3.11.2 Institutional environment

3.11.2 The institution takes reasonable steps to provide a healthy, safe and secure environment for all members of the campus community.

Judgment of Compliance

In Compliance

Narrative

The University of Alabama (UA) vision statement [1] addresses our commitment to improving quality of life as a student centric academic community. It is a core value of the University to ensure a healthy, safe, and secure environment for all members of the campus community. The University realizes and demonstrates this effort through proactive services, programs, and systems. Related information is appropriately disseminated to all members of the campus community. Examples of the services, programs, and systems implemented that contribute to a healthy, safe, and secure environment include:

- an accredited police department designated as a “flagship agency”,
- crime prevention and safety programs,
- building access control and video systems,
- security services,
- emergency preparedness and disaster response plans,
- behavioral threat assessment program,
- environmental health and safety guidelines and related inspections,
- fire alarm systems and/or fire safety equipment and scheduled drills,
- effective communication plans,
- trainings and workshops,
- health and wellness programs,
- committee oversight,
- risk management safety and training guidelines,
- insurance coverage,
- employee background checks,
- ground use permit requirements, and
* preventative maintenance programs.

Professional staff within the University’s Divisions of Financial Affairs, Research, Academic Affairs, and Student Affairs, along with the Office of University Relations, assists in fulfilling the institution’s commitment to providing a healthy, safe and secure environment. Specific departments within each University division that contributes to this necessity include the following:

* Financial Affairs
  - University of Alabama Police Department
  - Office of Public Safety
    - Access Control
    - Crimson Choice
    - Security Resources
    - Office of Emergency Preparedness
    - Office of Environmental Health and Safety
  - Auxiliary Services
  - Human Resources
  - Risk Management
  - Facilities and Grounds Operations

* Research
  - Governance and oversight of research-based committees and advisory groups

* Academic Affairs
  - University Medical Center
  - Office of Health Promotion and Wellness;

* Student Affairs
  - Behavior Intervention Team
  - Counseling Center
  - University Recreation Center
  - Women’s Resource Center

* Advancement
  - University Relations
    - Disseminates critical information to University constituents.
Division of Financial Affairs

University of Alabama Police Department (UAPD). The UAPD provides a comprehensive array of law enforcement services 24 hours a day, 365 days a year through a staff of 78 sworn, state commissioned police officers and 17 full-time support personnel. All UA police officers are certified by the Alabama Peace Officers Minimum Standards Commission and have the same authorities and must meet the same expectations as law enforcement officers in any community. The UA police department has been accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) since 1998. The accreditation program requires the department to comply with national recognized best practices and standards in four basic areas: policy and procedures, administration, operations, and support services. UAPD is one of 10 accredited law enforcement agencies in the State of Alabama and one of 59 accredited university or campus law enforcement agencies in the nation. In March 2008, the UAPD was designated as a flagship agency. According to CALEA, the Flagship designation represents “an extraordinary example of excellence in an accredited law enforcement agency.” Documentation to support ongoing CALEA accreditation status is provided.

UAPD has primary jurisdiction for responding to and investigating all incidents occurring on University owned or leased properties. This includes providing/coordinating emergency response for all emergencies or disasters, either natural or man-made. UAPD is designated to fulfill the initial role of Incident Command in any emergency response and to serve in that role until otherwise relieved.

To facilitate effective response to emergencies or critical incidents, the UAPD has comprehensive internal policies that provide guidance for personnel responding to these incidents. These policies address the full range of emergencies, crises, disorders, or disasters (e.g. explosion, fire, aircraft crash, active shooter, terrorist event, natural disaster, etc.) and provide guidance for emergency response/response coordination, incident command, incident containment and control, casualty management, public information, etc. All personnel are trained on emergency response policies and the department conducts or participates in routine readiness exercises or drills. The department's policies and practices are periodically reviewed against the stringent best practices/management standards established by CALEA standards. For safety purposes, these internal policies are not provided here, but available for review on-site.

The UAPD operates under four primary divisions: (1) Operations, (2) Administration, (3) Support, and (4) Special Services. Each division is led by a police command staff member captain who reports to the Chief of Police. These divisions provide overall command for all daily operations. Several units or shifts compose each division including:

Communications. Communications serves as the center of information for the department. The communications office receives calls for service from the University community and dispatches the appropriate response. Police Communications Operators are on duty 24 hours a day, 7 days a week.

Community Services. Community Services directs its efforts toward reducing criminal opportunity through educational programming and crime prevention activities. Crime prevention programming is provided to housing and residential communities, Greek organizations, and the University community at large. The Community Services Officers assist with the public information function, informing the public about the occurrence of crime on campus. As an example, the Safer Living Guide is a publication developed by the Office of Community Services. It serves as a reference guide for University safety and includes contact information that is routinely distributed at crime prevention programming sessions and is made available on the UAPD website.

