings of neighboring apartments. This policy is strictly enforced and all residents are not only expected to keep the property trash-free, but are themselves as residents, responsible for their guests and invitees to do the same. This includes any and all garbage, fast food trash and food waste, chewing gum, bottles, cans, wrappers, bags, etc., must be placed in the dumpster or trash receptacles provided. Violation of this policy will result in disciplinary action that may include a fine or community service.

- A. All trash and/or garbage and recycling will be placed in receptacles in locations designated by ACA Residential Life Coordinator. The dumpster for student trash is located in the alley behind the Residence Hall. Resident agrees to cause trash, garbage and recycling to be deposited directly into such receptacles and not left by parking lot dumpster, in the Apartment Unit, or in the common areas, stairwells, or other places on the property. ACA Residential Life Coordinator reserves the right to impose a reasonable charge for violation of this section as well as for any littering by Residents. Resident agrees to place trash, garbage and recycling inside the receptacles, not outside the receptacles or in the surrounding area.

If not recycled, flatten boxes before placing in the dumpster. Other household rubbish must be put into plastic garbage bags, secured at the top and placed in the dumpster. If the need to dispose of furniture arises, please contact the Residential Life Coordinator to make arrangements.

- B. Stairs and stairwells, and common areas are to be kept in a clean and orderly manner. They are not to be used as storage areas and articles are not to be hung over railings. Items hanging on or over railings will be removed by ACA Residential Life Coordinator.
- C. Oil and grease from cooking or any other source shall neither be poured down drains, nor shall grease or food be dumped or discarded on the grounds. Oil and grease should be retained in a sealed glass or plastic container and bagged, and gently discarded in the outside dumpster. Oil or flammable liquids from other sources (i.e., motor vehicles) must be discarded off-site in accordance with local, state, and federal laws. Upon any violation of this paragraph, cost of clearing any drains or replacement of sod, shrubs or contaminated soils damaged by dumping any food product, grease or oil, shall be assessed to the Resident(s) responsible.

8. **GENERAL AND FIRE SAFETY:** Fire warning devices and safety equipment are to be used only in case of emergency. The sounding of a fire alarm should be taken seriously. In the event of an alarm, residents are to vacate the premises immediately. Residents who do not vacate their apartments during a fire alarm are subject to disciplinary action including suspension or dismissal from ACA Residence Hall and the student's Institution. Tampering with any fire alarm pull boxes, smoke alarms, sprinkler heads, or fire extinguishers is strictly prohibited, and is subject to disciplinary action including suspension or dismissal from ACA Residence Hall and the student's Institution. Use of these devices shall be limited to the event of an actual fire within the building. Residents shall be responsible for any damages or costs incurred due to accidental or intentional discharge of sprinklers or extinguishers caused by the resident or their guests or invitees.

- A. **Emergency Lights and Exit Signs are not to be touched or tampered.** Violation of this policy is subject to disciplinary action that may include a fine, in addition to damage and replacement cost.
- B. **Removal of smoke alarms or their batteries is prohibited.** This is a serious safety violation as it endangers the well-being of other residents and is therefore subject to a fine. Residents must check the smoke alarms upon occupancy and once a month during the Term of their contract and immediately notify ACA Residential Life Coordinator of any malfunctions. Upon notification by resident, the Residential Life Coordinator will replace batteries.
- C. **The use and/or possession of candles,** whether new or used, inside apartments or on the premises are not permitted. All outlet-based oils will be removed from the premises immediately. Residents in violation are subject to disciplinary action. Monetary damages to carpets, walls, baseboards, furniture, as a result of candle-wax will be assessed to the resident.
- D. **It is strictly prohibited** to use incense, halogen lamps, kerosene lamps, kerosene heaters and electric heaters.
- E. **Dangerous substances and chemicals are prohibited** and will be removed from the premises and discarded immediately. Items include, but are not limited to fireworks, bleach, gasoline, automobile batteries, acids and all other dangerous materials, solid, liquid, or gas, having the potential as to be injurious to others and/or property. Residents who are found in violation of this policy will be subject to disciplinary action including a fine per offense, damages cost, and/or dismissal.

