Safe Living - Student Handbook
University of Evansville 2018-19

Security ............................................................................................................................................. 1
Theft Prevention by Identification ........................................................................................................ 1
Safety Escort Service .......................................................................................................................... 1
On the Telephone .................................................................................................................................. 2
Fire ...................................................................................................................................................... 2
Inclement Weather – Closings or Delays ............................................................................................... 3
AceAlert – Update Your Profile .......................................................................................................... 3
Tornado Watches and Warnings ........................................................................................................... 3
Earthquake .......................................................................................................................................... 4
Shelter-in-Place/Run, Hide, Fight ....................................................................................................... 4
Electrical Shock ................................................................................................................................... 5
Emergency Medical Response ............................................................................................................ 5
Missing Persons .................................................................................................................................. 5
Jeanne Clery Act ................................................................................................................................. 6
Emergency Telephones ...................................................................................................................... 6
EMERGENCY NUMBERS ................................................................................................................... 6

Security
The University of Evansville Office of Safety and Security is located at One South Frederick Street (on the first floor of the General Services Building). The non-emergency number is 812-488-2051; the emergency number is 812-488-6911.

Full-time security officers conduct regular foot and vehicular patrols of the campus 24 hours a day throughout the entire year. Clerical staff members provide additional support the entire year, and student personnel are employed during the school year to assist in a number of services. A select group of the student personnel make up the ACE patrol, which provides campus escorts and patrols around residence halls, academic buildings, and parking lots.

Theft Prevention by Identification
When stolen property is recovered by police departments, positive ownership must be proven. Manufacturer’s serial numbers are recognized as distinctive marks by court decision. Students should record these numbers to make this system work. Students may also inscribe their names or other identifiable marks on the property.

Safety Escort Service
The University of Evansville Office of Safety and Security assists students and staff by providing safety escort services after dark. Students are encouraged to use this service to prevent being susceptible to attack. Non-coin operated campus telephones in each building at UE provide immediate communication with the Office of Safety.
and Security. On campus, dial 2051 to describe your location and to ask for an escort. Students leaving a fraternity house or village residence after dark may also ask the Office of Safety and Security to provide an escort by dialing 812-488-2051. Students should remember that although there is safety in numbers, care should be taken, especially after dark, to avoid situations where harassment might be possible.

On the Telephone

Never give your name or telephone number to callers until you have positively identified them. Hang up on people who will not identify themselves. If they say, “What number is this?” answer, “What number did you wish?” and refuse to tell your number.

Never allow yourself to be drawn into a conversation with an unknown caller or survey taker in which you reveal your name, address, marital status, or anything to indicate you are alone. If you receive an obscene call, you can control the situation. Hang up hard. If the caller persists, notify campus security at ext. 2051. A loud whistle blown into the receiver is a good deterrent for obscene telephone calls. Do not encourage a prank or obscene caller by resorting to name calling or participating in any conversation. Ignoring the caller is the best defense.

Fire

Fire can be a frightening and deadly experience on or off campus. For the protection of resident students, the University of Evansville maintains upgraded fire detection systems in all residence halls. Smoke and heat-sensing units have been installed in all buildings. All halls, with the exception of Hughes Residence Hall, are equipped with automatic sprinkler systems. Fire alarm pull stations are located throughout the buildings near exits. A central fire alarm panel in the Office of Safety and Security is monitored 24 hours a day for any activation of the alarm system in the residence halls. This panel also alerts the Office of Safety and Security for any malfunctions in the residence fire alarm systems.

Please remember that misuse of the fire alarm system could lead to injury or death. Do not misuse or tolerate misuse of the equipment by others. Your life may depend upon the system operating properly.

Campus buildings are designed to be “fire-resistant.” Prior to their construction, the plans for the buildings are inspected by Evansville Fire Department personnel, and after construction the buildings are inspected annually. The buildings are constructed of fire retardant materials. Fire doors are constructed to keep fire from spreading between rooms, down hallways, and through stairwells to other floors. The buildings are also equipped with portable fire extinguishers for use on small fires. While the facilities are fire resistant, people introduce hazards by overcrowding their rooms with combustible items, using electrical extensions that travel between mattresses and springs or around piles of books and papers, by overloading circuits, or by smoking in bed.

Buildings and rooms designed to be fire-resistant can become ovens when overloaded with flammable materials. A misplaced cigarette ash, an electrical short, or a prank could trigger a fire that could heat to 1,500 degrees in a few minutes. Although the heat and fire are deadly, fumes and toxic gasses from slow-burning fires cause more deaths than fire alone. Asphyxiation often occurs before a person can awaken from sleep, and death may occur from a fire that “smoked” but failed to produce fatal heat.

Please take the following precautions to prevent fire.

