ALABAMA A&M UNIVERSITY

DEPARTMENT OF PUBLIC SAFETY


October 2012
# TABLE OF CONTENTS

**DEPARTMENT OF PUBLIC SAFETY** ................................................................. 3

**BUILDING SECURITY & ACCESS** .................................................................... 4

**REPORTING CRIME OR SUSPICIOUS ACTIVITY** ............................................ 5

**SAFETY ALERTS** ........................................................................................... 5

**CRIME & FIRE LOGS** ..................................................................................... 6

**MISSING STUDENTS POLICY** ......................................................................... 6

**DRUGS & ALCOHOL ON CAMPUS** ............................................................... 7

**SEXUAL ASSAULT INFORMATION** ................................................................. 7

**WEAPONS ON CAMPUS** ............................................................................... 8

**VEHICLE REGISTRATION INFORMATION** ................................................... 8

**CRIME PREVENTION INFORMATION** ........................................................... 9

**RAD TRAINING** ............................................................................................ 10

**SEVERE WEATHER** ....................................................................................... 10

**IMPORTANT PHONE NUMBERS** ................................................................. 11

**EVACUATION PROCEDURES** ...................................................................... 12

**SMOKING ON CAMPUS** ............................................................................... 14

**RESIDENTIAL FIRE SAFETY SYSTEMS** ...................................................... 15
ALABAMA A&M UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY

2012 Annual Security and Fire Report

The Clery Act requires all institutions of higher learning to report crime statistics, policies, and procedures to the U.S. Department of Education and the campus community annually in the Annual Security Report.

The mission of the Alabama A&M University, Department of Public Safety (DPS) is to maintain the safety and security of all students, faculty, staff, and visitors of the University. Although the Department of Public Safety is the primary department at the University charged with creating a safe and secure environment, we cannot do this alone. We can only accomplish our mission through partnership, problem-solving and collaboration with the entire University community.

WHO ARE WE?

DPS is a full-service police department employing police, security and administrative personnel. Police officers are sworn State Police officers with the same arrest powers as the police in your hometown. The Department has primary jurisdiction over all crimes occurring on University property. However, we maintain an excellent working relationship with the Huntsville Police Department and when appropriate, coordinate responses to particular incidents and events.

AAMU Police Officers have authority to apprehend and arrest anyone involved in illegal acts both on and off campus. Offenses committed by students may be referred to the judicial board, prosecuted in the courts, and, in some cases, both. Officers have the authority to secure identification and determine whether individuals have lawful business at the University.

AAMU reports crime statistics to the State of Alabama via the Uniform Crime Report system. We are also members of the National Crime Information Center (NCIC) allowing us to receive and transmit information regarding stolen, missing and found property, as well as information about missing or wanted persons.

Some core functions of the Department include:

- Responding to criminal incidents
- Emergency preparedness
- Checking on the welfare of students, faculty, and staff
- Responding to disturbances; suspicious activity
- Providing escorts
- Rape Aggression Defense Training (RAD)
• Filing reports for lost or stolen property
• Parking and traffic enforcement
• Responding to alarms
• Securing campus buildings
• Vehicle registration
• Jump starting vehicles
• Providing safety & crime prevention information

In addition to these activities, officers’ conduct crime prevention and safety seminars to small or large University groups. Officers attend all new student orientations, and provide periodic training to resident advisors and other University faculty and staff members. Officers are encouraged to park their vehicles and get “On the Bulldog Beat”. This is an initiative that encourages officers to park vehicles and walk the campus to initiate more informal contacts with students, faculty, and staff. The campus is divided into four geographically-based sectors and teams are assigned to these sectors. Because they are responsible for smaller areas, officers are able to build relationships.

Building Security & Access

The Department of Public Safety staff is charged with making routine checks to ensure that all University buildings remain safe and secure. During normal business and classroom hours there is open access to academic and administrative buildings, with the exception of University Wellness Center and other recreation facilities at which users must present membership and/or University identification cards. All facility maintenance is conducted by approved contractors.

Academic and administrative buildings are secured after normal hours and access is granted only with proper authorization. Students, faculty, and staff who have access to administrative or academic buildings after normal hours must lock all exterior doors behind them when they enter. The propping open of doors is strongly discouraged and everyone is encouraged to follow all personal safety precautions. If you are using an academic or administrative building after normal business hours please notify the Department of Public Safety.

