

Campus Safety

For Students



Introduction

The **Campus Safety** module is one component of a set of educational materials designed to address issues of health and safety at Vanderbilt. Various populations of students may be asked or required to become familiar with the following:

- **Alcohol Edu** (incoming undergraduates)
- **Haven** (all incoming **students**; power-based personal violence prevention, bystander intervention, and relevant statutes and resources)
- **Protection of Minors** (undergraduates and other students engaged in activities or operations that require interaction with non-student minors)

Elements of campus safety can also be found in the other components. The topics below are provided to augment and complete the University's efforts to encourage individual responsibility for personal safety.

Security Precautions - *Personal Security*

- Walk or jog in groups of three or more and avoid isolated or dark areas.
- Travel with confidence and purpose: avoid dawdling, texting, and other distractions, such as wearing headphones while walking or jogging.
- Download Vanderbilt's free safety app, SafeVU, to your smart phone and make yourself familiar with its features.
- Update your AlertVU settings to include text messages.
- Make yourself familiar with the locations of emergency phones.
- Do not use ATMs at night.
- Stay alert, and plan ahead.

Security Precautions - *Residential Security*

- Know your neighbors.
- Do not prop open exterior doors.
- If you enter a building or restricted area through an electronic key-card or coded access door, do not allow strangers to enter with you.
- Always lock your door when you leave your room, when you are sleeping, or when you are up late at night.
- If you see someone who seems suspicious or out of place, call campus police immediately at 615-421-1411, or use the iReport option in the SafeVU mobile app.

Security Precautions – *Protecting Personal Property*

- Register your bicycle and laptop with the Vanderbilt University Police Department's Operation ID.
- Lock your bike to a bike rack with a U-bolt or thick cable; include locking the front wheel, especially if you have quick-release wheels.
- Keep your car locked, leave nothing in plain sight in the vehicle, and store items of value in the trunk.
- Keep coats, backpacks, and purses with you or locked away.

Security Services - *Emergency Phones & Calls*

- Emergency phones, or Blue Light phones, are located throughout the campus.
- Each phone has an emergency button that, when pressed, dials the VUPD communications center.
- An open line on any emergency phone will initiate a priority response from an officer, even if nothing is communicated to the dispatcher.
- Emergency phones may be used for actual or perceived emergencies ONLY.
- Additional options :
 1. Emergency response can be initiated by calling 911 from any campus phone or (615) 421-1911 from any cell phone.
 2. Emergency assistance can also be requested via the SafeVU mobile app.
- Callers should dial 911 for off-campus emergencies.
- Callers should be prepared to state the location and the nature of the emergency.

Security Services - *Vandy Vans*

- The Vanderbilt University Police Department administers the Vandy Vans shuttle bus service in partnership with Vanderbilt Student Government and the Dean of Students office.
- The shuttle schedule is from 5pm to 5am during the fall and spring semesters.
- Shuttles run three different routes.
- Students may check van locations and estimated times of arrival via the SafeVU mobile app.
- Students may set up text message alerts to be informed when a Van is approaching a particular stop.

Security Services - *Escorts*

- A walking escort to and from the designated Vandy Van stops may be requested by dialing (615) 421-8888 or via the SafeVU mobile app.
- Following the request, a representative from VUPD will be dispatched to the caller's location, or to a designated meeting point, to accompany the caller to the caller's destination.

Fire Safety

Prevention

Fire prevention is everyone's responsibility. The University has established fire-prevention policies and regulations but cannot anticipate every possible scenario that might result in fire. Individual awareness and common sense are required to mitigate the potential for fire.

The prohibited items apply to University residence halls, and in most cases academic buildings. In some cases (e.g., use of fireworks) the prohibitions extends to residents of Davidson County. Students residing off campus are advised to consider the campus prohibitions when considering their fire safety strategies.

