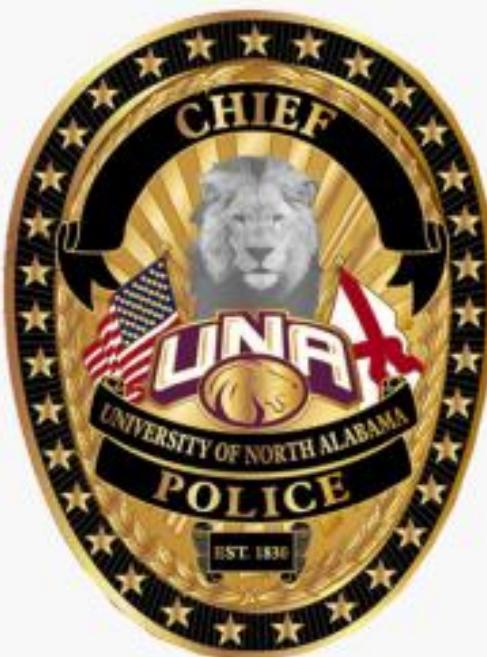


UNIVERSITY OF
NORTH ALABAMA

CAMPUS SAFETY GUIDE

A REFERENCE GUIDE TO UNIVERSITY
SAFETY AND CONTACT INFORMATION



Published by University Police Department

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Protecting a World-Class University!





About the University Police Department (UPD)

Mission, Vision and Values of University Police

"It is the mission of the University of North Alabama Police Department (UPD) to maintain a safe and secure campus by providing quality public safety in partnership with the community."

VISION

Our vision is a safe university campus where the community and members of the University of North Alabama Police Department (UPD) unite to enhance the quality of life.

PHILOSOPHY

- The vision of a safe and secure environment is shared with the University community, which includes students, faculty, staff and visitors.
- We must maintain a safe and secure environment, free from the distraction of criminal activity and disorder, for pursuit of education and scholarship that brings people to UNA.
- We firmly believe in a community-oriented, problem-solving philosophy. The core components of the philosophy are prevention, partnerships, and problem solving.
- Our officers are committed to preventing crime and disorder and focusing their efforts on eliminating the underlying causes of those problems.
- We will actively engage in partnerships with the community to address and solve problems.
- Partnerships are the foundation of effective problem-solving, safety, security, and crime prevention. Through these partnerships and collaborative problem-solving, officers deal with problems, prevent crime, and help maintain a community free of disorder and safe from natural and man-made disasters.

VALUES

Professionalism, Loyalty, Respect, Integrity, Innovation, Excellence, Teamwork and Service.

UPD is under the administration of the Chief of Police. The Chief of Police reports to the Associate Vice President for Facilities Administration and Planning who reports directly to the Vice President of Business and Financial Affairs.

Contact University Police

In any emergency, always dial 911!

UNA Police officer assistance - dial 256-765-HELP (4357) & select options 1 or 2 to connect with a dispatcher.

UNA Police Administration/Office – dial 256-765- HELP (4357) & selection option 3.

Parking Services – dial 256-765-4853

Email Us!

- UNA Police – police@una.edu
- Parking Services – parking@una.edu



Emergency Preparedness and Response

Lion Alert Emergency Notification System & App

As part of UNA's ongoing effort to safeguard students, faculty, and staff, the University has established an emergency communications system known as Lion Alert. The system allows students, faculty, and staff to receive time-sensitive emergency messages from the University in the form of email, voice, and text messages.

All UNA students, faculty, and staff are strongly encouraged to register your phone number to your account to receive Lion Alert emergency text messages, as this is the most efficient way to receive emergency information in a timely manner.

If you are an active student, faculty, or staff member and have a UNA email address, you are automatically enrolled in Lion Alert and will receive emergency alerts to your campus email address. Voice and text messages can be delivered to your mobile phone by manually adding them to your account. To add phone numbers and emails, you will Login to Lion Alert using your UNA credentials. The information you supply is considered confidential and will not be shared or used for other purposes. You will only be contacted through the system in the event of an emergency or a time-sensitive campus announcement.

Visitors, parents, or community members can text **LION** to **78015** to opt in for Lion Alert emergency notifications.



➤ Lion Alert 360 App

The Lion Alert 360 App is an essential safety tool to have on your phone. The app has many safety features, such as, Mobile Bluelight, Virtual Walkhome, Friend Walk, Report a Tip, and SNAP Escort. The app also has many resources available at your fingertips!

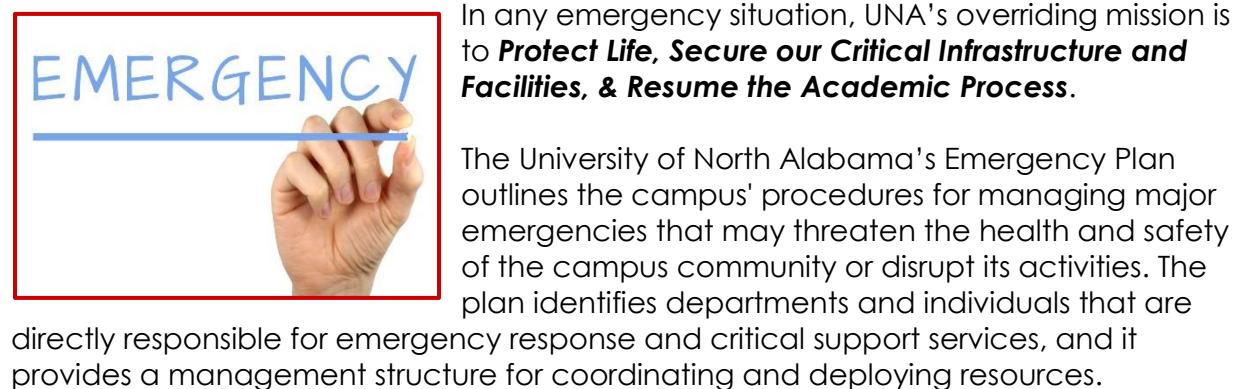
Download the app today and make sure to turn on notifications and location services to get the full functionality of the app.