Residence halls are open to guest during visitation hours of noon to Midnight daily unless residents are notified otherwise. Each resident is provided a handbook (“Guide to Campus Living”) that includes safety, security, and conduct information. There is a staff office located in the lobby of each residence hall/complex which is staffed 24/7 days a week. Resident Assistants patrol the buildings to ensure they remain safe and secure.

Contacting the Alabama A&M Department of Public Safety

Campus Location:

University Services Building - 453 Buchanan Way (across from Foster Complex)


**Reporting Crime or Suspicious Activity**

It is imperative that all crime and suspicious activity be reported to DPS promptly. By working together, the University community and DPS can prevent and reduce crime on campus. You may report criminal activities or other emergencies in several different ways at AAMU.

All students, employees, and visitors of the University should promptly report criminal incidents, accidents and other emergencies to the Department of Public Safety by dialing 911 from a campus phone or (256) 372-5555 from your cell or non-campus phone.

Crime and other serious incidents can also be reported confidentially by contacting an investigator at (256) 327-4293. The Department of Public Safety also has an online tip sheet that can be submitted confidentially by visiting our webpage.

The University has installed emergency two-way blue light phones throughout the campus. By pressing the small silver button on the station, users can communicate directly with the Department of Public Safety’s Communications Center. The location of the station will be automatically conveyed to the Dispatcher answering the phone.

Any member of the University community who wishes to file an incident report or criminal complaint, can always contact the Department of Public Safety at (256) 372-5555. You can also visit the department headquarters located on Buchanan Way in the University Services building across from Foster Complex. We are open 7/24/365!

The officers’ primary concern will always be the safety of the victim. Reporting the incident to the Public Safety Department does not necessarily mean the victim must file criminal charges. In most cases, she or he maintains the ultimate decision of whether to go forward with an investigation.

**POLICIES and REGULATIONS**

**Timely Warning Notices & Campus Safety Alerts**

In the event that a crime occurs on or near campus or a situation arise that constitutes an ongoing or continuing threat to our University community, DPS will issue a campus wide” timely warning” notice using the Alabama A&M University Bulldog Alert system. Warnings may also be issued for threatening or hazardous weather conditions. In order to receive this important information via email or cell phone you must subscribe to **Bulldog Alerts**:

- Go to the AAMU homepage
- At the bottom of this page click on “Technology @AAMU”
- At the Information Technology Services web-site select “Sign-Up for Bulldog Alerts”
- You will then be given step by step instructions on how to receive alerts on your phone & by email
The purpose of a timely warning is to maintain an informed campus. Any member of the AAMU community who know of a crime or other serious incident should report that information to DPS so that a Bulldog Alert can be issued, if warranted. If community members report crimes or serious incidents to other University officials, those officials should notify DPS immediately.

**Daily Crime and Fire Log**

DPS maintains a Daily Crime Log that records (listed by the date incident was reported), all crimes and other serious incidents that occur on campus; in a non-campus building or property owned or operated by the University; on public property within, adjacent to, or immediately accessible from the campus; or within the department’s patrol jurisdiction.

This daily crime log is available for public inspection at DPS headquarters or on the AAMU DPS webpage. The Department posts incidents in the Daily Crime Log within two business days of receiving a report of an incident and may exclude incidents from the log in certain circumstances, particularly those in which inclusion may compromise an investigation. We also include arson and fire incidents that occur in campus housing. All statics are compiled from this log.

**Missing Student Notification Policy**

Pursuant to Section 488 of the Higher Education Opportunity Act of 2008, this missing student notification policy must go into effect within 24 hours of the determination that a student who lives in on-campus housing has been missing 24 hours.

Any person, who has reason to believe that a student who resides in on-campus housing is missing, should immediately notify DPS at (256) 372-5555. Campus officials who receive a report that any student might be missing, must immediately notify DPS. The on duty DPS supervisor will immediately generate a missing person report and initiate an investigation.

Should the department determine that the student is missing and has been missing for more than 24 hours, DPS will notify the student’s emergency contact, or confidentially identified individual, no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, DPS will notify the student’s parent or legal guardian immediately after making the determination that the student has been missing for more than 24 hours. As required by law, DPS will also inform the Huntsville Police Department of any missing student. This notification will be made no later than 24 hours after the student is determined to be missing.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially, an individual to be contacted by the University in the event the student is determined to be missing for more than 24 hours. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate. Students should contact their respective resident advisor regarding registering an emergency contact or the Residential Life Office at (256)372-5797.
**Drug Free Campus Program**

Students at Alabama A&M University are expected to be acquainted with and abide by the laws of the State of Alabama and University regulations regarding alcohol and drugs and to be aware of the social, physiological, and psychological consequences of excessive drinking in order to make responsible and informed decisions about the serving and consumption of alcohol.

