

STAYING SAFE ON CAMPUS

Preparation

Self-responsibility

Community care

MILES
COLLEGE

PROTECT YOURSELF

While we work hard to create a safe environment, no campus is completely immune from danger. Luckily, you can take some simple precautions to reduce your risk.

CAMPUS & LOCAL OFFICIALS

Campus safety officials are employed by our school to monitor campus and are trained to work with college students.

The local police force generally has jurisdiction over off-campus areas. They serve the entire town/city, not just the campus community.

PERSONAL SAFETY

Prevention is the best way to protect yourself. Opportunity crimes (like stealing an unattended laptop) are among the most common campus crimes. Adapt the suggestions below to minimize your personal danger.

- **Lock your doors and windows when you leave your living space or car.** By locking up, you remove opportunities for an intruder to get in easily.
- **Be aware of your surroundings.** It's best not to wear earbuds and focus on your phone when you walk. Not paying attention makes you a target. If you choose to wear earbuds, keep one of them out and keep the volume low enough that you can hear danger approaching.

- **Walk with a friend at night.** A person walking alone makes an easier target.
- **Park in areas that are well-lit and patrolled.** Keep in mind that street parking is often darker and less likely to be monitored by campus safety staff.
- **Have your keys ready.** In a dangerous situation, having your keys in hand can allow you to get into your living space or car as quickly as possible.
- **Put the emergency and non-emergency numbers for campus safety into your phone.** You can call campus safety to report a crime, when you notice something strange or when you feel threatened. Trust your instincts!

SELF-DEFENSE TIPS

- If someone invades your personal space, loudly yell at them to get away from you.
- If someone tries to rob you, never fight or agitate the situation. Hand over your valuables and get out of the area as quickly as possible.
- Sign up for a self-defense course offered by public safety or in your community to learn how to protect yourself in case of attack.

PROTECT YOUR STUFF

Imagine that you are working on a project at your desk. Then, you step out of your room for a minute without locking the door. When you return, your laptop is gone. You ask around, but no one saw anything. Now, you must find a way to replace the laptop *and* recover or recreate your lost work.

Here are some ways to prevent this type of loss from happening to you.

LIVING SPACE

- **Always lock your bedroom and exterior doors.** Thieves often target unlocked living spaces because it saves them the trouble of breaking a lock. So, lock your door(s).
- **Stash your valuables in a safe, hidden spot.** It's best to minimize the number of valuables you bring to college. Using a small personal safe or an unexpected hiding spot (like an empty cereal box) might prevent someone from swiping something important.
- **Immediately report facility problems.** If a window won't close or a lock is jammed, report the problem to your residence hall staff or landlord right away. Follow up until it's fixed.

RESIST SHARING YOUR LOCATION

If you broadcast that you're away from home on social media, you let thieves know that your place is unattended.

KEEP INTRUDERS OUT

Propped doors give easy access to people who are not well-intentioned and create an opportunity for them to commit crimes and do harm. So, close any propped doors and report them right away.

TRANSPORTATION

- **Lock your car doors and close your car windows.** Thieves are more likely to pass by cars that are sealed up.
- **Keep your car clean.** If burglars see a tidy interior without valuables like devices, spare change or backpacks in clear view, they are less likely to break in.
- **Use a hefty "U" lock with a cable for your bike.** Bike thieves typically use cable cutters. It's harder to cut through a metal "U" lock.

TECH

- **Back up your work.** Save all critical data on an external hard drive or use a cloud-based storage system so you will still have it if your laptop is stolen.
- **Invest in a lock for your laptop and other devices.** Laptop locks use a cable to tether your laptop to something big, like a table or desk. Similarly, you can buy a case for your tablet with a built-in lock system.

PROTECT YOUR FRIENDS

Maintaining campus safety is a responsibility shared by everyone. Besides looking out for yourself, look out for your friends — and strangers too.