- Do not overload rooms with combustibles, including excessive clothing, decorations, and other possessions.
- Keep rooms in a neat and orderly condition.
- Do not overload electrical circuitry or use unsafe extension cords.
- Keep room, hallway, and stairwell doors closed to prevent the spread of fire.
- Locate all means of escape from your room or work place so that if fire blocks one exit you may use a second one.
- Do not tamper with fire emergency equipment or permit others to risk your life by improper use of this equipment.
- Report obvious fire hazards to security or the residential coordinator.
- Alarm pull-stations and fire extinguishers should be located now. They are often difficult to find during a crisis.
- These rules of fire safety are just as valid at home as they are at school. Be aware of fire safety. If you discover a fire on campus:
  - Pull the fire alarm to warn others.
  - Call campus security, if possible, at 6911, and provide them with as much information as possible.
  - Attempt to extinguish the fire only if it is very small and you know how to do it safely. If the extinguisher does not put out the fire within a minute, leave immediately.
  - If not in immediate danger, remain at the scene to direct security officers or firefighters to the fire.

**Inclement Weather – Closings or Delays**

The Office of Safety and Security monitors a weather alert radio at all times. Decisions regarding school delays or closures shall be issued through the AceAlert emergency notification system.

- Text message if cell phone is registered with your profile
- E-mail message
- AceAlerts system speakers on each floor or within each unit of the residence halls, in the townhouses, and North Hall
- Tune in to local radio and TV broadcasts when weather looks severe

Students, faculty, staff, and visitors should use personal discretion when deciding to travel in inclement weather and should contact the appropriate persons in case of an anticipated delay or absence from work, class, or event.

**AceAlert – Update Your Profile**

AceAlerts is the University of Evansville’s emergency alert system. We have partnered with Rave Alerts as a resource to make sure you get alerts in a timely manner when they are sent out. All current employees and students are automatically signed up for an e-mail alert and a text message if you have provided your cell phone number to the University. Please verify this information on AceLink. A test of the alert system will be conducted in the Fall and Spring semester every year.

Students living in the Villages or fraternity houses or commuting from home should update their profile to make this resource available. AceAlerts is the primary form of emergency communication. Update your profile through AceAlerts system speakers in residence halls and townhouses. Electronic messages displayed on campus TVs and message boards. Campus PCs with installation of AlertUs software.

- IP office telephones
- Text message if cell phone has been updated in your profile
- E-mail message
- Messages sent to Twitter @AceAlerts and AceAlerts Facebook account
- AceAlerts system speakers in residence halls and townhouses
- Electronic messages displayed on campus TVs and message boards
- Campus PCs with installation of AlertUs software
Earthquake

Evansville is located near a fault zone. Should substantial shaking occur, please observe the following guidelines.

**During an Earthquake.** Do not attempt to exit a building or vehicle.

If you are in your office or room, take one of the following actions:

- Get under a sturdy table or desk or brace yourself in an interior doorway.
- If there are no sturdy tables or desks, drop to your knees, with back to window; fold arms on floor close to knees, bury face in arms; close eyes. If notebooks or jackets are handy, hold over head for added protection.
- Stay clear of windows, bookcases, refrigerators, light fixtures, or other heavy objects that might slide or fall.
- If you are in a hallway, take one of the following actions:
  - Get in an interior doorway, brace yourself against the side jambs (*watch fingers for slamming doors*).
  - Drop to your knees with back to windows or exterior doors, fold arms on floor close to knees, bury face in arms, close eyes. If notebooks or jackets are handy, hold over head for added protection.

If outdoors, move quickly away from buildings, power lines, utility poles, and other structures.

If in an automobile, stop in the safest place available, preferably an open area away from power lines, light poles, and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

**Aftershock Actions.** Most importantly, remain calm.

After the initial shock, when things have settled down, evacuate the building, stay alert to the possibility of aftershocks, and move to one of the two designated assembly points on campus. These areas are:

- The Sesquicentennial Oval away from trees.
- Black Beauty Field at Arad McCutchan Stadium.

As you are evacuating the building, take your coat with you if weather conditions dictate you will need it.

Remain at the assembly point until you have been given further instructions by University emergency personnel.

**Do not attempt to re-enter your building until you have been authorized to do so by University emergency personnel.**

**Shelter-in-Place/Run, Hide, Fight**

In the case of a potential threat to the campus community, a campus-wide “shelter in place” order may be given at the request of local law enforcement or campus security officials. **Doors will only be locked if the occupants inside a building feel they can do so safely. Therefore, it is important that each individual consider what the best option is for them personally – Run, Hide, or Fight.**

Note: If the doors are able to be locked safely, it is recommended they not be reopened until law enforcement or UE Security issues an official “all clear.” Occupants should consider the information they “know” about the possible threat before considering opening a door for someone. For example, if the threat has been identified as a 50 year old male, then opening a door for an 18 year old female student may be considered if the action does not jeopardize the safety of the individuals within the building. During a shelter-in-place order, individuals outside of buildings should assume that doors may be locked and University ID access cards may not work. Folks who are outside of buildings are encouraged to “Run” from the campus to avoid the potential threat.

To maximize your safety during a shelter-in-place order, please consider the following recommendations:
RUN, HIDE, FIGHT

- **RUN**: Flee the building if you can do so safely based on what you know is taking place within the building. (i.e. if you hear gunshots on the other side of the building and you are close to an exit, law enforcement recommends running from the building). If you are outside, get as far away from the threat area as possible.