UAPD compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is assumed within this unit. The police sergeant assigned this responsibility is trained in Clery reporting and works closely with the University’s Office of Counsel and administrators in performing Clery Act responsibilities. In addition, the sergeant is the liaison to the campus security authorities (CSA's), whom, as per the Clery Act, can include University Police, non-police staff responsible for campus security, people or offices designated as those to whom crimes should be reported, and officials with significant responsibility for student and campus activities, such as coaches, advisors to student organizations, student residential advisors, and Greek affairs coordinators. As the liaison to the CSA's, UAPD provides necessary training related to Clery Act requirements.
Other responsibilities include facilitating completion of the annual Campus Security and Fire Safety Report, which is provided in accordance with the Clery Act and the Higher Education Opportunity Act of 2008. The Report contains crime statistics for the three most recent calendar years, details UA security policies and procedures, and provides fire safety information applicable to residential housing including statistics related to fires within student housing, description of each on-campus student housing facility fire safety system, which includes the fire sprinkler and the number of mandatory supervised fire drills. A separate Campus Security Report is published for the University’s Gadsden Center located in Gadsden, AL. The Gadsden Center is housed within the University’s College of Continuing Studies and offers graduate coursework for credit, noncredit programs for professional development, community development programs, and test services and serves as a liaison to the University’s main campus. (This report does not address fire safety applicable to residential housing as there are no student housing facilities located at the Gadsden Center.)

**Community Oriented Policing.** Community oriented policing provides full-service, personalized policing where the same officer is assigned to a specific geographical area on a permanent basis, working in a proactive partnership with citizens to identify and solve problems. Officers work closely with other organizations and community groups to: (1) educate community members about potential hazards they may encounter and how to reduce the likelihood of becoming a victim of crime, (2) identify the problems, concerns and fears of community members, (3) identify and eliminate hazards that may promote crime or disorder, and (4) improve the overall quality of life in the community.

In the 2012–2013 academic year, the department delivered 357 educational Programs through the Community Oriented Policing Program and Community Services Office. Common educational program topics include the following: personal safety, operation ID, alcohol awareness, drug awareness, conflict resolution, women’s self-defense, and new student orientation. Examples of topics for some of the educational programs delivered by Community Oriented Policing include:

- Alcohol Awareness. [10]
- Drug Awareness, and [11]
- Sexual Assault Awareness. [12]

**Patrol Division.** This unit provides a highly visible uniformed patrol presence to promote public safety and to respond to calls for assistance 24 hours a day. Patrol officers provide a wide variety of law enforcement services including responding to calls for service, writing reports, conducting preliminary investigations, and providing security to the University property.

**Criminal Investigation Unit.** This unit provides follow-up on investigations of all criminal offenses occurring on University-owned or -leased property. University Police also assign investigators to two multi-agency task forces: the West Alabama Narcotics Task Force (WANTF) and the Tuscaloosa Metro Violent Crimes Unit (Homicide Unit).

The University Police also staff and train officers in specialized assignments to provide protection and respond to critical incidents on the University campus and in the surrounding community. The department’s Explosives Detection Canine Program is staffed by four officers and canines trained in the detection of explosives. These officers provide screening at high profile and large scale events, as well as respond to suspicious packages or devices on campus and in west Alabama as members of the Region 3 Response Team for Homeland Security. The department also partners with the Tuscaloosa Police Department to staff a Specialized Response Team. These officers respond to high risk critical events on the University campus or within the City of Tuscaloosa.

Professional training is a high priority with the University of Alabama Police Department. Annual training in law updates, force issues, first aid, investigation techniques and many other areas are conducted by both departmental and outside personnel. The training is always directed toward providing officers the most up-to-date techniques and knowledge to effectively provide quality service to the University community. Lighting on The University of Alabama campus walkways and parking lots is designed to meet recommended lighting standards for safety. In addition, emergency “blue” phones are located throughout the campus so that campus constituents can immediately call for help or report suspicious activity to the University Police.

**Office of Public Safety.** The Office of Public Safety includes the following departments: Access Control, Security Resources and Central Monitoring, Crimson Choice, Office of Emergency Preparedness, and the Office of Environmental Health and Safety.
The Access Control Department. The Access Control Department provides the University community with door access systems, intrusion alarm systems, and video camera solutions to support the educational efforts of the University. The door access system provides secure access for students, faculty, and staff to University buildings, classrooms, labs, and residence halls. The access system can be used to remotely secure buildings should it become necessary to suspend a particular facility’s operations before the normal closing time, such as in the event of adverse weather conditions. Security Resources is tasked with monitoring the door access system, securing facilities, and providing static post and mobile observation of University parking lots and areas. Currently, staff within 45 positions provide 24/7 monitoring and response for the door access control systems and video cameras and also serve as extra eyes and ears for the University Police department.

Crimson Choice®. works with the local community to provide students and their parents with information that can help them make better-educated choices about off-campus housing. Each year Crimson Choice® property inspectors evaluate rental properties of owners who volunteer for the program. Using over 70 criteria, the property inspectors score the physical security of the property. Properties meeting Crimson Choice® strict standards are approved and listed as Crimson Choice® properties on the university’s web site, and a seal of approval is also provided to the property owner for display.