SAFETY IN NUMBERS

- **Travel in pairs or groups.** Attackers are less likely to target a group. If you don't have someone to walk with you to a night class or off-campus, see about a campus escort or other program.
- **Make sure someone you trust knows where you are going.** Tell that person where you will be and how long you expect to be there. But, don't share this on social media! Doing so could let someone dangerous know your whereabouts.

BYSTANDER INTERVENTION

You might see a dangerous situation unfold, yet feel unsure about whether you should do something because you're not directly involved. Bystander intervention allows everyone to make campus safer. It requires you to recognize and intervene when a situation needs attention, like:

- Telling a classmate you don't appreciate the use of an offensive term
- Walking a depressed friend to the counseling center
- Creating a distraction to remove someone from a potential sexual assault situation

By looking for warning signs and then safely intervening, you can send a message about what is acceptable within your community. In the process, you'll hopefully prevent someone from getting hurt.

SEXUAL ASSAULT PREVENTION

- Always ask for consent before and during sexual activity
- If you see someone in trouble, ask if you can stay with that person
- Seek out a neutral authority figure for assistance
- Don't use alcohol or other drugs to coax someone into sexual activity
- Be careful of your own alcohol or other drug intake so as not to become a perpetrator or victim
- Ask for help if you *ever* feel threatened

CONSENT

Consent is when someone agrees to sexual relations with someone else. Keep these things in mind:

- Listen to and respect your partner
- Always ask for consent before and during sexual activity
- Someone can say "no" after initially saying "yes"
- A person under the influence or unconscious is not able to consent

PROTECT YOUR BODY

If you have a medical emergency, will first responders know whom to call? Consider using an app that allows first responders to bypass your phone's lock screen and access important health and contact information.

ALCOHOL AND OTHER DRUGS

SIGNS OF ALCOHOL POISONING

Blood alcohol content can rise even after someone passes out, according to Collegedrinkingprevention.org. "Sleeping it off" is not safe for people with alcohol poisoning. They could choke on vomit, stop breathing, suffer brain damage or die. Call for medical help immediately if you observe symptoms like:

- Mental confusion
- Inability to speak or walk
- Unconsciousness
- Vomiting
- Seizures
- Slow or irregular breathing
- Bluish skin color

Using and abusing alcohol and other drugs lowers inhibitions and reduces the ability to think clearly. Most safety-related incidents, including sexual assaults and fire-related deaths, happen when someone is under the influence.

So, make smart, deliberate decisions about alcohol and other drugs in order to protect yourself and others.

YOU CAN PROTECT YOUR BODY BY:

- **Doing something else.** There are multiple alcohol-free social options on campus. Many of your classmates choose not to drink or do drugs. So can you.
- **Pacing yourself.** Drinking is not a race. Use "spacer" drinks, like water, between alcoholic drinks. If you choose to drink, limit your consumption.
- **Never accepting a drink from someone else or leaving a drink unattended.** It only takes a moment for someone to slip in a drug.
- **Avoiding another person's prescription medicine.** These potent medicines should only be taken as prescribed by the person to whom they were prescribed. Misusing them can lead to addiction, overdoses or permanent health problems like heart trouble.
- **Avoiding illegal drugs.** Illegal drugs are dangerous. Plus, many people have recently died because their drugs were laced with other drugs or poison.

COUNT YOUR DRINKS

If you choose to drink, be conscious of how much you're consuming. Though alcohol content varies, here are general guidelines for one standard drink.

12 fl oz of regular beer = 8-9 fl oz of malt liquor = 5 fl oz of table wine = 3-4 fl oz of fortified wine (such as sherry or port) = 2-3 fl oz of cordial, liqueur or aperitif = 1.5 fl oz of brandy or cognac (a single jigger or shot) = 1.5 fl oz shot of 80-proof distilled spirits

For more information about alcohol consumption and safety, visit rethinkingdrinking.niaaa.nih.gov.

PROTECT YOUR TECH

Since so much of your life takes place online, it's vitally important to consider how to protect yourself in the virtual world.

OBSTRUCTING HACKERS

There's no impenetrable way to protect yourself from hackers and identity thieves, yet you *can* take steps to fortify online protections.

