

SAFETY AND SECURITY

Approved by: Residence Life

History: Updated 2023

Related Policies:

Related Forms, Procedures and References:

For Questions Contact: Residence Life | 414.382.6314 |
residencelife@alverno.edu

Security is the responsibility of all residents. The following precautions will help ensure your protection and the safety and security of your community:

- DO NOT loan residence hall keys or ID cards to other students, family or friends.
- Carry your Alverno ID card with you at all times.
- Immediately report any lost or stolen keys or cards.
- Do not prop outside doors open.
- Ensure your room door closes whenever you leave, even if it's only to go to the shower or visit your neighbor.
- Keep petty cash to a minimum.
- Do not let anyone you do not know into the residence hall.
- Be conscious of "tailgating," which are instances in which an unauthorized individual gains access by tagging along with someone who does have access. Report these instances to Campus Safety and/or the front desk.
- Never leave laundry unattended.
- Report thefts or suspicious persons to a CA or the hall reception desk and fill out an incident report immediately.
- Go with someone when walking or jogging — there is safety in numbers.
- Do not meet strangers on campus, and do not include the name of the College in any web profile you might post.

FIRE SAFETY

It is the community's responsibility to become familiar with the type and location of fire equipment in your living area. Firefighting equipment, alarm systems and procedures are provided for the protection of residents' lives and property in compliance with the Building Code regulations of the City of Milwaukee. The Residence Life staff will take action against those making inappropriate use of the equipment or starting a false alarm. To help ensure the safety of all residents, unannounced fire drills are conducted each semester, and the fire alarm system is tested regularly. Evacuation routes are posted behind resident room doors, please read that information. Federal law requires that all persons exit during a fire alarm. Anyone found not leaving the premises will face a fine and/or eviction. When the fire alarm sounds, leave the building immediately via the nearest stairwell. NEVER use the elevator in a fire emergency. Once outside, stay clear of the main entrances and walk on the grass or sidewalk — NOT in the road. This will allow quick entry of firefighting personnel. All residents must remain outside until the 'all-clear' signal is given by Campus Safety. A Residence Life staff member will open the doors to the building so that you may re-enter. The following policies have been set up as fire safety precautions:

- No candles (not even decorative) or incense.
- No open-coil appliances, including, but not limited to, George Foreman grills.
- Do not put micro fridges in the closet.
- Do not leave items in the hallway. In the event of a situation that would result in the loss of power, items in the hallway become an evacuation hazard.
- All issued furniture must remain in the room.
- No toasters/toaster ovens.
- No smoking in the residence halls (or on campus. Alverno is a smoke-free campus.) • Do not remove, cover or otherwise obstruct smoke detectors.

FIRE

- If you discover a fire, pull the fire alarm; this will notify 911 (9-911 from a campus phone). Call Campus Safety at 414-382-6911 and provide the location, building name and room number.
- When the alarm is activated, before opening the door, feel if it is warm. If it is warm, leave the door closed and find an alternate path. If you encounter smoke, stay low. Smoke and gas kills more than fire does. Stop, drop and roll if your clothes catch fire.
- Close the doors (do not use the elevator). Exit the building at the safest exit and assist others with evacuation. Do not re-enter the building until a signal is given that it is safe to do so. Campus Safety will check the building for residents/visitors (if safe to do so) and assist those with disabilities to an exit. Verify that 911 (9-911 from a campus phone) was called and coordinate/direct the arrival of emergency services.

EVACUATION

- Remain calm. Follow the posted emergency evacuation procedures. Use stairs, not elevators. Pay close attention to your surroundings as you exit.
- Encourage residents to take an alarm or evacuation request seriously. It may save their life and will reduce the risks to responding emergency personnel.
- Stay clear of the building and entryways after exiting the building in order to facilitate responder access to the emergency. Do not re-enter the affected area until instructed to do so by Campus Safety.
- Do not use the elevator for evacuation needs. Assist person(s) with disabilities to a safe stairwell and inform responding emergency personnel of their location.

SAFETY & SECURITY EMERGENCY REFERENCE GUIDE FOR RESIDENTIAL STUDENTS

EMERGENCY PROCEDURES

The Alverno College Campus Safety staff and Residence Life professional staff are the first responders for any campus emergency or crisis. They have been trained in CPR, first aid and in using the Automated External Defibrillators (AED). The AEDs can be found in the following areas: Austin Hall Lobby, Gym Corridor, Christopher Hall Lobby, Commons Hallway, Clare/Corona Lobby, North Hall Child Care Center at all times.

Use the following procedures in case of an emergency. For a LIFE-THREATENING or EMERGENCY SITUATION: Call the Ambulance/Rescue Squad (911 from a phone, 9-911 from all on campus phones). Give the following information:

- Your name
- The location of the emergency (building, address, room number and phone number you are using)
- Answer questions and provide important information.
- Stay on the line and stay with the victim until help arrives.
- Call Campus Safety at 414-382-6911

For a COMMON INJURY SITUATION:

Call the Austin Hall Front Desk at 414-382-6314. They will call Campus Safety. Ensure you locate and familiarize yourself with the booklet of emergency specific procedures. There is a booklet in every occupied residence hall room.