The Office of Emergency Preparedness. The Office of Emergency Preparedness is charged with improving the University’s readiness for potential emergencies. This includes developing and exercising emergency plans, supporting first responders during an incident, conducting training, and advancing the emergency management process.

UA has a comprehensive Emergency Operations Plan in place to deal with incidents that may occur on campus. This plan incorporates the U.S. Homeland Security’s National Incident Management System protocols, delegates the University Police as the initial responder and addresses preparedness, mitigation, and response and recovery activities to minimize the impact of emergencies on the campus community and its facilities. A synopsis of the University’s plan is provided. The Division of Student Affairs also developed an Emergency Operations Plan specific to its area that is in alignment with the University’s Plan. Academic or administrative support units, when appropriate, develop internal plans that address common hazards (weather, fire, medical, etc.), protocols to assist emergency responders as needed, and plans to resume operations. Emergency Preparedness developed a template to aid academic and administrative support units in developing unit emergency plans and protocols specific to their unit. Emergency Preparedness is responsible for maintaining the completed Unit Emergency Operations Plan (UEOP) on a Microsoft SharePoint site, which is a web application platform, used to provide intranet portals and manages documents and files. Due to length and sensitivity, a screen shot of the site where these plans are maintained is provided. Emergency Preparedness also maintains the university’s evacuation plan, as well as a number of other plans for incidents, events, and business continuity. The business continuity plans for the Division of Financial Affairs are also retained by Emergency Preparedness on a Microsoft SharePoint site. Screen shots of the SharePoint site where the Financial Affairs’ Continuity of Operations Plans are saved are provided.

In accordance with the Clery Act and the Higher Education Opportunity Act of 2008, Emergency Preparedness conducts, at a minimum, yearly exercises to test the University’s ability to prevent, respond, and recover from emergencies. Various forms of exercises are permissible to satisfy compliance, ranging from tabletop exercises and drills to full-scale exercises. Documentation to support the email notice to the faculty and staff applicable to University’s most recent annual exercise is provided. The beready.ua.edu website is also available and provides valuable information to campus constituents regarding possible campus emergencies.

The National Weather Service has awarded UA a StormReady University certification. The certification was granted after a review of the University’s systems, procedures, and capabilities regarding severe weather. Additionally, the Federal Emergency Management Agency (FEMA) authorized the Office of Emergency Preparedness access to the Integrated Public Alert and Warning System (IPAWS) Wireless Emergency Alerts (WEA). IPAWS –WEA gives the University the ability to notify all cellular users in Tuscaloosa regarding a serious imminent threat. The cellular users do not have to register for this service or be affiliated with the University in order to receive the alert. In 2007, a campus-wide Emergency Notification System (UA Alerts) was activated that provides simultaneous notifications (emails, voice calls, and SMS text alerts) to students, faculty, and staff in the event of a campus emergency.
UA employs a Threat Assessment Specialist within the Office of Emergency Preparedness to assess threatening behavior presented by students, faculty, staff, and visitors. The Threat Assessment Specialist may receive information of intimidating, threatening, and/or potentially violent behavior from various sources, including but not limited to the Student Behavioral Intervention Team (Division of Student Affairs), University Administrators, and the University of Alabama Police Department. The Threat Assessment Specialist may convene the Threat Assessment Team, the University's multi-disciplinary assessment team comprised of representatives of UAPD, Office of Emergency Preparedness, UA Legal Counsel, and UA Mental Health professionals. This group may develop recommendations to the Emergency Preparedness and Response Policy Group, which is made up of senior level administrators, to address any significant risk or threat. Additional information concerning the University’s Behavioral Threat Assessment Program is available on the University’s website. [26]

Office of University Relations. [27] While there are various communication mechanisms in place to communicate critical health and safety related information to University constituencies, the Office of University Relations serves as the University’s primary communication conduit related to dissemination of such information. This office is responsible for emergency notification and the University’s Crisis Communication Plan. [28] For the purpose of system redundancy, UAPD and the Office of Emergency Preparedness serve as a back-up to University Relations for emergency notifications. In addition, and depending on the circumstances, the University is prepared to communicate emergency information via some or all of the following mechanisms: (1) a campus PA system (internal and/or external), (2) UA Home Page, (3) print/broadcast media, and (4) digital signage. The communication mechanisms are tested on the first Wednesday of each month.

University Relations also routinely sends out a flyer [29] to faculty, staff and students that explains what should be done if a significant emergency or dangerous situation impacts the University. This information also remains accessible on the BeReady website. University Relations publishes a Focus on Safety [30] the first Wednesday of each month in the University’s faculty and staff newsletter, Dialog.

Emergency Preparedness and Response Policy Group. The Emergency Preparedness and Response Policy Group (EPRPG) is comprised of the Assistant Vice President for Public Safety, the Vice President for Financial Affairs, the Provost, the Vice President for Student Affairs, and the Associate Vice President for University Relations. This Group is responsible for gathering incident information, defining and providing policy recommendations to the President, and appointing the Incident Commander. The EPRPG manages the impact of the incident on the University through policy decisions.