- **HIDE**: Consider the above recommendations; additionally, turn ringers and other tones off on cellphones and turn off lights.

- **FIGHT**: You (and those with you) stand a better chance of surviving if you do something rather than nothing.

Remember: All exterior doors to buildings may be locked if the occupants within the building can do so safely. Electronic Card access may also be shut off. Use your best judgment in determining the safest course of action to protect yourself.

If the threat is inside the building and you cannot run from the building

- Seek shelter inside of the building (classroom, closet, office, etc.) If there is a lock on a given door and you can safely reach it, lock yourself in the space.
- Go to a location in the room where you cannot be seen and stay in place until you are notified the threat is over.
- Turn ringers and other tones off of cell phones and turn off class-room lights.

If the threat is in the neighborhood

- If you are in a building that can be locked, remain there and take shelter. If the door has an internal lock, lock it. Those in common areas of the building should immediately move into a classroom or other safe area if possible.
- If you are outdoors on campus grounds, take shelter as best as possible or proceed off campus.
- For additional information regarding campus emergency protocols, visit www.evansville.edu/safety.

**Electrical Shock**

Rescue tactics are needed immediately if a person is rendered unconscious by electrical shock. Disconnect the plug from the electrical device.

- Call 812-488-6911 for a security officer. All officers are certified in basic first aid, CPR, and the use of automatic external defibrillator units.
- Begin CPR or rescue breathing on the victim if you are certified, then treat for shock.

**Emergency Medical Response**

If a medical emergency arises, call 6911 and a security officer will be dispatched. If the officer determines it is a minor emergency he will transport the injured or ill person either to the health center or to a hospital. If the responding officer or the dispatcher receiving the call, determines it is a more serious emergency the dispatcher will call for an ambulance.

**Missing Persons**

**Emergency Contact Registration and Missing Person Protocol.** Each year, the University will request all students, on a voluntary basis, to provide through the University’s computer based WebAdvisor system, an emergency contact person or persons. This information will also be used by the institution to notify the designated person(s) if the student is determined to be missing from campus by the Office of Safety and Security or the local law enforcement agency. This information will be kept in a confidential manner and will be accessible only to authorized campus officials. It may not be disclosed, except to campus security personnel or local law enforcement personnel in the furtherance of a missing person investigation.
If a student is suspected to be missing from campus, immediately report this to the Office of Safety and Security. Authorized University personnel will be notified of the report and an internal search for the individual will begin. This may include utilizing residence life staff, verifying class attendance with faculty, and interviewing friends of the missing student. In some cases, the University may choose to contact the emergency contact person or parent if the circumstances warrant such notification. All reports of missing students made to the Office of Safety and Security will be investigated. If the internal investigation determines that the student has been missing over 24 hours, within 24 hours the University will:

- Notify the individual(s) identified as the student’s emergency contact person(s)
- If the student is under 18 years of age, and is not emancipated, the University will notify a parent or guardian and any other designated contact person(s)
- Regardless of whether the student has identified a contact person, is above the age of 18 or is an emancipated minor, the University will contact the local law enforcement agency that has jurisdiction in the area, and the parent of the student, that the student has been reported to be missing

Jeanne Clery Act

The Jeanne Clery Act is a federal law that requires US colleges and universities to provide information to members of the campus community, prospective students, and employees outlining campus fire and security policies and procedures along with fire and crime statistics that have been reported on campus during the past three calendar years.

In compliance with this law, the University of Evansville provides this information on the web at www.evansville.edu/safety. Click on the Security Brochure link under the Resources section to find the required information in the most current Annual Security and Fire Safety Report. You may print a copy of this report or one can be provided to you upon request.

Emergency Telephones

To enhance the safety of the campus, the University of Evansville has installed 18 emergency telephones in strategic locations around campus. These telephones provide immediate contact with the Office of Safety and Security if you have an emergency situation. Thirteen of these telephones are located in outside areas and are easily recognizable by the blue light at the top of the pole where they are located. The telephones are ADA compliant; each contains an autodial mechanism which calls the Office of Safety and Security upon activation. The autodial mechanism is activated by pushing a clearly labeled red emergency button located on the face of the telephone. When the telephone is activated, the blue light on top of the pole begins to flash.

Emergency telephones have also been installed in the laundry rooms of the Lincoln Park, and Weinbach Apartments, in the natatorium of Carson Center, and in the lower level of the Krannert Hall of Fine Arts near the practice rooms. These telephones have been installed on a wall in an easily accessible location. They are bright yellow, with a clearly labeled red emergency button on the face of the telephone. They are activated in the same manner as the outside emergency telephones.

All emergency telephones are answered on special emergency lines in the Office of Safety and Security. Upon answering a call on one of the lines, the location of the activated emergency telephone is displayed on the telephone console, and an officer is dispatched.

**EMERGENCY NUMBERS**

<table>
<thead>
<tr>
<th>812-488-6911</th>
<th>812-488-2051</th>
<th>812-488-2033</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance, Police, Fire (emergency calls)</td>
<td>Campus Security (non-emergency)</td>
<td>Crayton E. and Ellen Mann Health Center</td>
</tr>
</tbody>
</table>