Fire Safety--*Continued*

Prohibited items

- Arson and igniting fires are prohibited.
- The University's smoke-free campus policy limits smoking to ***designated, outdoor*** areas.
- Flammable materials (e.g., sheets, blankets, bandanas, scarves, paper), may not be used to cover or obstruct light sources or heating/cooling sources.
- Only power strips with circuit breakers may be used as extension cords.
- Other prohibited items include:
 1. Candles or other devices that produce an open flame (such as oil lamps and incense). These items are subject to confiscation from campus residences at all times, even if they have never been lit.
 2. Use or possession of fireworks.
 3. Halogen lights and other light sources that produce dangerous levels of heat.

Fire Safety--*Continued*

Cooking & Appliance Safety

- Items cooking on stovetops or in ovens must be attended for the duration of the cooking, baking, broiling, or roasting process.
- Appliances with exposed heating elements are ***prohibited***, except for those provided by the University in apartment kitchens.
- Appliances that draw a large amount of current from each circuit, such as hot plates, air conditioners, electric heaters, and instant water-heating elements, are ***prohibited***.
- Permitted appliances used in campus residences must be in good condition, with special attention given to seals, electrical cords, and plugs.

Fire Safety--*Continued*

Storage in Residences

- Motorcycles, mopeds, and other internal combustion machines may not be kept or stored in University residences.
- Combustible materials (gasoline, kerosene, camp-stove fuel, lighter fluid, etc.) may not be kept or stored in campus residences.
- Storage items (boxes, bicycles, etc.) in hallways or that obstruct the path of emergency evacuation are prohibited.

Fire Safety--*Continued*

Grill, Furniture, and Décor Guidelines

- The Metropolitan Nashville-Davidson County Fire Code prohibits the use and storage of grills within ten (10) feet of any combustible materials on any balcony or patio of a multifamily dwelling. Use or storage of grills (for either outdoor or indoor use, including "George Foreman" grills and like devices), is prohibited.
- Resident-owned furniture brought into residence halls and Greek houses must meet the hospitality/contract-grade furniture fire-safety specifications of either the National Fire Protection Association (NFPA) standard 260, or the California Technical Bulletin 117, section E.
- Cut greenery and cut trees are prohibited. Installation of elaborate door decorations is limited to a specified period of time-- set by appropriate administrators-- and may not remain overnight.
- Tube lights and string lights are prohibited with the exception of those meeting the conditions: deployed in individual rooms, only, and not in common areas; UL approved and in good condition; no more than three strands strung together; and, plugged directly into an outlet or into a power strip (as above) that is plugged directly into an outlet.

Fire Safety--*Continued*

Smoke Detectors and Fire Sprinklers

- Fire alarms, extinguishers, sprinklers, smoke detectors, and emergency exits are all provided to mitigate the possibility and severity of fire in University buildings, and to enable efficient evacuation should evacuation become necessary.
- Campus residents, students in academic buildings, and guests must do their parts to ensure that evacuation routes remain clear, and that equipment is available and functioning when required, by complying with the policies delineated below.

Fire Safety--*Continued*

Tampering with life-safety equipment is prohibited and unlawful.

- The following are prohibited and will likely result in corrective action through the University's accountability process. Consequences may include suspension from the University and/or a prorated damage charge among the residents of a particular area if the responsible person(s) cannot be identified:
 1. Activating a fire alarm for reasons other than alerting building occupants to smoke or fire
 2. Disabling fire-alarm and smoke-detection systems
 3. Tampering with door alarms, fire extinguishers, sprinkler heads, water-flow or other control valves and other fire-safety equipment
 4. Tampering with smoke detectors, emergency phones, or other life-safety and security equipment
 5. Suspending items from ceilings, smoke detectors, sprinkler heads, overhead piping, or on or near water pipes, or draping items over fire safety equipment
 6. Tampering with or damaging fire-exit lights, signs, horns, strobes, or other notification devices
 7. Tampering with, obstructing and unauthorized use of emergency-exit doors.