Environmental Health and Safety (EHS). [31] The mission of the Office of Environmental Health and Safety (EHS) is to provide and support comprehensive environmental, health and safety programs and services that comply with applicable laws, standards and best practices, and support of the University’s mission of teaching, research and service. The EHS Office is divided into two primary program areas, Operations and Compliance. The Operations program area is responsible for safety programs such as General Safety, Environmental Programs, Fire Safety, Hazardous Materials Management and Disposal, and Occupational Safety. The Compliance program area includes Food Safety and Research Safety.

Fire Safety. [32] Fire Safety is responsible for the University’s fire safety equipment in all campus facilities and the University’s fire safety policies and procedures. [33] Fire drills are conducted twice per academic year for on-campus student residential facilities (includes dormitories, fraternities, sororities and apartments) equipped with fire alarm systems. Alternatively, facilities may have fire safety equipment in the form of fire extinguishers, fire or smoke alarms, and/or smoke detectors in place. Fire Safety is responsible for compiling and maintaining the data required to comply with the Higher Education Opportunity Act – 2008 applicable to fire safety in residential facilities.

All water-based fire protection systems in University owned buildings are inspected and tested routinely according to the National Fire Protection Association’s (NFPA) 25 guidelines by an outside contractor who also provides emergency repair service twenty-four hours a day. These services are contracted and supervised by EHS personnel trained in sprinkler protection. Inspections of these systems can be weekly, monthly, quarterly or annually based upon the equipment under consideration. The inspection of water-based fire protection systems is addressed in the University’s Health and Safety Policy Statement. [34] An example of a completed inspection report for the water-based fire protection systems is provided. [35]
Kitchen hood suppression systems that exist in numerous University buildings, fraternities, and sororities are designed to protect the hood, duct and cooking appliances. The kitchen hood suppression systems are inspected every six months by an outside contractor to assure proper coverage of the kitchen appliances and cooking surfaces. Inspections are conducted in accordance with the NFPA, international fire code, and manufacturers’ recommendations. An example of a completed inspection report for the kitchen hood suppression system is provided. [36] The University also engages an outside contractor to routinely clean the kitchen hoods to eliminate grease buildup and reduce the risk of a fire.

Food Safety. [37] Food Safety administers the food service permitting and inspection program for the Greek residential facilities. EHS Personnel who perform inspections are ServSafe certified and trained to conduct compliance evaluations. Food service operations maintained within Greek housing are permitted and inspected at least once each semester by EHS and are held to the same food handling and preparation standards as commercial establishments. Food service inspection guidelines [38] are provided on the EHS website. (Food safety applicable to the University’s food service locations is addressed within the Auxiliary Services’ section of this narrative.)

Environmental Programs. [39] In accordance with the University’s Asbestos Policy, [40] EHS is responsible for the sampling and analysis of suspect asbestos building material. Prior to renovation projects, and as requested, EHS samples building materials to determine if asbestos is present. Abatement contractors must furnish proof of current training and certification prior to being allowed to disturb, sample, remove or encapsulate asbestos or disturb materials joined with or adjacent to asbestos material.

Research Safety Oversight and Management. [41] Research Safety addresses the use, storage and disposal of materials and equipment used in research, clinical, academic, outreach and operational activities. These programs encompass Chemical Safety, Biological Safety, Laser Safety, and Radiation Safety. Trainings applicable to these programs are made available via a web-based learning management system, Skillsoft, and/or on a one-on-one basis via a request to EHS. The EHS Director is the University’s Radiation Safety Officer [42] and the EHS Assistant Director serves as the Chemical Hygiene Officer, Biological Safety Officer, Laser Safety Officer and the Chemical Facility Security Officer.

EHS provides ongoing oversight related to comprehensive environmental, health and safety practices via the following:

- Signage placed within laboratory facilities, [43]
  - Evacuation plans posted within each building, (for safety reasons, these documents are not published, but are available on-site.)
- EHS staff-led presentations and workshops along with annual laboratory and facilities inspections. [44]

EHS manages a variety of electronic and web-based tools to assist with its management of this function, including the following:

- Skillsoft Academy training – a web-based Learning Management System for compliance based training. [45] Departments may request individual trainings via the University’s website: http://ehs.ua.edu/training/. A listing of the health and safety related courses that EHS may assign to employees via SkillSoft is provided. [46]
- SharePoint site-custom developed for managing research safety registrations, reporting and workflows. The link to this site is available at the bottom left of EHS’ webpage and is labeled EHS Researcher SharePoint. It requires a user id and password for access. Screen shots of the site are provided. [47]
  - ChemSW CISPro – a web-based chemical inventory management system. This system is integrated with ChemWatch (see description below).
- ChemWatch – a web-based system for providing and managing Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) record keeping and compliance. A link [48] to the system is available on EHS’s website. ChemWatch maintains contracts with the University’s chemical vendors to receive their MSDS/SDA information electronically. ChemWatch is integrated with the chemical inventory system (CISPro). Two examples of MSDS’ are provided. [49]
- iForm BioRisk – a lab auditing program, accessible via web as well as iOS app, for inspecting biological risk areas. Three examples of completed biosafety lab inspections are provided. [50]
- iAuditor – a lab auditing program, accessible via web as well as iOS app, for all types of data collection. Currently this system is being utilized for chemical safety inspections. An example of a completed chemical safety lab inspection is provided. [51]

**Access to Policies, Manuals, and Forms.** Policies and guidance documents, including manuals are available at EHS’s website: [52]. Pertinent forms can be found here: [53].