AAMU subscribes to a drug free campus including alcohol and marijuana. To facilitate the “drug-free campus” policy, a program has been devised consisting of four major thrusts: 1) increasing the awareness of the debilitating effects of drug abuse; 2) student education, counseling, rehabilitation, assistance; 3) application of University regulations and sanctions against alcohol and drug abuse; and 4) application of local, state, and federal laws against unlawful possession, use, or distribution of illicit drugs and alcohol.

The use, consumption, distribution, storage, or sale of any alcoholic beverage, or the possession of sealed or unsealed containers of alcoholic beverages on any property owned or leased by the University, is prohibited and subject to disciplinary action up to and including suspension or expulsion.

It is also unlawful for any student, employee, or visitor to manufacture, distribute, dispense, possess or illegally use any controlled substance on the campus or under the jurisdiction of Alabama A&M University. Students in violation of this policy may be jeopardizing their own well-being as well as the well-being of the AAMU community.

**Rape and Sexual Misconduct**

All forms of sexual assault and misconduct are regarded as serious offenses in violation of the AAMU Code of Conduct and can result in disciplinary sanctions up to and including suspension or expulsion. Alabama State Laws and University policy seek to protect victims of rape, sexual assault and other sex related offenses and strongly encourage the reporting of all such crimes to University officials. These officials include DPS employees, resident advisors, Human Resources Office, Health Services Counselors, or any University counselor. Reporting a sexual assault to DPS may help to prevent another assault. Reporting the incident does not mean the victim must proceed with prosecution.

If you are the victim of a sexual offense on or off campus:

- Report the incident to the Department of Public Safety at 911 or (256) 372-5555.
- Report the incident to the local police agency where incident occurred.
- Seek immediate medical attention whether or not you decide to report the incident. Preserving evidence is important in later pursuing criminal charges.
- Pursue criminal charges if you desire.
- Contact the University Counseling & Health Services. A professional counselor trained to deal with sexual assault issues will be available to talk to the victim. A counselor can assist by contacting on-and off-campus resources for medical, legal, or emotional support.
• If the alleged offender is an AAMU affiliate, file a complaint under the applicable AAMU disciplinary procedure. The Office of Student Affairs, Title IX Coordinator, and the Human Resources Office can provide guidance.

• When necessary, seek assistance with changing an academic and/or living situation as a result of an assault by contacting the Office of Student Affairs or the Title IX Coordinator.

• Both the accused and the accuser are allowed to have others present during all campus disciplinary proceedings.

• Both the accused and accuser are informed of the outcome of all disciplinary proceedings for sexual misconduct. If the accuser is deceased the next of kin will be notified at written request.

**Victim Services**- AAMU Counseling and Health Services Center offers 24 hour, free confidential professional services to victims of sexual assault including counseling, examinations and referrals to students victimized by sexual violence. Other resources available in the Huntsville area include Crisis Services of North Alabama where victims can receive free, confidential services including individual and group counseling and examinations.

**Sex Offender Registry and Access to Related Information**- The federal “Campus Sex Crimes Prevention Act” requires institutions of higher education to advise the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education which the person is employed, carries on a vocation, volunteers, or is a student. Information regarding registered sex offenders in the State of Alabama can be found at:

[http://dps.alabama.gov/Community/wfSexOffenderSearch.aspx](http://dps.alabama.gov/Community/wfSexOffenderSearch.aspx)

**Weapons Prohibited**

The use, possession, storing , or transporting of any firearms (including those with a permit), ammunition, explosives, Tasers, stun-guns and dangerous weapons of any kind; are strictly prohibited on AAMU campus, except as required by law or approved by the University President or Executive Director of Public Safety.