- **Use a passcode on your devices.** Using a passcode or thumbprint on your lock screen adds time, but also keeps unwelcome viewers out.
- **Employ two-step authentication.** Your devices and many apps have this option. When you or someone else log on from a new device, a passcode must be entered to give permission for access.
- **Don't get phished.** Never click on an emailed or texted link to reset a password or access an account. Instead, independently log on and reset your password in account settings.
- **Keep a record of your bank and credit card companies' phone numbers.** If your wallet gets lost or stolen, immediately call account services and let them know what happened. They will cancel the cards and send new ones.

PASSWORDS

Security experts recommend using varied, long and random passwords for every account. Remember them by:

- Writing them down on paper, then hiding the list
- Using an online password manager

SOCIAL MEDIA

Before you post on social media, consider how...

- **Broadcasting your schedule and location jeopardizes your safety.** Everyone, including ill-intentioned people, will know where you are and can track your whereabouts.
- **Future employers may be able to find what you post and share online.** Employers often review social media accounts when making hiring decisions.

ENCRYPTION

Some messaging apps offer encryption to protect the content of your conversations. Remember: encryption only works if all parties want a private interaction. It won't prevent someone from sharing your words or images without your permission.

PROTECT YOUR COMMUNITY

Emergencies can and will happen on our campus. You can take steps to keep yourself and others safe, even in the most harrowing situations.

FIRES

- **Know where to access and how to use fire extinguishers.** Know where they are and consider purchasing one for your bedroom.
- **Evacuate every time the fire alarm sounds.** Evacuating will save your life — and protect first responders — in a true emergency.
- **Be aware of the location of emergency exits.** If smoke is in the hallway, could you evacuate? Count the number of doors to a fire exit in a residence hall and make sure you know the location of secondary exits in off-campus residences.
- **Make sure smoke alarms are functional.** Smoke alarms should be tested twice a year. In off-campus residences, there should be one inside every bedroom, outside sleeping areas and on every level (including the basement). Any batteries should be replaced annually.

P.A.S.S. Method of Fire Extinguisher Use

PULL... Pull the pin. This will also break the tamper seal.

AIM... Aim low, pointing the extinguisher nozzle at the base of the fire.

SQUEEZE... Squeeze the handle to release the extinguishing agent.

SWEEP... Sweep from side to side at the base of the fire until it appears to be out.

EMERGENCY NOTIFICATIONS

Sign up to receive emergency alerts via email, phone or text. During an emergency, these alerts will provide critical information from campus safety

NATURAL DISASTERS AND OTHER THREATS

Our campus has extensive emergency protocols in the event of natural disasters or threats like active shooters. To assist in an emergency:

- Review emergency protocols now, before danger strikes
- Listen to campus officials who have been trained to lead you to safety
- Follow evacuation procedures quickly and completely
- Try to stay calm and assist where you can

Last, if you see something, *say something*. Threats and emergencies can be averted when community members like you inform campus officials when something seems wrong.

SAFETY AND INFECTIOUS DISEASES

To keep yourself — and others — safe from infection, wash your hands thoroughly for 20 seconds, use hand sanitizer when you're not able to wash up, wear a face mask and maintain social distance. It all shows respect and care for your fellow community members.

SAFETY AT MILES COLLEGE

ACTIVE SHOOTER: RUN, HIDE FIGHT

RUN: If there is an accessible escape path, attempt to evacuate the premises. This is your best chance of survival.

Be sure to:

- Warn individuals not to enter an area where the active shooter may be.
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Keep your hands visible and raised above your head.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 or College Police (205-929-1720) when it is safe to do so.

HIDE: If safe evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view – away from doors/hallways and behind solid objects, if possible. You can sit on the floor, out of the common view, away from doorways and windows.
- Provide protection if shots are fired in your direction (i.e. in a room with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place or hearing you:

- Lock the door.
- Blockade the door with heavy furniture
- Close, cover, and move away from windows.
- Silence your cell phone and/or pager (even the vibration setting can give away a hiding position) and turn off any source of noise (televisions, computers, radios, etc.).
- Turn off the lights.
- Remain quiet.