**Division of Research**

Institutional committees and advisory groups govern EHS Research Safety activities and advise and report to the Vice-President for Research.

**Institutional Animal Care and Use Committee (IACUC).** [54] The IACUC oversees all animal research and instruction at UA in order to ensure that ethical regulatory and policy mandates governing the use of animals in research and instruction are met. The Committee is comprised of members, including representatives of the public, qualified to oversee the animal program, facilities, and procedures. Copies of agendas and meeting minutes of two meetings of this committee are provided. [55]

**Institutional Biological Safety Committee (IBSC) (Administered by the Office of Research Compliance).** [56] The Institutional Biological Safety Committee (IBSC) was originally established to conform to National Institute of Health (NIH) guidelines. The IBSC is now involved in the oversight of all projects involving infectious agents and recombinant DNA. The responsibilities of the IBSC are:

- to review the use of Class 1 and 2 bio-hazardous agents, to review and approve the use of Class 3 agents and to select agents and recombinant DNA;
- to review the Biological Safety Program annually to determine if the program is effective and compliant with regulations;
- to advise the Institutional Biological Safety Officer (IBSO) and support the biological safety program;
- to assist the IBSO with enforcement of regulations and guidelines; and
- to advise the Vice President for Research. Copies of agendas and meeting minutes of two meetings of this committee are provided. [57]

**Laboratory Safety Committee.** The Laboratory Safety Committee (LSC) is charged with providing consultation services to EHS staff regarding the impact of safety and environmental regulations on academic and/or research activities at UA. The LSC serves as subject matter experts and provide guidance and assistance with assessing extremely hazardous materials if needed. This includes the review of lab accidents or incidents and may make recommendations for changes to policies or procedures as a result of such reviews. Copies of agendas and meeting minutes of two meetings of this committee are provided. [58]

**Laser Safety (Sub) Committee.** UA’s Laser Safety Subcommittee operates under the auspices of the Radiation Control and Advisory Committee (RCAC). The purpose of this group is to provide guidance to the Laser Safety Officer (LSO) and laser users to ensure that lasers are used safely and in compliance with applicable regulations and standards. This Subcommittee generates reports to be included in the Radiation Committee’s quarterly review. Examples of two of the most recently issued reports are provided. [59]

**Radiation Control Advisory Committee (RCAC).** The RCAC has the responsibility for all uses of radioactive materials and radiation producing machines that are sublicensed under the University of Alabama’s general license. The purpose of this group is to advise and support the radiation safety program, assist with the enforcement of regulations and guidelines, review the program annually, and advise the Vice President for Research on various matters related to the uses of radiation. Copies of agendas and meeting minutes of two meetings of this committee are provided. [60] Examples of the two-phased annual review of the radiation safety program are provided. [61]
Division of Financial Affairs

(Additional Departments providing assurances related to health, safety and security)

Facilities and Grounds Operations. [62] The Facilities and Grounds Operations’ Maintenance Department operates under the philosophy that a robust Preventative Maintenance (PM) program is essential to ensure reliable operation of facility related equipment. The Maintenance Department is responsible for the following services:

- Building Maintenance
- Custodial Services
- Electrical Maintenance
- Elevator Maintenance
- Energy Management
- Grounds Department
- Heating, Ventilation and Air Conditioning (HVAC) Maintenance
- Plumbing Maintenance

Each maintenance department shop is responsible for establishing its own PM program. All PMs are tracked via AiM (UA’s Enterprise Asset Management System) to operate effectively. Along with the University’s work order management system, AiM integrates property management and space utilization into one integrated system. As varying types of equipment exist across the campus, each maintenance shop is responsible for customizing its PM program to meet the specific requirements of the equipment. An example of a work order generated from AiM (start to completion) is provided. [63]

An example of the priority the University places on the performance of preventative maintenance is applicable to campus emergency electrical generators to ensure they operate reliably when needed. PMs are completed by UA electricians working in conjunction with a service contractor that specialize in maintenance of emergency electrical generators. On a monthly basis, every generator is inspected, started, and operated for approximately one hour; during which time all critical parameters are checked to verify they are within recommended limits. A more detailed preventative maintenance is performed on all emergency electrical generators annually.