**Vehicle Registration**

Any student, faculty or staff member operating a motor vehicle including motorcycles and scooters on campus must register the vehicle with DPS and obtain a parking decal. This decal must be affixed to the vehicle at all times while parked on campus. Failure to register motor vehicles and to properly display the registration decal shall be a violation of AAMU traffic regulations.
Students will need to present the following before being permitted to register any vehicle:

- Valid driver’s license
- Proof of liability insurance
- Tag receipt or proof of current and valid vehicle registration
- Current class schedule

**CRIME PREVENTION and SAFETY AWARENESS**

PLEASE REMEMBER CRIME AND OTHER PROBLEMS CAN OCCUR HERE JUST AS THEY DO IN COMMUNITIES OUTSIDE THE GATES OF THE UNIVERSITY. Security doesn’t begin and end with the University police. It takes the entire University community to make our campus a safe and secure place. The number one thing you can do to help is to always practice safety and awareness precautions.

**SOCIAL MEDIA AWARENESS**—Electronic network communities can be a great resource to express yourself and connect with your peers however, please remember there are always some risks. Bad things that happen in actual relationships, such as harassment and stalking, can also occur online. Be selective in the information you share in social media formats, it is never a good idea to put personal information (date of birth, address, or Social Security number) or photos on sites for everyone to view. Be selective and keep accounts containing this information closed to the general public.

**Bulldog Safety Tips**

- LOCK YOU CAR DOORS & NEVER LEAVE VALUABLES IN PLAIN SIGHT.
- KEEP YOUR ROOM DOOR LOCKED EVEN WHEN LEAVING YOUR ROOM FOR A MOMENT.
- KNOW WHERE THE CAMPUS BLUE LIGHT PHONES ARE LOCATED.
- USE THE BULLDOGTRANSIT SYSTEM.
- SECURE YOUR VALUABLES BEFORE YOU LEAVE YOUR ROOM.
- WALK WITH A FRIEND AT NIGHT OR REQUEST AN ESCORT FROM DPS.
- ENGRAVE YOUR LAP TOP AND OTHER ITEMS WITH YOUR DRIVERS LICENSE NUMBER OR BANNER ID.
- RECORD SERIAL NUMBERS FOR ALL ELECTRONIC ITEMS AND STORE INFORMATION IN A SAFE PLACE.
- MARK YOUR BOOKS AND DO NOT LEAVE THEM ATTENDED.
- TAKE ALL VALUABLES WITH YOU WHEN TAKING BREAKS IN STUDY OR DINING AREAS.
- WHEN YOU ARE SUSPICIOUS OR NERVOUS, TRUST YOUR FEELINGS AND GO TO A SAFE PLACE IMMEDIATELY.
- TELL SOMEONE WHERE YOU ARE GOING AND WHEN YOU PLAN TO RETURN BUT NEVER LEAVE NOTES INDICATING YOUR ABSENCE.
- **REGISTER FOR BULDOG ALERTS!!!!!!**
Rape Aggression Defense (RAD) Program for Women

The Rape Aggression Defense (RAD) Program taught by the Department of Public Safety certified RAD instructors empowers female students, faculty, and staff to combat various types of assaults by providing them with realistic self-defense tactics and techniques. This empowerment is taught through four basic principles: education, dependency on self, making one’s own decisions, and realization of one’s own power. The objective of RAD is to develop and enhance self-defense options for women. The course begins with awareness, prevention, risk education and risk avoidance, while progressing on to the basics of hands-on defense training. The classes provide women with effective options by teaching women to take an active role in their own self-defense and psychological well-being.

For more information about RAD, to arrange a group course, or for dates of the next scheduled course, please contact the DPS Training Coordinator at ext. 5555.

Severe Weather

When bad weather enters our area remember to remain alert to changing weather conditions. Monitor local radio and television stations for weather updates. Sign up for Bulldog Alerts to ensure you receive weather information and the impact on campus activities.

In the event of a severe weather warning, go immediately to the designated areas listed below. Remain in your designated area until advised by emergency responder personnel that the warning has expired. Stay away from windows or glass structures. If it is not possible for you to get to a designated area, go to the lowest area of the building.