- F. **Extension cords and multi-outlet plugs** present a fire hazard and are therefore prohibited. Surge protectors and power cords are recommended for all electronics.
  - G. **Seasonal decorations** must be of a fire-retardant material. Live-cut Christmas trees are prohibited.
9. **DRIVING AND PARKING: Parking is by permit and parking pass only.**
- A. **No parking allowed in handicapped designated spaces** unless authorized by handicap plate or placard. Violators will be subject to a fine in accordance with campus rules and regulations and city and state laws.
  - B. **Parking is not allowed in parking spaces designated for Campus Police or Management Only.**
  - C. **Bicycles are not permitted to be parked in the stairwells of the apartment buildings.** Bicycles are to be parked and chained to the bike rack in the designated area. Bicycles may not be chained to any exterior railings, trees, light poles, or any other structure. Bicycles may be removed by the Residential Life Coordinator and a \$25 removal fee will be charged to owner. The Residential Life Coordinator shall not be liable for damage or loss of any bicycles.
10. **GUESTS:** It is understood that residents may have visitors or guests from time to time. The right of a student to live in a reasonable privacy takes precedence over the right of a roommate to entertain a guest in the room. In determining when guests should be invited to the room, common sense and mutual respect should prevail. Visitors and guests remaining at ACS Residence Hall after 12:00 a.m. are considered overnight guests.
- A. Student rooms are for use by the ACA student assigned to that room and may not be used by other students or by those who are not members of the ACA community without the prior approval of all of the assigned students. Hosts must receive permission from any roommate to have an overnight guest, and it is the responsibility of the host to register their guest. Guest registration procedures can be obtained by contacting the Residence Hall Coordinator. Under all circumstances and always, the roommate has the right to request privacy if needed while the guest is present.
  - B. Visitors to the ACA Residence Hall must have a host who is a resident and the guest must present identification. While a non-ACA guest is present anywhere on ACA property, the student host is responsible for the behavior of the guest and any damage caused by the guest. Guests are expected to abide by all ACA rules and regulations.
  - C. Guests are not permitted to stay overnight unless accompanied by a designated host and can stay for a maximum of 3 consecutive days, no more than twice per semester. The Residence Hall Coordinator must grant any exception to this, and the decision should be made in consultation with any roommate.
  - D. Guests may not stay in unoccupied beds without the consent of the student whose bed is to be used.
  - E. No one may sleep in residence hall common rooms.
  - F. Students are prohibited from transferring their room, allowing another person to occupy the space or sublet the space, including via room share/home sharing websites.
  - G. Guests must be at least 18 years of age or a currently enrolled student at Calhoun Community College or Athens State University.
  - H. Resident's failure to observe the above guest policies shall constitute a default by the Resident and entitle ACA Residence Hall Coordinator to exercise its rights and remedies hereunder, including dismissal.