Fire Safety--*Continued*

Emergency Evacuation

- Walkways, stairs, and corridors must be kept clear at all times for emergency egress.
- Bicycles may not be stored in hallways, stairwells, in other common areas or attached to handrails. Bicycles may be stored in student rooms.
- Access to windows and doors must be kept clear for emergency egress.
- Emergency exits may be used only for emergency exit, or exit during drills. Other use is prohibited.
- Failure to evacuate a building when a fire alarm sounds is prohibited.

Fire Safety--*Continued*

Sounding an alarm:

If you discover flame or thick smoke, activate the alarm by engaging the closest pull station.

Reporting:

Call 911 to report the location of the fire or smoke.



Fire Response--*Continued*

Extinguishing:

If you can do so without putting yourself or anyone else at risk, smother a grease fire by putting the lid on the pan, otherwise, discharge a chemical extinguisher at the base of the flame.

Evacuating:

When a fire alarm is sounded, proceed to the closest, accessible exit.

- Take your key and cell phone if they are readily available, and lock your door.
- Wear shoes if at all possible.
- Before opening a door to a corridor, feel the door and touch the doorknob to ensure that neither is unusually warm.
If the door and knob are not unusually warm, open the door cautiously, and be prepared to close it immediately.
- Proceed to stairwells and exits. If you encounter smoke at any point in the evacuation process, drop to the floor to mitigate its effects, and crawl to your exit.
- Stay out of elevators! Elevator shafts can become chimneys in which occupants can be asphyxiated.
- Do not return to the building until authorized by to do so by police or fire department personnel.

Fire Safety--*Continued*

Shelter in Place:

If you cannot evacuate your room, place towels, jackets, or coats at the base of the door and dampen them with water, if possible.

- Hang a towel or other device out of the window to signal to responders that the room remains occupied.
- If smoke fills the room, open the window to the extent that you can breathe air from the exterior.

Fire Safety--*Continued*

Liability

- Residents may be held *financially responsible* for damages or losses resulting from accidents or negligence.
- Residents who suffer losses under such circumstances must take their claims to their own homeowners or renters insurance carriers. These companies may subrogate the claims to the carrier of the responsible resident's insurance.
- (Note: Among the most common occurrences is water damage caused by the triggering of interior sprinklers as a result of horseplay, or hanging objects from sprinkler heads. And, there have been cases of residents' families' insurance companies settling claims of other residents for sums totaling over six figures due to smoke and water damages as the result of a fire.)



Severe Weather

Thunderstorms & Lightning

- Lightning can strike up to **10** miles away from a thunderstorm.
- If you can hear thunder, you are at risk of being struck by lightning
- **Use the 30/30 Rule**
 1. If you hear thunder **less than 30 seconds** after seeing a lightning strike, get indoors
 2. Stay there until **30 minutes have passed** since the last time you heard thunder

Severe Weather--*Continued*

Thunderstorms & Lightning

- If you're outside when lightning threatens and there's no building you can get to safely:
 1. Get in a vehicle, if available.
 2. Avoid trees, flagpoles, and other tall objects.
 3. If swimming, get out of the water.
 4. Stand on the balls of your feet, cover your ears, and crouch down.
- Stay safe indoors when lightning threatens
 1. **Don't** use corded phones.
 2. **Don't** take a shower or bath.
 3. **Do** stay away from windows.
 4. **Do** stay inside until 30 minutes have passed since the last clap of thunder.

Severe Weather--*Continued*

Tornado

If you are caught outdoors and hear the Vanderbilt sirens or receive an AlertVU message that a tornado may be approaching campus:

- Get inside the nearest sturdy building.
- Move to the center of the building on the lowest level.
- Stay away from windows.
- Shut all doors leading into hallways, rooms, or outside.

Put as many walls between you and the exterior as possible.