The Facilities and Grounds’ Maintenance Department continually evaluates and adjusts the PM program to ensure the amount of PM work performed remains at the optimum level required to increase equipment reliability, reduce equipment failures, and reduce maintenance operational costs. Documentation to support a customized PM program applicable to Air Handling Units (AHUs) is provided. [64]

Regarding elevator safety and maintenance, provided is the Elevator Maintenance Department’s document outlining passenger evacuation procedures and fire service operations [65] and examples of completed elevator inspection reports. [66]

Grounds Use Permits [67] are required by the University for campus special events such as sporting, educational, political, or entertainment events, which benefit UA students, faculty, staff, visitors, or citizens of the State of Alabama. The process begins with submission of an application (Application for Use of Grounds) [68] that is reviewed by Facilities and Grounds Operation staff and culminates with an agreement to ensure that the event and related activities are in accordance with the University’s Facilities and Grounds Use Policy. [69] which addresses compliance with insurance requirements and required trainings, among other requirements.

Risk Management. [70] The Office of Risk Management supports the University’s effort to ensure a healthy, safe and secure environment by providing various safety and training programs including those related to driver safety and vehicle management, which include guidelines for reporting accidents, cart, and vehicle safety training, the University’s motor vehicle record policy, bicycle safety, and catering license program requirements. Also available are guidelines and requirements related to organizing and hosting campus events.
The Workers’ Compensation Act of the State of Alabama does not apply to UA. The University provides and pays for The University of Alabama On-the-Job Injury/Illness (OJI) Program to cover an employee’s approved medical expenses and lost wages incurred as a result of an on-the-job injury or work-related illness. The OJI program functions in a similar manner to worker’s compensation in providing medical benefits, lost wages, and other benefits for employees suffering disabling injuries.

A copy of any OJI injury claim is forwarded to Environmental, Health and Safety. EHS analyzes the claim and determines if any follow up action is required that will mitigate future occurrences, i.e., training, policy and procedure reminders, and/or repairs or other type services. As an example, in January 2013, EHS reviewed the injury and illness reports from the previous calendar year applicable to the Facilities and Grounds Department. EHS staff met with Facilities and Grounds management and provided statistics relating to the types of injuries being reported by these employees. Specific training for the department’s staff was assigned by EHS staff relating to Back Safety and Injury Prevention, Ladder Safety, Slips, Trips and Falls, and Hand and Power Tool Safety through SkillSoft Training Academy. EHS monitored the training and provided completion data to Facilities and Grounds management. Additional information concerning the University’s insurance coverage is attached.

Auxiliary Services. Auxiliary Services provides a variety of business support services to the university community, among which include Bama Dining Services and Transportation Services. Food safety inspection and regulations applicable to the University’s food service facilities, i.e. Bama Dining, is the responsibility of the Alabama Department of Public Health (ADPH). ADPH inspection reports for three of the University’s food service locations are provided. Transportation Services provides another measure to ensure safety via UA’s Crimson Ride (348-RIDE). This is a free transportation service for locations on or between campus and nearby residences. After-hours service is publicized via the Crimson Ride website and made available beyond regularly established service hours and bus service routes.

Human Resources Office

Background checks. In accordance with University policy, the Office of Human Resources (HR) engages an outside vendor to conduct pre-employment background checks for final candidates for employment. Effective December 1, 2012, background checks are also conducted for current employees moving from their current position to a new position, if a year has passed since the employee’s last background check. Employees being rehired after a break of at least one year in service will also receive a background check.

Also effective December 1, 2012, the University implemented a self-disclosure form for current faculty and staff who have been convicted of, or pled guilty or no contest to, a felony or misdemeanor, including DUls, during their employment with the University. This disclosure is required regardless of where the crime occurred. Within three business days of criminal convictions, excepting minor traffic violations, employees must disclose such a conviction to the Department of Human Resources using the self-disclosure form, which is available at the HR website. After the disclosure form is received, a background check or other actions may be taken, depending upon the circumstances. A criminal conviction is not necessarily grounds for refusal to hire a new employee or dismissal of a current employee, but will be evaluated on a case-by-case basis.

Child Protection Policy Training. In accordance with The University of Alabama Child Protection Policy, mandatory training was implemented in the spring of 2013 in order to ensure the safety and wellbeing of children who are on University property or involved with a University activity. This requirement applies to all faculty, staff, and student employees as well as any UA students who interact with children as part of a UA class, program, or student organization. Volunteers and third-party vendors and their employees, representatives, or volunteers that contract for use of University facilities with responsibilities that involve interaction with children must also complete this training. This training requires completion of a course entitled “Protecting Children From Abuse” and a Certification and Authorization Form. The course is offered via the University’s online Training Academy. Additional required forms and guidelines applicable to ensuring the safety and well-being of children are available on the University’s Child Protection Policy website. Communication to faculty, staff and student employees’ applicable to this mandatory training, as well as other required trainings, is sent out annually.
Employee Assistance Program. The University of Alabama contracts with DCH Employee Assistance Program (EAP) [83] to provide professionally trained counselors to offer employees’ options and resources for coping more effectively with a variety of life challenges including the following issues: marital and relational, parent-child, behavior problems of children, substance abuse, emotional and stress, personal and household budgeting and extended family. This program provides a free assessment, short-term counseling, and referral services. Referrals are made in consultation with the employee if additional mental health services are needed.