11. **ENTRY CODES AND KEYS:** Resident may receive door keys, mailbox keys, and/or electronic access codes. Resident acknowledges that door entry codes and bedroom door keys are for their personal use and they agree to not pass along such knowledge and/or items to third parties and to keep such items confidential.
- A. Sharing private codes with unauthorized parties is prohibited. Entry codes are private and given to Residents of an apartment for their exclusive use. Notify ACA Residential Life Coordinator immediately if your key is lost or your entry code has been breached.
  - B. Confine your valuables to your bedroom and lock your bedroom door each and every time you leave your apartment.
  - C. Resident shall be held responsible for any death, injury, damage or loss sustained by any person because of Resident's negligence in passing along such knowledge and/or items to any third party and not keeping such knowledge and/or items confidential.
  - D. Any duplicates of such items must be made by ACA Residential Life Coordinator only, in its sole and absolute discretion. If any such item is lost or stolen, Resident must promptly notify Residential Life Coordinator and Resident will be charged a replacement fee for each such item replaced.
  - E. Entry door and bedroom door locks are not to be tampered with at any time. Tampering with locks is a violation of your contract and subject to a disciplinary action, in addition to any and all damages incurred to the property.
  - F. Locks or security codes/devices may not be altered, changed or added under any circumstance. Locks and keys are the property of ACA Residence Hall. Keys must be returned into the Residential Life Coordinator at the end of the year and/or contract.
  - G. Lots Key/Fob: A replacement charge will be assessed at the current replacement cost.
  - H. Bedroom keys must be returned to the Residential Life Coordinator upon termination of occupancy or contract. The Residential Life Coordinator will charge a \$10.00 bedroom replacement fee for lost or unreturned bedroom keys.
12. **MAIL:** One post office box mail key will be given to each apartment unit. Residents of the apartment are instructed to keep the mail key in a safe, common area, readily available for use by all residents of that unit.
- A. Mail keys are the property of the United States Post Office and ACA Residence Hall and may not be duplicated. A fee will be charged to residents residing in apartments who have lost their post office box mail key.
  - B. Residents of ACA Residence Hall will utilize the following address for regular mail delivery:  
*ACA Residence Hall  
110 Johnston Street  
Decatur, AL 35601*
13. **Other Aspects of ACA Residence Hall Living**
- A. Residents are responsible for maintaining current and accurate contact information with management, including phone numbers and email addresses.
  - B. All residents shall be courteous and respectful of others and property at all times. There shall be neither foul or offensive language nor name-calling or bullying.
  - C. All residents shall be mindful of other residents who are studying and/or may be sleeping, therefore, quiet hours have been implemented and designated to begin at 9:00 p.m. until 7:00 a.m. Sunday to Thursday and 12:00 a.m. until 10:00 a.m. Friday to Saturday.
  - D. Solicitation shall not be permitted on ACA Residence Hall grounds, either by the resident or outside solicitors, without the prior written permission of management.
  - E. It is the responsibility of the resident to daily clean and maintain their apartment in a safe and sanitary condition. Residents who do not keep their apartments in a clean, safe, and



sanitary condition will be subject to a fine for each resident of the apartment, per offense, and may be subject to disciplinary action, including dismissal.

- F. The driveways, sidewalks, entry passages, stairs and halls shall not be obstructed, used for storing bicycles, motorcycles, scooter and other vehicles.
- G. Use of the common areas, including, but not limited to, the parking areas, walkways, and other amenities made available by management, shall be governed by the rules and regulation posted in such common areas and shall be at the risk of resident and their guests or invitees. No glass containers are permitted in such common areas. No guest or invitee shall be permitted in the common areas except in the accompaniment of a resident. Resident shall immediately notify management of any problems or safety hazards in the common areas.
- H. Use of foil and other similar unsightly materials, including, but not limited to, neon or flashing signs, advertising, etc., over windows is strictly prohibited since the public views the facility from the outside. Resident(s) will be charged for damage caused by affixation or decorations which marks, defaces or damages the interior or exterior of the building.
- I. Damage to property, including, but not limited to, paint, plaster, cabinets, carpets, floors, furniture or damage to any part of the Apartment Unit caused by leaving windows or doors open during inclement weather will be the resident's responsibility and resident(s) will be charged for damages and replacement cost.
- J. Residents may not use decals, stickers, nails, or other items for decoration purposes that cause damage to painted walls, windows, and other surfaces inside apartment unit or on door. Monetary damages and replacement costs will be assessed to the resident(s).
- K. No furniture shall be removed from public or apartment units. Removal of such items will be subject to disciplinary measures, fines and/or dismissal.
- L. Furniture belonging inside the apartment unit is to remain inside of the apartment unit. Individuals found to have placed indoor furniture in stairwell will be subject to disciplinary action and/or charged for replacement if said furniture is damaged.
- M. No storage for unwanted personal items, including furniture is available and it is the responsibility of the resident to properly dispose of such items.
- N. Because these items constitute stolen property, street signs, construction barriers, etc., are prohibited inside apartment units and will be removed from the premises immediately. In addition, fines may be issued at management's discretion.
- O. No recreational or sporting games in any form are permitted in the apartment units, parking lots, or hung over the railings. This safety policy will be strictly enforced and resident(s) who violate this policy will be subject to disciplinary studies.
- P. Clothing. All persons must be fully clothed when in the halls or common areas of the ACA Residence Hall property.
- Q. Housekeeping. Residents are responsible for the regular cleaning and general condition of their rooms and bathrooms. Residents are also responsible for helping to maintain the common areas.
- R. Residents will be required to attend in-person and/or on-line safety and security awareness programs.