Severe Weather--*Continued*

Tornado Continued

Following the event:

- Report injuries and damage to the Vanderbilt University Police Department.
- Stay away from downed trees, power lines, and damaged buildings.
- Evacuate if you smell natural gas.
- Cell phone towers will likely be jammed – sending a text message may be more effective than trying to call.

Earthquake

Earthquakes strike suddenly, violently, and without warning. The majority of earthquake-related injuries result from collapsing walls, flying glass, and falling objects.

If indoors:

- Stay away from windows.
- **Do not** stand in a doorway.
- **Do not** use elevators.
- **Do not** run for the exits or attempt to leave the building. **Drop** to the ground; take **cover** by getting under a table or desk, and **hold on** until the shaking stops. If no tables or desks are near, cover sturdy table or other piece of furniture; your face and head with your arms and crouch in an inside corner of the building.
- In laboratories, extinguish flames (if possible) before taking cover. Stay clear of areas with large quantities of hazardous materials.

If outside:

- Move away from structures, power lines or other possible hazards.
- Lie down or crouch low to the ground (legs will not be steady).
- Keep looking around to be aware of dangers, which may demand immediate movement.

Earthquake—*Continued*

When the shaking stops:

- Check for injuries to people in your vicinity. DO NOT attempt to move seriously injured persons unless they are in immediate danger.
- Check the area for safety hazards such as building damage, fires, chemical spills, or gas leaks.
- Exit the building and go to the designated assembly area (if there is one).
- Stay at least 500 feet away from the affected building or other hazards.
- Stay out of streets, fire lanes, and walkways to keep them clear for emergency vehicles and crews.
- Report missing persons, injuries, damages and/or potentially hazardous conditions to emergency responders or building personnel.
- Once you have exited the building, **do not** re-enter the building until the building has been cleared for reentry by emergency personnel.
- Use telephone for urgent matters, only.

Medical Emergencies

In the event of a medical emergency:

- **Do not attempt to move the individual** (unless instructed to do so by emergency personnel), **or to transport the individual to medical services.**
- Call Vanderbilt Police at 615-421-1911 OR 911 from any cell phone.
- Provide the following information
 1. Building name, floor and room number with the location of the injured person
 2. Caller's name and phone number
 3. Nature of the injury and severity of the injury
 4. Age of injured person, if known, and sex of injured person
 5. Current condition
 6. Any relevant medical history, if known
- Remain with the person with the medical injury. ***Do not move*** the individual unless the person is in immediate danger of further injury.
- If possible, send someone to meet the responding emergency personnel at the location designated by the dispatcher.

Medical Emergencies--*Continued*

Cardiac Arrest and Automated External Defibrillators (AEDs)

- If the medical emergency involves someone who has experienced cardiac arrest and has no pulse or respirations, an AED may be required.
- AEDs have the ability to detect an irregular heart rhythm and apply an electrical shock (or shocks) to an individual's heart in attempt to reset it to a normal and effective rhythm.
- Using an AED
 1. Most anyone can apply and use an AED.
 2. Voice prompts guide the rescuer through the appropriate steps.
 3. AEDs are over 99% accurate in rhythm interpretation, so they won't shock a person unless he or she needs it.
- AEDs on the Vanderbilt Campus:
 1. All Vanderbilt University Police Department marked patrol vehicles are equipped with AEDs,
 2. AEDs are also located in many buildings across the campus.
 3. A map of AED locations is available on the SafeVU mobile app.

Medical Emergencies--*Continued*

Hypothermia

- Hypothermia is a medical emergency that occurs when your body loses heat faster than it can produce heat, causing a dangerously low body temperature.
- When your body temperature drops, your heart, nervous system and other organs can't work normally. Left untreated, hypothermia can eventually lead to complete failure of your heart and respiratory system and to death.
- Hypothermia occurs in conditions of exposure to low temperatures and is often complicated by drinking.
- Drinking alcohol increases the risk of hypothermia in that it increases blood flow to the skin resulting in a feeling of warmth while actually increasing heat loss. **Drinking too much alcohol in cold conditions can be deadly.**
- During the cold conditions, especially:
 1. Wear appropriately warm clothing.
 2. Avoid drinking alcohol to a state of intoxication.
 3. Always travel with friends.
 4. Take care of your friends.