SUSPICIOUS ACTIVITY

Be aware of your surroundings and report any suspicious activity or person to Campus Safety. Call 414- 382-6911 (emergencies only) or call the Information Desk at 414-382-6000. Press the '0' for operator (nonemergency) and request a Campus Safety Officer on duty for non-emergencies. Remember the appearance of the person or the characteristics of the object of suspicion in order to properly report and inform the appropriate people.

CAMPUS RESOURCES

The campus offers professional counseling services for students who may be in various states of crisis. Examples of crisis situations may include suicide attempt, death of a loved one, depression, eating disorders, substance abuse, stress, sexual assault, domestic abuse, etc. If you are aware of a student in need of assistance, please contact Counseling Services at 414-382-6119. If the situation is life threatening, call 911 (9-911 from a campus phone).

CYBER SAFETY

The Internet has opened up a world of information and opportunity for anyone with a computer and a connection. Your safety can be protected by establishing safety guidelines. We encourage you to practice the following:

- Do not give out personal information online.
- Do not use your full name or a well-known nickname.
- Be very cautious about meeting online acquaintances.
- If you believe you are being cyber stalked, help yourself by notifying Technology Services at 414- 382-6326. Change email accounts, keep detailed records and documentation about ongoing abuse, use gender-neutral nicknames and exercise caution filling out online profiles that ask for personal information. Campus Safety is also available to assist in ensuring your safety.

VIOLENCE

Report all acts of theft and violence immediately to your CA and the Assistant Director. Call Campus Safety at 414-382-6911 or if an emergency, call 911 (9-911 from a campus phone). Pay close attention to the perpetrator's appearance and provide that information to responding authorities. Do not physically engage a perpetrator of violent behavior unless in defense of personal safety. In the event of a holdup, cooperate in every way, giving money, wallet or other items as ordered.

RESOURCE PERSONS

The Safety and Security Committee is responsible for reviewing incident reports, communicating security concerns to the College community and recommending changes to provide a safe campus environment. The following individuals are part of that committee:

- Dean of Students
- Director of Campus Safety
- Human Resources
- Facilities

Missing Student

In compliance with the Higher Education Opportunity Act's "Missing Student Notification Policy," it is the policy of the Office of Residence Life to actively investigate any report of a missing resident who is enrolled at the College and residing in on-campus housing. For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to their usual pattern of behavior and possible unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is in a life-threatening situation, or has been with persons who may endanger the student's welfare. Each resident will be notified of the Missing Student Notification Policy and procedures via the Residence Life Handbook.

Each resident is required to share Emergency Contact Information in the Housing Application to identify the name and contact number of the individual(s), both primary and secondary, to be contacted in case of an emergency or in the event that the resident is reported missing. This information will be kept confidential for those considered to be campus authorities. The information will only be used in the event that the student is missing. This information will be disclosed to law enforcement personnel in the event of an investigation.

If a member of the College community has reason to believe that a student is missing, Alverno College Campus Safety should be notified. Upon receiving notification, Campus Safety, Residence Life and other applicable College personnel will make reasonable efforts to locate the student to determine their state of health and well-being. These efforts include, but are not limited to, checking the resident's room, class schedule, friends, ID card access, locating the resident's vehicle, and calling their reported cell phone number. As part of the investigation, the College reserves the right to make contact with emergency contacts to help determine the whereabouts of the resident.

If, upon investigation by Campus Safety and Residence Life Staff, the resident has been determined to be missing for at least 24 hours, the Director of Residence Life or College representative will contact the resident's designated emergency contact.

SEVERE WEATHER-RELATED EMERGENCIES WINTER WEATHER CONDITIONS

If weather conditions are poor and classes are held, we ask you to exercise discretion regarding your safety. We advise you to back your car into parking spaces to make access easier, should the need arise, to jump your battery. If you need jumper cables, the desk workers can contact Maintenance or Grounds staff between 7 a.m. and 10 p.m. Otherwise, contact Campus Safety for assistance.

TORNADO WATCH

Weather conditions are right for a tornado to form, although funnel clouds have not yet been spotted.

TORNADO WARNING

A tornado has been sighted and is approaching. The Milwaukee sirens sound. Go to the Pipeline area or the basement in Austin Hall or Clare Hall by taking the center or south stairwells; do not use the elevator.

OTHER HAZARDS

If there is ice, slippery floors or snow, call the Austin Hall Front Desk at 414-382-6314 to radio housekeeping. For flooding, call the Austin Hall Front Desk 414-382-6314 to radio Plant Operations. Secure or isolate the area if possible.