\*Mini-refrigerators are not permitted.

\*Wall decoration may not be hung using nail, tacks, push-pins, etc.; command strips may be used and must be removed by the resident upon move-out; damage fees will be assessed for repair of torn sheetrock, paint, damages to the wall, door, or doorframe resulting from uses of command strips and over the door handing devices.



14. **MAINTENANCE:** To obtain maintenance service, residents must complete a Work Order Form and bring it to the ACA Residence Hall Office during office hours. For emergency maintenance service after normal business hours or when the ACA Residential Life Coordinator is not present, contact the Resident Assistant on call or contact Campus Police.
15. **HEALTH AND SAFETY INSPECTIONS:** The Resident Housing staff conducts periodic Health and Safety Inspections in each resident apartment. A 48-hour notice will be posted prior to a general inspection. However, if the ACA Residential Life Coordinator or the Residential Assistant visits your apartment at any time and finds the apartment to be in poor condition, an inspection may be conducted at that time. If unsafe or unhealthy conditions are found in your room, you will be required to correct them within 48 hours. Health and Safety Inspections will also be completed during any times when each Institution is closed for break periods.
16. **MOVE-IN AND MOVE-OUT INSPECTIONS:**
  - Move-In** – During move-in you will be given a room condition report form. It is your responsibility to check your apartment for any damages, such as carpet stains, nail holes, damaged furniture, and the cleanliness of the apartment. You should carefully inspect each item listed on the inspection form and document any problems. This form should be returned to ACA Residence Hall Coordinator within 24 hours of check-in. After 24 hours, the Residential Life Coordinator will not make changes to the room condition report issued at check-in.
  - Move-out** – An inspection will be conducted when you move out of your apartment. Each resident will make an appointment with the Resident Assistant or ACA Residential Life Coordinator to complete a room inspection and a room condition report. Each resident must sign-up for a check-out time 24 hours prior to checking out. If you fail to make an appointment, or fail to make your schedule appointment, you forfeit the right to appeal damage charges. If damage is not recorded at the time of move-in and it appears on your move-out inspection, form, you will be held financially responsible for those damages.
17. **SERVICES AND FACILITIES**
  - Cable/Internet**

A single connection box is installed in each apartment unit, a CAT 6 Ethernet and coaxial connection. Calhoun Community College will provide free Calhoun Wi-Fi. Should residents want cable TV or high-speed internet for “gaming” and other activities that require a lot of bandwidth, they will need to contract directly with Charter Communications.
  - Common Areas**

Costs to repair common area damage or to replace community property may be assessed to the residents of a floor, an entire building, or complex, unless individual responsibility can be determined.
18. **Toilets/Sinks:** Items NOT flushable are paper towels, diapers, feminine products, toys, etc. Repair costs incurred because of improper disposal of those items will be assessed to the resident(s). Should your toilet overflow, call the Resident Assistant or Residential Life Coordinator.
19. **Vandalism:** Those who damage resident property or property belonging to others will pay restitution for those damages and will be disciplined and/or dismissed. Please report acts of vandalism to help keep rent and repair costs down, and to keep ACA Residence Hall safe and attractive.

# **ACA RESIDENCE HALL EMERGENCY PREPAREDNESS AND RESPONSE**

## **Emergency Response**

You must cooperate with Officials in case of severe weather, fire or any other actual or threatened disaster. Such cooperation shall include evacuating the premises when a fire alarm has sounded or when requested by an Institutional Official and complying with an applicable emergency response plan. Failure to do so will result in immediate disciplinary action.

## **Storm Shelter**

The Storm Shelter shall be utilized by residents for purposes of safety and protection of life from imminent threat of severe weather as determined by the National Weather Service, local Emergency Management Office, and/or the sound of severe weather sirens. Residents must follow the instructions of the official in charge. Residents who violate this Storm Shelter Policy will be subject to disciplinary measures, assessment of fines and/or dismissal.