Active Shooter

- Be aware of your surroundings (residence hall, classrooms, common areas, etc.)
 1. Know room and floor layouts.
 2. Know where building exits are located
 3. Know alternative routes to reach those exits.
 4. Identify areas where you can shelter in place.
- Determine how the door(s) might be secured and barricaded.
- Identify furnishings or other items that might be used as shields, or, if it comes to it, projectiles or weapons.
- Get in the habit of making the above observations in environments new to you.
- Check and update your contact information for AlertVU to receive incident alerts via telephone, email or text messages at emergency.vanderbilt.edu/alertvu.

Active Shooter: ***RUN***

There are three recommended responses to an “active shooter”

RUN HIDE FIGHT

1. If there is a way to escape the threat and you are reasonably sure that you can do so without being harmed, **RUN. This is your first and best option.**
 - Have an escape route in mind.
 - Evacuate whether or not others follow.
 - Leave your belongings behind, but keep your cell phone in your pocket.
 - Help others escape, especially those with special needs.
 - Tell others you encounter not to enter the area where the active shooter may be.
 - Keep your hands visible at all times.
 - Follow the instructions of law enforcement officers.
 - Do not attempt to move injured people.
 - Call 911 when it is safe to do so and provide the following information:
 1. Your name and location
 2. Location of the incident (be as specific as possible)
 3. Number of shooters (if known)
 4. Approximate number of persons who may be in the shooter’s path or range.

Active Shooter: *HIDE*

2. If evacuation is not possible, you are told “to secure in place,” or the active shooter is outdoors, find a place to hide where the active shooter is less likely to find you. Choose the best space that is available quickly.
 - *Your hiding place should:*
 1. Be out of the view of the active shooter.
 2. Provide protection if shots are fired in your direction.
 3. Not trap you or restrict your options for movement.
 - *To discourage an active shooter from entering your hiding place, you should:*
 1. Turn off lights and secure doors and windows, if possible.
 2. Place heavy furniture or equipment in front of doors (especially if the door does not lock or opens into the hallway).
 3. Close blinds and move away from windows.
 - *To keep yourself safe while hiding you should:*
 1. Remain quiet and silence your cell phone and turn off vibrate mode.
 2. Hide behind large items (i.e., cabinets, desks).
 3. Turn off any sources of noise (radios, televisions, computers, etc.).
 4. Don't respond to voice commands or move barricades until you are sure that commands are coming from police.
 5. If you can speak to a dispatcher without being overheard by assailants, dial 911, to alert police to the situation.
 6. If you cannot speak, mute the speaker and leave the line open so the dispatcher can listen OR the SafeVU app allows you to text VUPD.
 7. Do not approach emergency responders; let them come to you.

Active Shooter: *HIDE--Continued*

- *If outside when a shooting occurs:*

1. Drop to the ground immediately, face down and as flat as possible. If you are within 20 feet of a safe place or cover, duck and run for it.
2. Move or crawl away from gunfire, trying to use any obstacle between you and the gunfire. Remember, obstacles may conceal you from sight, but may not be bulletproof.
3. When you reach a relatively safe place, stay down, do not move. Do not peek or raise your head to try to see what is happening
4. Wait and listen for further instructions from law enforcement.

Active Shooter: *FIGHT*

3. As a last resort if your life is in danger, If you cannot evacuate or hide effectively, or have been discovered, be ready to fight.
 - *Take steps to incapacitate the active shooter:*
 1. Act as aggressively as possible against the shooter.
 2. Throw any items available at the intruder(s) to distract them (books, backpacks, etc.).
 3. Use improvised weapons such as fire extinguishers and chairs.
 4. Yell.
 5. ***Commit to your actions.***