Compliance and Fraud Hotline. Additionally, the University publicizes use of a Compliance and Fraud Hotline, [84] through the Financial Affairs’ Administrative function, which enables the public to inquire about or report actual or potential unethical or unlawful work-related behavior in a safe, anonymous way, online or over the phone. The website also references hotline phone numbers for reporting other types of safety issues, such as concerns applicable to general public safety, Americans with Disabilities Act, Environmental Health and Safety, athletic compliance, sexual assault, Greek hazing, and facilities, among others.

Division of Academic Affairs

College of Community Health Services’ School of Medicine

University Medical Center (UMC). UMC offers clinics and services supporting the health and overall well-being of its students, faculty, staff and the general public of West Alabama. [85] UMC is housed within the Division of Academic Affairs and is operated by the University’s College of Community Health Services’ School of Medicine. UMC was created to provide training opportunities for medical students and residents who are studying at the Tuscaloosa site of the The University of Alabama System’s School of Medicine and the UA College of Community Health Sciences. UMC is a fully-staffed (total of 25 board-certified physicians and 4 nurse practitioners) multi-specialty health care provider. Following are some examples of the clinics and services the UMC offers to promote a healthy environment for the campus and community constituents.

- Faculty Staff Clinic provides UA employees and their families with quick and convenient non-emergency medical care.
- Family Medicine provides comprehensive and compassionate care to each family member, ranging from newborns to seniors. This Clinic is also a training facility for 36 Family Medicine residents who have graduated from medical school (MDs) and are receiving extra training in Family Medicine before going into private practice.
- OB/GYN Clinic provides inpatient and outpatient obstetrical and gynecological care. Also provides consultation services concerning maternal health care in West Alabama and outlying rural communities.
- Pediatrics Clinic provides well and sick child care and is also equipped to meet more specialized needs, including the new evaluation and ongoing care of Attention Deficit and Hyperactivity Disorder (ADHD), the management of adolescent patients, and the follow-up care of premature infants.
- Psychiatry Clinic provides care for medical and psychiatric disorders including Attention-Deficit/Hyperactivity Disorder, anxiety, bipolar, chronic pain management, depression, developmental disabilities, grief, schizophrenia and psychosis, stress, trauma, and post-traumatic stress disorder.

Student Health Center. (reports directly to Academic Affairs) [86] Student Health Center (SHC) serves as an urgent care clinic, which also offers annual physicals, gynecological examinations, prescription medication maintenance, care for chronic or on-going conditions, nutrition counseling, psychiatric services, and immunization/allergy injections. Combined services represent approximately 40,000 site visits annually. An onsite pharmacy is available for students. Clinical services for substance abuse, individual and group therapy, are available as well as an open case review program in collaboration with the Office of Student Conduct, which addresses students with the most severe breaches of code of student conduct.
The SHC Collegiate Recovery Community [87] creates a structured, healthy community where students recovering from alcohol or drug dependency can thrive academically and socially while actively pursuing their recovery. The SHC Department of Health Promotion and Wellness is the outreach arm of the Student Health Center and leads the seven Strategic Health Teams, which incorporates faculty and professional staff across all the divisions of the University in deliberating and initiating programs, events, and services addressing target health areas known to affect student wellbeing and academic success. The seven teams are: Alcohol & Other Drugs; Financial Health/Debt Management/Gambling; Nutrition; Eating Disorders; Mental Health/Depression/Suicide; Healthy Relationships/Sexual Health, and; Tobacco Education. In addition, the Project Health [88] and Gamma [89] peer education programs provide extensive services through trained peer educators throughout the year, involving over 150 peer educators.

Office of Health Promotion and Wellness. (reports directly to Academic Affairs) [90] Office of Health Promotion and Wellness promotes and enhances a culture of health and wellness for University faculty, staff and family members by offering resources to healthier lifestyle behaviors. Programs and services focus on health improvement and maintenance, team-based wellness, food and nutrition, fitness and recreation, and life balance. The University's signature wellness program, WellBAMA, offers faculty and staff annual health screening and health coaching with a financial incentive based on health status. This program is designed to help faculty and staff identify and understand key factors relating to a healthy lifestyle. The 2012–2013 Annual Report provides additional details of the program’s offering. [91]

Division of Student Affairs.

The Division of Student Affairs [92] at The University of Alabama provides guidance, support services, and a variety of programs and activities intended to encourage healthy interactions and assist students in developing to their fullest potential.

The Campus Security and Safety Committee is a standing university committee. The purpose of the committee is to advise the administration, especially the offices of Student Affairs and Financial Affairs, on all matters pertaining to campus safety and security in general, and on student safety and security within and around the residence halls, fraternity/sorority houses, recreation facilities, libraries, Ferguson Center, and student parking lots in particular. Specifically, this committee is responsible for the following:

- Reviews, evaluates, and provides recommendations on campus safety on the University campus to University administration;
- Examines and gives feedback on student safety and security awareness programs on a continuing basis;
- Assesses and submits suggestions regarding foot, bicycle, and motor vehicle traffic as well as transportation systems when and where warranted; and
- Evaluates and ensures that appropriate safety infrastructure (lighting, emergency phones, etc.) is available and operational.