## **ASSUMPTIONS**

The ACA Residence Hall's emergency procedures are predictable on a realistic approach to the problems likely to be encountered on a campus during a major emergency disaster. Hence, the following are general guidelines:

1. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
2. The succession of events in an emergency are not predictable, hence, published support and operational plans will serve only as a guide and checklist, and may require modification in order to meet the requirements of the emergency.
3. Disasters may affect residents in the geographical location of the college, therefore city, county, and federal emergency services may not be available. A delay in off-campus emergency services may be expected up to 48-72 hours.
4. A major emergency may be declared if information indicates that such a condition is developing or is probable.

## **NOTIFICATION SYSTEM**

Email and Text alerts are the primary means of emergency notifications at the Alabama Center for the Arts through Calhoun Community College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. All residents must activate their account and ensure that current contact information is maintained in the system at all times.

## **EMERGENCY DIRECTION AND COORDINATION**

All emergency operations shall be directed and coordinated by the President or designee listed below:

Calhoun Dean of Fine Arts/Executive Director ACA  
ACA Residential Life Coordinator  
Executive Director of Facilities, Maintenance and Safety

## REPORTING EMERGENCIES

1. IN AN EMERGENCY DIAL 911.
2. When calling, stay calm and carefully explain the problem and location to the public safety dispatcher. **DO NOT HANG UP UNTIL TOLD TO DO SO.**
3. Notify Campus Police at 256.476.0884 and Residential Life Coordinator.

## EVACUATION PROCEDURES

1. Building Evacuation
  - a. All building evacuations will occur upon notification by the Calhoun Campus Emergency Notification System or building fire alarm system.
  - b. When the building evacuation notice is received, leave by the nearest marked exit and alert others to do the same.
  - c. ASSIST ANY PERSONS WITH DISABILITIES IN EXITING THE BUILDINGS.
  - d. Once outside, proceed to the staging area for ACA Residence Hall residents. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Stay in this area until released.
  - e. DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY AN INSTITUTION OFFICIAL OR POLICE OFFICERS.

## INCLEMENT WEATHER

**TORNADO WATCH:** A tornado watch means that conditions are favorable for tornadoes to form. Under this situation close attention should be paid to changing weather conditions and additional weather statements.

1. After notification of a tornado watch, Campus Police will notify the Calhoun Community College Dean of Fine Arts/Executive Director of ACA.
2. The weather radio/TV will be monitored for further bulletins. Unless the severity of the weather event increases to the warning level, no additional action is required. Campus Police will notify the Calhoun Community College Dean of Fine Arts/Executive Director of ACA when the watch has expired.

**TORNADO WARNING:** A tornado warning is issued when an actual tornado has been observed either visually or on radar. The warning is issued for a particular area and immediate action is required. A tornado usually moves at 20 to 60 miles per hour forward speed so warning time is critical. When a tornado warning is received, the following actions should be taken:

1. The College Alert notification system in conjunction with the National Weather Service will notify and advise all residents who are registered with the College Alert System and have current contact information on file.
2. The weather will be monitored by the Campus Police, the Calhoun Dean of Fine Arts/Executive Director ACA, ACA Residential Life Coordinator or other designated personnel.
3. All residents will immediately precede to the storm shelter. Once inside the shelter, the doors shall remain secured until threat has passed before opening.
4. Any outdoor activities must immediately cease and everyone should move into the storm shelter.

When a tornado warning is cancelled, the College Alert notification system in conjunction with the National Weather Service will notify and advise all residents. If any damage or injuries result from a tornado or damaging winds, dial 911, then call Campus Police and Residential Life Coordinator.

## **VIOLENT OR CRIMINAL BEHAVIOR INCLUDING ACTIVE SHOOTER SCENARIOS AND TERRORIST THREATS**

**Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them to Campus Police at 256.476.0884.** In an emergency, DIAL 911 IMMEDIATELY.

If you are a victim or a witness to any on-campus offense, act responsibly and call Campus Police or 911. When calling, be prepared to provide emergency personnel with the following information:

- Who are you
- Where are you
- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved

If you observe a criminal act or whenever you observe a suspicious person, immediately notify the Campus Police and report the incident.

