

Faculty Handbook 2024-2025

SECTION 7

SAFETY AND SECURITY

The University is committed to ensuring that a safe, secure and healthful environment is provided for faculty, staff, students and visitors. Each department head and/or supervisor is responsible for assuring that employees and students are properly trained in safe working procedures; have safe equipment and tools, and knowledge to use them properly; routinely follow approved safety procedures, and that the work environment is as free as possible from safety and health hazards. Each individual has a personal responsibility to act in a safe manner by taking positive actions to minimize risks and prevent accidents; maintaining a conscious awareness of safety; carefully following University and departmental safety guidelines; and promptly reporting unsafe conditions. (Refer to [Policy 01:145.](#))

7.01 Accidental Injury/Emergency Medical Procedure

University police officers are trained in basic first-aid and have access to emergency rescue units which are staffed by state-licensed paramedics and emergency technicians. Faculty should call UM police in any emergency situation.

The University Police Department should be notified of all injuries (especially on-the-job injuries) regardless of the severity of the injury, so that documentation of the incident can be recorded.

7.02 Threat Assessment Team

The University of Montevallo has established the Threat Assessment Team (TAT) to assist in addressing situations wherein students, faculty, or staff are displaying behaviors that are disruptive, threatening, or concerning in nature and that potentially impede their own or others' ability to function successfully or safely. A collaborative process to assess threats will be used with the Director of Counseling Services and the Chief of Police acting as co-chairs of the TAT and advising senior University officials of potentially threatening situations when necessary. If threatening, disruptive, or inappropriate behavior is observed, University community members may report such behaviors to their Building Administrator or by speaking directly to a TAT member or by submitting an electronic incident report accessed through [Maxient](#) on the UM web site.

7.03 Bias-Related Acts of Violence, Intimidation, Harassment, and/or Discrimination

(Refer to [Policy 01:120.](#))

7.04 Bomb Threat

If a bomb threat telephone call is received, faculty should note the exact time of the call and any pertinent facts about the caller—male or female, voice, accent, and background noises. If possible, faculty should obtain other information from the caller such as the location of the bomb, when it will go off, what it looks like, why it was placed. As soon as the caller hangs up, faculty should call the University police.

7.05 Campus Security

The University Police Department is responsible for maintaining campus security 24 hours a day and for providing a safe environment for campus life. The Department is staffed by uniformed officers who are trained in all aspects of law enforcement and have arrest powers. [Public safety](#) information, including the annual report on crime categories, is available on the University's web page. Upon request, this information is also available in a printed version.

7.06 Facilities Access

Access to University offices, classrooms, and other areas is available to authorized personnel. To ensure that others do not unlawfully gain access to these areas, requests for opening locked areas will be regulated as outlined by University procedures. With the exception of certain spaces, facilities are scheduled through the Facility & Event Scheduling Office. (Refer to [Policy 01:020](#).)

7.07 Fire Alarm Procedure

If a fire or chemical accident is discovered, employees should evacuate the building after activating the local alarm system and then notify University police. In the event of a fire alarm, employees should immediately walk to the nearest exit and be alert for directions from the University police.

7.08 Hazing

(Refer to [Policy 01:110](#).)

7.09 Keys

After receiving signed authorization from a Department Chair, Dean, or other appropriate administrator, the University Police will issue keys to faculty members. Additional signatures may be required depending on level of access requested. A building master key must be approved by the appropriate Building Administrator. If a key is requested for a space located outside the requestor's department or for a shared space, the requestor's supervisor and the administrator responsible for the requested space must both authorize access. Upon receipt of keys, faculty must sign an individual signature key control card. The faculty member must provide picture identification (driver's license or UM ID) and agree to terms on key assignment form at the time keys are issued. All University keys must be returned to the Police Department upon termination of employment. Lost or stolen keys must be reported immediately to the supervisor and University Police.

7.10 Severe Weather

University police monitor the National Weather Service Radio for severe weather bulletins. Upon receiving a tornado warning for the University area, the University Police will take appropriate steps to warn the UM community. One long continuous blast on the siren indicates a tornado warning. If the siren is inoperative, University Police patrol cars will cruise the campus with sirens on and blue lights off to announce the warning on the vehicle PA system. When the warning is sounded, faculty, staff and students should go immediately to the lowest level of the building they are in, to the closest open building or the closest safe space/shelter, take cover near interior walls or corridors, and stay away from windows and doors until the warning is lifted. A monthly test of the siren is conducted on the first Wednesday each month at 10:00 a.m. The test will be two 30-second blasts of the siren. The test is not a severe weather drill.

7.11 Severe Weather Procedure Involving Class Cancellation and/or Administrative Closing

When classes are canceled due to snow, ice storms, or other severe weather, University officials will notify students, faculty and staff by UM Alert and will also notify area TV and radio news media. The same procedure applies when the President announces an administrative closing due to severe weather.

7.12 Sexual Assault

(Refer to [Policy 01:125.](#))

7.13 Traffic Accidents/Crime Report Procedure

Faculty who are involved in a traffic accident or are the victim of a crime on campus should call University police immediately. Officers will summon aid, as necessary, prepare appropriate reports and advise appropriate actions.

7.14 Weapons

(Refer to [Policy 01:140.](#))