If you are outside in a severe thunderstorm or when lightning threatens immediately seek shelter in a substantial building if this is not possible, find a ditch or ravine; lie flat with your hands shielding your head

REMEMBER: There is a difference between a “WATCH” and a “WARNING”

WATCH: The conditions for severe weather to occur are favorable

WARNING: Severe weather has been spotted. TAKE COVER IMMEDIATELY!
IMPORTANT PHONE NUMBERS

EMERGENCY ......................................................................................................................... 911

AAMU DEPARTMENT OF PUBLIC SAFETY ............................................................................ (256)372-5555

BULLDOG ESCORT SAFETY TEAM (B.E.S.T.) .................................................................... (256)372-5555

HUNTSVILLE POLICE DEPARTMENT ..................................................................................... (256)722-7100

MADISON COUNTY SHERIFF’S DEPARTMENT ................................................................... (256)532-3416

ALABAMA STATE TROOPERS ............................................................................................... (251)275-3249

HUNTSVILLE HOSPITAL ........................................................................................................... (256)265-1000

DEPARTMENT OF STUDENT AFFAIRS ................................................................................ (256)372-8165

AAMU COUNSELING & HEALTH SERVICES ...................................................................... (256)372-5601

CRISIS SERVICES OF NORTH ALABAMA .......................................................................... (256)705-6770

TITLE IX COORDINATOR ..................................................................................................... (256)372-5835

JUDICIAL AFFAIRS ................................................................................................................ (256)372-5616

ALT DEPARTMENT OF PUBLIC SAFETY .............................................................................. (256)746-1686

[Emergency Line in case of Campus Power & Telephone Outages]
FIRE SAFETY REPORT

Fire Emergencies—In the event of a fire on or off campus, sound the nearest fire alarm in the building. Immediately exit the building, and then call 911.

If you discover a fire or smell smoke, sound the building fire alarm by pulling the manual pull station and evacuate the building. Know the locations of the manual fire alarm stations and how they operate. Never attempt to fight a fire due to the hazards associated with the products of combustion and the threat of a fire spreading.

ENTERING FALSE FIRE ALARMS OR BOMB THREATS AND/OR TAMPERING WITH EXTINGUISHERS, ALARMS, OR OTHER SAFETY EQUIPMENT ARE ALL SERIOUS VIOLATIONS OF THE UNIVERSITY REGULATIONS AND STATE LAWS AND WILL BE HANDLED ACCORDINGLY. THE UNIVERSITY WILL TAKE DISCIPLINARY ACTION AGAINST ANY STUDENT/EMPLOYEE FOUND GUILTY UP TO AND INCLUDING SUSPENSION, EXPULSION, TERMINATION, AND CRIMINAL PROSECUTION.

EVACUATION PROCEDURES FOR CAMPUS BUILDINGS

• Upon hearing a building fire alarm signal, which could be a bell, alarm, horn, or voice message immediately begin evacuation. Close doors behind you. Use the nearest safe exit, DO NOT use elevators. Full evacuation of the building is required upon activation of the fire alarm system. Once you have evacuated the building, re-entry is permitted only after approval from emergency responders.
• Know the location of all exits from your building. All required exits in University facilities are properly marked with EXIT signs.
• In most emergency situations, you will be required to immediately evacuate the building. In circumstances where immediate evacuation may not be warranted, you will be notified if what actions are necessary through established communication mechanisms. This may include through emergency responders on the scene, 911
• Dispatcher, your supervisor or instructor, Bulldog Alerts, electronic billboard messages, radio, television, or public address announcement.
• If caught in smoke or heat, stay low where air is better and attempt to reach a safe exit or area of refuge. If you are unable to leave your room or office due to heat or heavy smoke in the hallway, or due to physical disability, call DPS or 911 and give your exact location and room number so the firefighters can be directed to you.
• Leave the building and assemble in an area established by the specific evacuation plan for your building, your supervisor, or 100 feet from the main entrance of the building to ensure safe ingress of emergency responders and safety equipment.
• Upon arrival at the assembly point, a survey of staff members/students/visitors shall be immediately conducted to determine if anyone failed to evacuate the building. If anyone is discovered missing, immediately report that information to the emergency responders.
RESIDENCE HALLS

Fire-Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Reporting Fires- Anyone discovering a fire should call 911. If the fire has been extinguished and is no longer a danger, contact the Department of Public Safety, Hall Director, or Resident Assistant to report the incident.

Fire Drills-Fire Drills are held once a semester for each residence hall. The drills are scheduled with Residential Life staff and the Department of Public Safety. Fire drills are mandatory supervised evacuations of a building for a fire. All students MUST participate in these drills. Students who fail to leave the building during a fire drill will be counseled and the violation will be documented on a Student Conduct Report and forwarded to the Director of Residence Life for disciplinary action.