Should gunfire or discharged explosives hazard the campus, you should engage in Run, Hide, Fight procedures by fleeing the area if safe to do so, taking cover immediately using all available concealment if you cannot run from the scene. Doors should be locked as quickly as possible and barricaded if safely possible. Call 911 once it is safe to do so.

### **ACTIVE SHOOTER OR ANOTHER WEAPON SCENARIO**

**Awareness and Preparation:** Take time to understand your surroundings and environment before an emergency occurs. Ask yourself, “what if?” questions and develop a plan.

**IN AN ACTIVE SHOOTER EMERGENCY:** Trust your instincts. Make a decision to take action to protect yourself to survive the situation. You generally will have three options:

1. Run – Can you safely escape?
2. Hide – Is there a good place to hide?
3. Fight – Will you take out the shooter?

### **RUN FOR SAFETY**

- If you can, and you deem it safe, get out and get to a safe place.
- You will have to rely partially on instinct.
- Leave belongings behind, but take your cell phone if it is handy.

### **HIDING IN A SAFE PLACE**

- Find a hidden location.
- Find protection behind furniture if possible.
- If possible, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects, especially if the door has no lock or opens to the outside.
- Close any blinds, turn off lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.

- College Alert information will be sent as soon as possible to alert everyone where the shooter is.
- If running is not an option, make a plan with others in the room about what you will do if the shooter enters. Make a total commitment to action and act as a team with others.
- Do whatever is necessary to survive the situation.
- If possible and safe to do so, call 911 and report the location of the assailant.
- Doors should not be opened for anyone. Police officers ONLY will unlock the doors and release people. Do not leave until you are released by a police officer.

#### **IF OUTSIDE WHEN A SHOOTING OCCURS**

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head to see what may be happening.
- Wait and listen for directions from Public Safety and/or law enforcement personnel.

#### **IF ACTIVE SHOOTER IS AMONGST STAFF AND RESIDENTS, ATTEMPT THE FOLLOWING COUNTER MEASURES**

- **Cause Distractions**
  1. Create as much noise as possible.
  2. Create as much movement as possible.
  3. Throw items at the face of the shooter.
  4. The goal is to increase the level of skill necessary to shoot a weapon at the room occupants.
- **Take Control of the Shooter**
  1. If shooter is distracted sufficiently, one person grabs and secures each limb of the shooter, using their body weight on each limb to hold the shooter down until Law Enforcement arrives or shooter has been incapacitated.
  2. If shooter cannot be immediately taken down, COMMIT FULLY and use any available items to attack/overtake the shooter/assailant, such as books, backpacks, chairs, fire extinguisher or any other items. Remember, the shooter's very presence is a threat to your life. Be prepared to do whatever it takes to neutralize the threat. To do so you will have to become more aggressive than you ever thought possible. Fight to live. This is not a time to throw up your hands and resist passively. See your decision through.
- **Provide First Aid for the Injured**
  1. Staff and resident must provide immediate trauma care for the injured (to the best of their ability) until medical personnel can enter the building.

#### **HELP OUT**

- Warn others.
- Help others escape.
- Keep others from danger area.
- Help the injured.
- Help others stay calm.

### **CALLING FOR HELP**

- Call 911 to report to the appropriate authorities. Do not assume that someone else has reported the incident. Be persistent; phones may be jammed.
- Calmly identify yourself and your exact location. Remain calm and answer the dispatcher's questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
- If safe to do so, stop and take time to get a good description of the suspect. Report what type of gun (long gun or pistol) the violent intruder is carrying. Note color of shirt, height, weight, sex, race, approximate age, clothing, method and direction of travel. If the suspect is entering a vehicle, note the license plate number, make and model, color and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to responding officers.

### **WHEN LAW ENFORCEMENT ARRIVES**

- When law enforcement reaches you, do not run at them or make sudden movements.
- **The priority of the first responders will be to identify the shooter.** Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
- Hold your empty hands up and follow officers' instructions.
- Be quiet and compliant.
- Give the number of shooters.
- Give the location and physical description of the shooter.
- Give the number and types of weapons.
- When it is safe to do so, you will be given instructions as to safely exit your location.

