

- Driving or parking on the grass or sidewalks and parking or standing at crosswalks, loading zones or yellow curbing is prohibited at all times.
- Motorcycles, motor scooters, motor bikes and bicycles must not be parked on yellow curbs, or sidewalks, or in driveways so that they block entrances or exits to parking areas, sidewalks, or buildings.
- Employees of the college may not authorize students to park in any other parking zone other than those specifically designated for student parking.
- All traffic regulation signs on campus must be obeyed, including stop signs, yield, crosswalk one way, and speed limit signs.
- The speed limit on all campus roadways and in all parking areas is 15 mph, but any speed not safe for the conditions of the road, including vehicle and pedestrian congestion during peak periods of the day, is prohibited.
- Motor vehicles must yield to pedestrians in designated crosswalks.
- The use of the track as a roadway by any vehicle, including bicycles, is prohibited.
- If a motor vehicle must be left on campus overnight, the Office of Safety and Security should be notified.

#### Fines and Citations

Each violation of the Parking and Traffic Restrictions or Regulations stated above will result in a citation, and a fine will be assessed as follows:

##### Standing Violation Fines:

No Decal	\$5.00
Parking in a Prohibited Zone	\$5.00
Double Parking/Blocking Traffic	\$5.00
Improper Parking	\$5.00
Warning	No Fine
Handicap Parking Violation	\$50.00

##### Moving Violation Fines:

Driving wrong way on one-way lane	\$10.00
Speeding	\$10.00
Improper Passing	\$5.00
Following Too Closely	\$5.00
Running a Stop Sign	\$10.00

#### Enforcement of Disciplinary Actions

Police and Security Officers patrol the campus and, where necessary, warnings and tickets will be issued. Students who receive citations for serious traffic violations such as speeding or reckless driving may be referred to the Disciplinary Committee.

Payment of all Lawson State Community College fines must be made through the Business Affairs Office within seventy-two (72) hours of violation. Failure of a student to pay a fine will result in the student's inability to register for a new semester, to graduate, or receive a transcript. In the case of repeated parking or traffic violations, a written notice will be sent to the violator prior to revocation of permit. Any unauthorized vehicle parked on campus may be towed away at the owner's expense.

All City of Birmingham fines must be made through the Traffic Citation Division of Birmingham Municipal Court located at 710 20<sup>th</sup> Street North, City of Birmingham, by the court date at the bottom of the citation to avoid doubling of fines or warrants being issued.

#### Appeal

Any student or employee of the college who wishes to discuss and to appeal a traffic/parking citation shall contact the Chief of Security within three school days. If not, the right of appeal is waived. Individuals shall have their appeals processed within thirty days of citation. Appeals for City of Birmingham citations are made at Traffic Citation, 710 20<sup>th</sup> Street North, after three school days.

#### Termination of Parking Authorization

Authorization to park on campus will be terminated when:

- A student or employee is no longer enrolled or employed at the college.
- A student or employee is officially prohibited from coming on campus.
- There is a change in control of ownership to the motor vehicle.
- Parking privileges are revoked due to repeated parking or traffic violations.

#### SAFETY AND SECURITY

Lawson State Community College provides a safe environment for students, faculty, staff and other campus visitors. The college maintains a staff of uniformed Campus Police/Security officers 24 hours a day. Selected areas on campus are under video surveillance as well. A student should report suspicious activity, safety hazards, or security concerns to the Campus Police/Security Office.

A person who is not enrolled at the college; who is not an officer or employee of the college; or who is not otherwise authorized to be on the campus or at any other facility owned, operated, or controlled by the governing

board of the college and who does not have legitimate business on the campus or facility or has no license or invitation to enter or remain on the campus or facility may be directed by any officer of the college to leave the campus or facility.

Any person committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct or activities of such facility, may be directed by an official of the college to leave the campus or facility. If the person fails to do so, trespassing charges may be made by the college through the appropriate local law enforcement agency or court.

### Emergency Assistance

Assistance is available any time that Campus Police/Security can help a student with problems, such as keys locked in vehicle, starting problems, or an accident on campus. Campus Police/Security can be reached from 8:00 a.m. to 5:00 p.m., Monday through Friday by calling the Switchboard Operator, and at night and on weekends by calling 925-3587.

### Emergency Messages

Telephone messages will only be delivered to students in the event of an emergency such as illness in the family, death, an accident, or the like.

### Emergency Procedures

#### Evacuation Plan

The purpose of an established *Emergency Procedures and Evacuations Plan* is to provide a system of alerting and moving students and employees to safe areas during a fire, impending tornado, or any situation that may occur that poses a threat of bodily harm.

**Note:** All faculty members will be responsible for notifying and/or assisting the hearing, visually, or physically impaired of the evacuation signal.

#### Fire Evacuation Procedures

Evacuation Routes are posted throughout the campus and identify the location of fire exits. Students should become familiar with Evacuation Routes.