Evacuation Procedures - When you have been alerted by an alarm, shouted a warning, or have received the sensation of smoke or fire immediately evacuate the residence hall. Please remember:

- If there is smoke in the room, keep low to the floor.
- Before passing through any door, feel the door. If it is hot, do not open the door.
- Before opening a door, brace yourself against the door and open it slightly. If heat or smoke is present, close the door and stay in the room.
- If you can proceed, safely evacuate the building promptly.
- If you are trapped and cannot leave the room, open the window and hang an object out from the window to attract the fire department's attention. Do not attempt to jump from the window! If there is a phone in your room, call Public Safety and report you are trapped; give the room number and specific location.
- If you can leave a room, close all doors behind you as you exit.
- Go to the nearest exit or stairwell-DO NOT use elevators.
- If the nearest exit is blocked by fire, heat or smoke, go to an alternate exit.
- If all exits from a floor are blocked, go back to your room, open the windows, wave something out the window and shout for help.
- After evacuating a building, move well away from it and report to your pre-determined emergency evacuation assembly area.
- Take a roll call immediately to determine if anyone failed to evacuate the building. If anyone is discovered missing, immediately report that information to the fire, police, or hall personnel.
- Never re-enter building always remain at the assembly and await further instruction. Emergency personnel will be maneuvering around the building.
- Follow the directions of fire, police, and hall personnel.
RESIDENTIAL EMERGENCY EVACUATION ASSEMBLY AREAS

**RESIDENTIAL HALL** | **LOCATION**
---|---
COUNCILL HALL | GRASS LOT AT BUCHANAN HALL
FOSTER COMPLEX | EAST GRASS LOT AT CHASE RD and BACK GATE
FOSTER COMPLEX W | EAST GRASS LOT SOUTH OF STEPHENS HALL
GRAYSON HALL | ON HILL WEST OF GRAYSON
HOPKINS HALL | WALKER WOOD PARKING LOT
KNIGHT COMPLEX | EAST GRASS LOT NEXT TO MERIDIAN STREET
KNIGHT COMPLEX | WEST TM ELMORE BUILDING
MORRIS HALL | GRASS LOT AT SOUTH OF MORRIS at SILO
PALMER HALL | GRASS LOT AT BUCHANAN HALL
STEPHENS HALL | GRASS LOT SOUTH OF STEPHENS HALL
TERRY HALL | TENNIS COURT AT REAR OF TERRY
THIGPEN HALL | GRASS LOT SOUTH OF THIGPEN
THOMAS HALL | GRASS LOT SOUTH OF HURT HALL

For the protection of all residents, obey all fire regulations. Failure to evacuate a hall when an alarm sounds represents grounds for disciplinary action. University officials and emergency responders reserve the right to enter student rooms to locate the source of any potential fire or smoke hazard, and to ensure that everyone has evacuated the building.

Policy on Electrical Appliances & Open Flames

**Smoking**

Smoking is prohibited in all areas of the residence halls. All buildings (including residence halls) are designated as **SMOKE FREE FACILITIES**. Smoking is permitted outside but must be done a minimum of thirty feet from any building entrance.

**CANDLES/INCENSE/OPEN FLAME/HEAT SOURCE**

Candles, incense and any item with an open flame or exposed heat source are potential fire hazards, and thus are prohibited within all residence halls. No candles, including candles that have never been burned, are permitted in the residence halls. Candles incense, and any item with an open flame or exposed heat source will be confiscated.

**Electrical Appliances**

General safety, fire codes and insurance standards require that certain restrictions be placed on the use of electrical appliances in the residence hall. Any electrical appliance that has an open heating element may not be used in the resident’s room/suite. This includes such items as: hot air popcorn poppers, hot plates, grills, electric skillets, toasters and toaster ovens. Please note this list is not all inclusive. No cooking is permissible in a resident's room with the exception of the provided microwave oven in Knight and Foster Complex. Under no circumstances are sun lamps, dehumidifiers, space heaters and gas appliances allowed. Violators of this policy may have appliance confiscated and will be subject to disciplinary action.
**Fire Life Education**

All students residing in campus housing are provided and expected to be familiar with the Alabama A&M University Guide to Campus Living which contains fire safety rules and regulations.

Resident Advisors are trained and provided with fire safety information including:

- Who to contact in an emergency
- Critical information needed by first responders (DPS, Fire Department, Medical) to an emergency
- How to respond to fire emergencies
- How to conduct fire drills and evacuations

<table>
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<tr>
<th>Residential Hall</th>
<th>Alarm Monitoring</th>
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** Fire Hose is located on each floor