### **WHAT TO DO IF TAKEN HOSTAGE**

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow all instructions, be alert and do whatever it takes to stay alive. The captor is emotionally unbalanced. Don't make mistakes that could hazard your well-being.
- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor well.
- Try to rest. Avoid speculating. Comply with all instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or you might find an opportunity to escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed, say so. The captor, in all probability, will not want to harm persons being held.

### **THREATS TO RESIDENTS/STAFF**

It may be difficult to determine if a resident's report of threatened bodily harm to self or others is real or perceived. Residents learning of such threats are encouraged to "err on the side of caution" and report any such threats to the Residential Life Coordinator or Campus Police. The general safety of all residents, students, faculty and staff must supersede any resident's request for confidentiality.

## **FIRE**

IN ALL CASES OF FIRE – NOTIFY THE LOCAL FIRE DEPARTMENT IMMEDIATELY BY DIALING 911

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
2. In an emergency, activate the building alarm, **dial 911**, and notify the ACA Residential Life Coordinator. The Residential Life Coordinator will notify other Administrators as appropriate.
3. If a minor fire appears controllable, **IMMEDIATELY** notify the fire department and promptly direct the charge of the fire extinguisher toward the base of the flame. Notify the Residential Life Coordinator and Campus Police.
4. On large fires that do not appear controllable, **IMMEDIATELY notify 911**. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen – **DO NOT LOCK DOORS!** Notify the Residential Life Coordinator and Campus Police.
5. When alarm is activated or sounded to evacuate the building, move quickly to the nearest marked exit and alert others to do the same. **ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING!** Smoke is the greatest danger in a fire. Stay near the floor where the air will be less toxic.
6. Once you have evacuated the building, **move quickly to the staging area for the ACA Residence Hall residents**. Do not leave this area until you are released by police officers.
7. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Emergency responders will be using the entrance/exit drive so use caution when moving to the staging area. If you choose to leave the area, allow emergency response vehicles to enter the scene before you leave. **DO NOT RUN OVER A FIRE HOSE IN YOUR ATTEMPT TO EXIT.**
8. If requested, assist emergency crews as necessary.
9. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an Institutional official or emergency personnel.

**NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is not a window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

## **UTILITY FAILURE**

1. In the event of a major utility failure, notify the Residential Life Coordinator.
2. If there is a potential danger to building occupants, dial 911 and notify the Residential Life Coordinator and Campus Police.
3. If notice is received to evacuate the building, move quickly to the staging area for ACA Residence Hall residents. Do not leave this area until you are released by police officers. Keep the walkways, fire lanes and hydrants clear for emergency crews.
4. **ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING!**
5. If requested, assist the emergency crews as necessary.
6. **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A COLLEGE OFFICIAL OR POLICE OFFICERS.**

**Additional Utility Failure Information Procedures** – Always observe steps “1” and “2” above when the following utility emergencies arise:



- **Electrical/Light Failure:** Emergency lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight available in your office/room for emergencies.
- **Plumbing Failure/Flooding:** Cease using electrical equipment. If necessary, vacate the area.
- **Serious Gas Leak:** Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER electrical arcing can trigger an explosion!

#### **AUTOMOBILE ACCIDENT**

If an accident involving an automobile occurs in the parking area or driveway of ACA Residence hall, the following procedures must be followed:

1. Notify the Campus Police of the accident. If injuries have occurred, call 911 first and give location and advise of any injuries.
2. Administer first – if trained.
3. A College administrator will accompany victim to hospital if necessary.
4. The Campus Police will notify other College officials as appropriate.

#### **MEDIA RELATIONS**

The College has two basic guidelines to observe in crisis situations:

1. Only authorized spokespersons (President or his/her designee) will meet or talk with the media.
2. Only factual information will be released; no speculation will be offered.