Fire drills will be conducted in each building at least once per term by the Safety Officer. When a fire alarm signal is heard, each person should immediately make his or her way to the nearest exit and meet. A brief check of the building will be conducted to determine compliance with the fire exit drill procedures. At the conclusion of the drill, an "All Clear" signal will be given, and

participants may return to the building. All students, faculty, staff, and guests are required to participate in the fire exit drills.

#### When a fire occurs:

1. Report the fire to the Campus Police/Security Office or Switchboard Operator by dialing "0" from any college telephone. The college dispatcher will notify the Fire Department.
2. Activate the building alarm. If the building is not equipped with an alarm/signal, notify by voice.
3. Begin evacuation of the immediate area. The instructor is responsible for evacuating the classroom, turning off all equipment and lights, and closing all doors and windows before leaving the classroom, lab, or shop, when feasible. **DO NOT LOCK DOORS!**
4. Assist the disabled in exiting the building! Remember, smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic.
5. Assemble in groups by classes at least 50 yards away in designated safe locations. Safe locations are predetermined by each instructor. Once assembled, the instructor will call roll and report any missing students to the administrator on the scene. Students must remain clear of fire lanes, hydrants, and walkways for emergency vehicles and crews.
6. Do not return to an evacuated building unless instructed to do so by the Campus Police, Security Officer or designee.

It is the policy of the college to evacuate only the building(s) that contain the fire. When the fire department arrives, the fireman in command will order the evacuation of additional buildings should it become necessary.

If trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **REMAIN CALM!**

#### Tornado Evacuation Procedures

The college will utilize the E-Warn notification system as the primary source of information regarding dangerous weather conditions. This system notifies selected administrators via e-mail and radio as dangerous weather conditions develop. However, close attention should be paid to the Emergency Management sirens, which are sounded for severe weather warnings or other emergencies that require shelter.

The college operator, Campus Police/Security Officer, or administrator will alert the faculty and staff, visitors, etc., in the event of a tornado warning. Should it be necessary to evacuate some areas of the campus, a verbal command will be issued, and students and employees will move to the identified shelter areas. Students and instructors should proceed to these areas in groups and remain in groups until instructed to return to classes by a college administrator.

Everyone should be familiar with the *Emergency Evacuation Procedures* and safe locations within each department/ building. Remember, a safe location is the predetermined area decided upon by the instructor. If unaware of the predetermined area, get as far away from the affected building as possible.

For persons with disabilities, the landings inside of each stairwell and protected elevator lobbies are considered safe areas. It is routine procedure for emergency personnel (i.e., fire department and police) to check these areas for individuals with disabilities and/or injured persons. Individuals with disabilities should be escorted to the closest stairwell, and a staff member should remain with that person until emergency personnel arrive.

## **Inclement Weather**

### Policy Statement

The safety and well-being of students and employees are primary considerations during inclement weather. The college has an established procedure to be followed during adverse weather conditions. However, weather, road conditions, and power outages tend to vary within the college's service area. Accordingly, the final decision to travel during adverse weather conditions when the college remains open must be made by the individual college employee or student.

The Campus Police/Security officer on duty will observe and monitor weather conditions at the college and contact the appropriate college officials if conditions become inclement.

### Authorization to Close the College

The President of the college is the only person authorized to close the college. During his absence, this authority is transmitted to the Vice President or designee. The Evening Coordinator has the responsibility for dismissing evening classes early after receiving approval from the President or Vice President. Should it be necessary to close classes during the day, night classes will also be canceled unless otherwise directed.

## Instructional Days Missed Due to College Closing

The college attempts to design the annual calendar with professional development days at the end of the spring semester/ term to be used to make-up instructional (class) days lost when the college is closed due to inclement weather. Because a specific number of instructional (class) days are required each semester/term, accounting for class days lost due to inclement weather must be documented. In the event that class days are lost due to inclement weather, it will be necessary for the college calendar to be revised to account for those days. Students will be notified of changes to the calendar and are expected to attend classes as scheduled.

### Notification Procedure

As travel advisories are issued, a decision to implement the *Inclement Weather Plan* will be made. The plan includes notification of all major radio and television stations in the area. If a student is uncertain of the status of the college (open or closed), he/she should call the college for current information.

### **Protection of Valuables**

The college cannot be responsible for personal property. All valuable articles should be locked in a car trunk or a locker. Serial numbered items should have numbers recorded and kept in a separate location. Students are encouraged to keep purses, handbags, and the like in their possession at all times.

### **Safety Goggles**

#### Alabama Law: SS16-1-7

Eye protective devices for pupils and teachers participating in certain courses.

1. Every pupil and every teacher in the public schools shall wear industrial quality eye protective devices while participating in the following courses:
  - a. Vocational or industrial arts, shops, or laboratories involving experience with:
    - (1) Hot molten metals
    - (2) Milling, sawing, turning, shaping, cutting or stamping of any solid materials;
    - (3) Heat treatment, tempering or kiln firing of any metal or other materials;
    - (4) Gas or electric arc welding;
    - (5) Repair or servicing of any vehicle;
    - (6) Caustic or explosive materials.
2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.