FIGHT: As an absolute last resort, and only when you feel your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter:

- Act as aggressively as possible to subdue the shooter.
- Throw items and improvise weapons.
- Yell.
- Commit to your actions. Your life will depend on it.

SAFETY AT MILES COLLEGE

HEALTH CENTER

Life-or-Limb Threatening Emergency

Dial 911 to reach Emergency Medical Services or go to one of the nearby hospitals Emergency Department.

Medical Emergency After Hours

Please call 911, or go to the nearby Emergency Department.

Nearby hospitals that have Emergency rooms:

- Princeton Baptist Medical Center
701 Princeton Ave SW,
Birmingham, AL 35211
- The University of Alabama at
Birmingham
619 19th St S, Birmingham, AL 35294

When 911 is called Please contact the Miles College Police Department at (205) 929-1720, and let them know that you have called 911.

SEVERE WEATHER SHELTER AREAS

- Be located in an interior room of hardened structure (e.g. conference room, classroom, hallway, bathroom, or office). Seek shelter in a hardened structure if you are located in a modular, prefabricated, or temporary structure.
- Be free of windows and other glass structures.
- Be at the lowest level possible in the building.

TORNADO

- Hardened structure
- Interior hallway or room
- Free of windows or other glass structures
- At the lowest level possible in the building – use stairs, do NOT use elevators
- Use your arms to protect your head and neck. Protect your body from flying debris with any available furniture or sturdy equipment.
- Do NOT open windows.
- Take account of your co-workers and/or students and attempt to locate missing persons if safety permits.

BOMB THREAT/SUSPICIOUS PACKAGE

- DO NOT TOUCH OR MOVE any unusual or suspicious items.
- DO NOT ACTIVATE THE FIRE ALARM.
- If directed to evacuate, scan your immediate work area for any unusual or suspicious items as you leave the area.
- All suspicious items should be treated as a bomb until proven or deemed otherwise.
- NEVER use a radio, cellular telephone, or other transmitters during a bomb incident.
- BE AWARE OF SECONDARY DEVICES. Assembly areas should be thoroughly searched for suspicious items immediately.

SAFETY AT MILES COLLEGE

CONTACT INFORMATION

LAW ENFORCEMENT:

Emergency assist 911

Miles College Police Department

- (205) 929-1720
- (205) 929-1722

Fairfield Police Department

- (205) 786-4111

Jefferson County Sheriff's Office

- (205) 325-1450

REPORTING:

Patricia Wilson, Title IX Coordinator

- Brown Hall
- (205) 929-1440
- titleix@miles.edu

Chief of Staff

- Brown Hall
- (205) 929-1457
- kcoachman@miles.edu

Chief of Police

- MC Police Department
- (205) 929-1720
- jblackwell@miles.edu

Director of Student Affairs

- (205) 929-1156
- lparker@miles.edu

Campus Conduct Hotline

- (866) 943-5787

National Domestic Violence Hotline

- (800) 799-7233

Birmingham Crisis Center

- (205) 323-7782

National Sexual Assault Hotline

- (800) 656-4673

ANNUAL CLERY ACT REPORT

No campus community is completely crime free. On this campus, we are open and transparent about crime. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires that we record and report crimes to the U.S. Department of Education each year. We also post them publicly for our entire campus community. We hope that you will use our Clery Report to make informed decisions about your own personal safety.

CRIME PREVENTION

- Do not allow people whom you do not recognize into your residence hall. You are responsible for anyone that you let into the residence hall.
- Protect your neighbors; do not prop open doors to residence halls. This may allow trespassers to enter the residence hall without being identified.
- If you see a suspicious individual loitering around a residence hall or walking the campus, report that person to Campus Police at once.
- If you receive an obscene or harassing phone call, hang up immediately and notify Campus Police.
- If you have been the victim of any crime, contact Campus Police and the Dean of Students.
- Always lock your door whenever you leave your room, even if it is for a short time.