# IMPORTANT CONTACTS AND PHONE NUMBERS

**\*\*LIFE – THREATENING EMERGENCY: CALL 911\*\***

Decatur City Police	(256) 341-4600
Calhoun Community College Police	(256) 476-0884
Athens State University Police	(256) 233-8222

## ACA Resident Hall Contacts

Residential Life Coordinator	
Resident Assistant / After Hours	

## **Other Important Contact Information**

LOCAL HOSPITALS		
Decatur 7 <sup>th</sup> Avenue	Decatur Morgan Hospital	(256) 973-2000
Decatur Beltline Road	Decatur Morgan Hospital	(256) 973-6000
Athens Market Street	Athens Limestone Hospital	(256) 233-9292

For Crisis Assistance During Office Hours, Please Contact Your Campus Counselor		
Calhoun Community College	Phone: (256) 306-2630	Office Hours: Tuesdays 8:30 a.m. – 4:30 p.m.
Athens State University	Phone: (256) 233-8144 Counseling.services@athens.edu	Office Hours: Mondays and Thursdays 8:30 a.m. – 4:30 p.m.
	Suicide and Crisis Line Dial 988	

24-Hour Crisis Services		
Alabama Domestic Violence Hotline	<a href="http://www.acadv.org">www.acadv.org</a>	1-800-650-6511
Alcohol and Drug Helpline	<a href="http://www.ncadd.org">www.ncadd.org</a>	1-800-622-2255

Care Crisis Response Services	<a href="http://www.voasoutheast.org">www.voasoutheast.org</a>	1-800-859-4431 (251) 300-3500
Child Protective Services/Morgan County	<a href="http://dhr.alabama.gov">http://dhr.alabama.gov</a>	Day: (256) 301-8800
Child Abuse Hotline	<a href="http://www.childhelpusa.org">www.childhelpusa.org</a>	1-800-422-4453
Disaster Distress Hotline	<a href="http://www.disasterdistress.samhsa.gov">www.disasterdistress.samhsa.gov</a>	1-800-985-5990
Missing & Exploited Children Hotline	<a href="http://www.missingkids.com">www.missingkids.com</a>	1-800-843-5678
National Domestic Violence Hotline	<a href="http://www.thehotline.org">www.thehotline.org</a>	1-800-799-7233
Poison Information Hotline	<a href="http://www.aapcc.org">www.aapcc.org</a>	1-800-222-1222
Suicide Prevention Lifeline	<a href="http://www.suicidepreventionlifeline.org">www.suicidepreventionlifeline.org</a>	1-800-273-8255
Substance Abuse Treatment	<a href="http://www.samhsa.gov">www.samhsa.gov</a>	1-800-662-4357
Teen Link Hotline	<a href="http://www.866teenlink.org">www.866teenlink.org</a>	1-866-833-654

Additional Help Resources		
Alabama Mental Health Hotlines	<a href="http://www.mh.alabama.gov">www.mh.alabama.gov</a>	1-800-367-0955
AA – Alcoholic Anonymous	<a href="http://www.aa.org">www.aa.org</a>	(212)870-3400
Alcohol and Drug Dependence	<a href="http://www.ncadd.org">www.ncadd.org</a>	1-800-622-2255
American Psychological Association	<a href="http://www.apa.org">www.apa.org</a>	1-800-374-2721
Centers for Disease Control & Prevention	<a href="http://www.cdc.gov">www.cdc.gov</a>	1-800-232-4636
Crime Stoppers	<a href="http://www.crimestoppersusa.com">www.crimestoppersusa.com</a>	1-800-222-8477
Drug & Alcohol Helpline for Parents	<a href="http://www.drugfree.org/gethelp/helpline">www.drugfree.org/gethelp/helpline</a>	1-855-378-4373
Eating Disorders Helpline	<a href="http://www.anad.org">www.anad.org</a>	1-630-577-1330
Family Planning Hotline	<a href="http://www.adph.org/familyplanning">www.adph.org/familyplanning</a>	1-800-545-1098
Mental Health America	<a href="http://www.mentalhealthamerica.net">www.mentalhealthamerica.net</a>	1-800-969-6642
Teen Substance Abuse	<a href="http://www.drugfree.org">www.drugfree.org</a>	1-855-378-4373
The Compassionate Friends	<a href="http://www.compassionatefriends.org">www.compassionatefriends.org</a>	1-877-969-0010