Additional information concerning the Committee is provided [93] along with copies of Committee Meeting Minutes for Fiscal Year 2014. [94] [95]

Behavioral Intervention Team (BIT). [96] The BIT is comprised of representation from the Dean of Students Office, Housing and Residential Communities, Office of Student Conduct, University Counseling Center, the University of Alabama Police Department (UAPD), and the Emergency Preparedness and Response Policy Group (Policy Group). The BIT reviews a UA student’s alarming/concerning behavior and provides early intervention and support to students who present behavioral concerns. Through BIT review, information about potential violent behavior is referred to the Threat Assessment Specialist and, if appropriate, to UAPD.

Counseling Center. The Counseling Center [97] assists students in achieving academic success and personal growth through quality counseling and psychological services, outreach and consultative services, and training of mental health professionals. Crisis intervention and on-call services are available on a 24/7/365 basis. The Center is fully accredited by the International Association of Counseling Services, Inc. [98] and employs clinical staff members who are fully licensed in their respective disciplines of psychology, counseling, and social work.
University Recreation Center. The University Recreation Center [99] encourages healthy interaction through active and safe lifestyle opportunities for students and the greater University community that strengthens learning and personal growth.

Women’s Resource Center. The Women’s Resource Center [100] maximizes the learning experience of every UA student and the greater UA community through outreach, services, and advocacy to empower women and encourage their active and equal participation.

The combined wide range of department oversight, programs, services, and processes described in this narrative demonstrate the University’s efforts to ensure a healthy, safe, and secure environment for all students, faculty, staff, and visitors.

Supporting Documents

1. UA Vision Statement (PDF)
2. UAPD (PDF)
   Full Document (Website)
3. 1998 CALEA Accreditation (PDF)
5. UAPD Divisions (PDF)
   Full Document (Website)
6. UA Safer Living Guide (PDF)
7. UA Clery Act Training (PDF)
8. Annual Campus Security and Fire Safety Report (PDF)
10. Alcohol Awareness Program (PDF)
11. Drug Awareness Program (PDF)
12. Sexual Assault Awareness Program (PDF)
13. Campus Lighting and Phones (PDF)
14. Office of Public Safety (PDF)
   Full Document (Website)
15. Office of Emergency Preparedness (PDF)
16. Emergency Operations Plan (PDF)
17. Division of Student Affairs EOP (PDF)
18. Unit Emergency Operations Plan Template (PDF)
19. Unit Emergency Operations Plans-Screen Shot (PDF)
21. Annual Testing Notice (PDF)
22. Be Ready Website (PDF)
   Full Document (Website)

23. Storm Ready (PDF)
   Full Document (Website)

24. FEMA Public Warnings (PDF)

25. UA Alerts (PDF)

26. Behavioral Threat Assessment Program (PDF)
   Full Document (Website)

27. Office of University Relations (PDF)
   Full Document (Website)

28. Crises Communication Plan (PDF)

29. Emergency Flyer (PDF)

30. Focus on Safety (PDF)

31. Environmental Health and Safety (PDF)
   Full Document (Website)

32. Fire Safety (PDF)
   Full Document (Website)

33. Fire Safety Policies and Procedures (PDF)

34. Health and Safety Policy Statement (PDF)

35. Sprinkler Inspection Report (PDF)

36. Kitchen Hood Suppression System (PDF)

37. Food Safety (PDF)
   Full Document (Website)

38. Food Service Inspection (PDF)

39. Environmental Programs (PDF)
   Full Document (Website)

40. Asbestos Policy (PDF)

41. Research Safety (PDF)
   Full Document (Website)

42. EHS Staff Directory (PDF)

43. Laboratory Signage Examples (PDF)

44. EHS Staff Workshops (PDF)

45. Training courses (PDF)

46. Health and Safety Training Courses (PDF)

47. EHS Share Point Site-Screen Shot (PDF)

48. ChemWatch System Login (PDF)

49. Material Safety Data Sheets - Example (PDF)
78. Criminal self-disclosure (PDF)
79. UA Child Protection Policy (PDF)
80. Compliance Training (PDF)
81. UA online Training Academy (PDF)
82. Notice of Required Training (PDF)
83. Employment Assistance Program (PDF)
84. Compliance and Fraud Hotline (PDF)
85. University Medical Center (PDF)
86. Student Health Center (PDF)
87. SHC Collegiate Recovery Center (PDF)
88. Project Health (PDF)
89. Gamma (PDF)
90. Health Promotion and Wellness (PDF)
   Full Document (Website)
91. Annual Wellness Report (PDF)
92. Student Affairs Staff Directory (PDF)
   Full Document (Website)
93. Campus Security and Safety Committee (PDF)
94. Campus Security and Safety Committee Meeting Minutes FY 2014 (PDF)
95. Campus Security and Safety Committee Meeting Minutes FY 2014, February (PDF)
96. Behavioral Intervention Team (PDF)
97. UA Counseling Center (PDF)
98. IACS Accredited Counseling Centers (PDF)
99. University Recreation Center (PDF)
100. Women’s Resource Center (PDF)