➤ Lion Alert 360 App Set-up

- 1- Use images below to scan or click on QR codes for your appropriate store to [download](#).
- 2- Enable app from home screen by selecting "**Log In with UNA Username & Password**" (only required at initial set up).
 - Guest should use "**Guest Sign In**".
- 3- **Log In** with your UNA credentials and allow Duo Push. Once Complete, select "**Continue**" to go to the home screen.
- 4- Make sure you **turn on notifications and location services** to get full functionality of Lion Alert 360 app features.
 - **To receive emergency notifications** (Lion Alerts) through the app, go to "About/Preferences" > "Notification Settings" to make sure your Push Notifications are "Enabled".



Emergency Management Procedures



In any emergency situation, UNA's overriding mission is to **Protect Life, Secure our Critical Infrastructure and Facilities, & Resume the Academic Process**.

The University of North Alabama's Emergency Plan outlines the campus' procedures for managing major emergencies that may threaten the health and safety of the campus community or disrupt its activities. The plan identifies departments and individuals that are

directly responsible for emergency response and critical support services, and it provides a management structure for coordinating and deploying resources.

At UNA, planning ahead for emergencies is part of normal business planning and campus life; all members of the campus community share a responsibility for preparedness. An emergency can strike anytime or anywhere, and a disaster will affect everyone.

To access detailed emergency plans and procedures for any of the scenarios listed below:

- Visit <https://www.una.edu/emergency-management/index.html>, or
- Access on your Lion Alert 360 App under the Emergency Plans button.

Active Shooter	Hostile Intruder	Bomb Threat	Violent/Criminal Behavior
Fire	Earthquake	Severe Weather	Tornado/Shelter Areas
Haz Mat	Evacuation Plans	Civil Unrest	Utility/Maintenance Failure
Sexual Assault	Medical/First Aid	Suspicious Package	Explosion/Aircraft Crash

Environmental Health & Safety

The Environmental Health and Safety (EHS) department is under the operation of Facilities Administration and Planning. It supports the mission through providing guidance and assistance to campus personnel, including UPD, that helps to ensure a safe campus environment. Areas of focus include occupational health and safety, environmental compliance, and fire prevention. UPD works closely with EHS to report concerns in regards to building safety, injuries on campus, or other environmental concerns that may pose a hazard to our campus community.

Please visit their page to learn more about specific areas of concerns and resources at the webpage below.

<https://una.edu/facilities/environmental-health-and-safety/index.html>

Severe Weather Guidelines at UNA

Severe weather refers to dangerous meteorological phenomena with the potential to cause damage, disruption, or loss of life. These events can vary based on location, elevation, terrain, and atmospheric conditions. On the UNA campus, in Florence, Alabama, the most common severe weather observed is severe thunderstorms, tornados, damaging wind, and winter weather snow or precipitation.

When monitoring local weather conditions, it is important to understand the difference between a weather Watch and Warning.

WATCH - Issued when conditions are favorable for a particular severe weather hazard within the next several hours.

WARNING - Issued when a particular severe weather hazard is imminent or occurring. Take immediate action to protect life and property.



UNA uses the following chart, along with local EMS, to make recommendations for weather safety and to determine the need to alter campus operations; depending on the weather severity and the overall threat to campus.

[Weather Threat Levels & Campus Operations chart](#)

➤ **Severe Thunderstorm/Tornado Safety Basics**

- **Get In:** Put as many walls between you and the outside as possible.
 - Stay Away from doors and windows.
- **Get Down:** Get to the lowest floor possible. Basements are best during tornadic or very high wind situations.
- **Cover Up**
- **Remain Calm**

Tornado Shelter Areas on Campus

UNA has dedicated shelter areas listed online for each building on campus that can be found at this [link](#). There are also two large underground community shelters on campus at the following locations:

- **Science and Technology Building Storm Shelter**
(under parking lot "P" at south end of building)
- **Nursing Building Storm Shelter**
(east side of Stevens Hall beneath lot "E")

Signing up for Lion Alert emergency notifications and downloading the Lion Alert 360 App is the most secure way to receive the emergency weather notifications in a timely manner to keep you safe!



Crime Prevention and Safety

Crime Prevention Programs & Training – Lion 360

UPD's Lion 360 campaign provides training, programs, and resources promoting safety and crime prevention at UNA. These are offered to all students, staff, faculty or departmental groups. The Lion 360 mission is to build an energetic and inclusive outreach program within the University of North Alabama, where every individual is valued and allied systems work together for the benefit of all students, faculty, staff, and community partners. Lion 360 strives to create a culture of belonging while strengthening the UNA community by addressing basic needs, fostering long-term stability, and promoting safety and well-being.



Crime Prevention & Community Outreach

Below are some of the training options UPD has available:

- A.L.I.C.E. – Alert, Lockdown, Inform, Counter, Evacuate
- Self Defense & Situational Awareness program
- Emergency Preparedness & Planning
- 1st Aid & Stop the Bleed
- CPR (Cardio Pulmonary Resuscitation)
- Drug/Alcohol Awareness (DUI)
- Sexual Assault Awareness
- General Car Care
- Overall Community Collaboration

Contact our Training Specialist today about any of these programs or other safety topics or concerns. Visit <https://www.una.edu/police/lion360/>

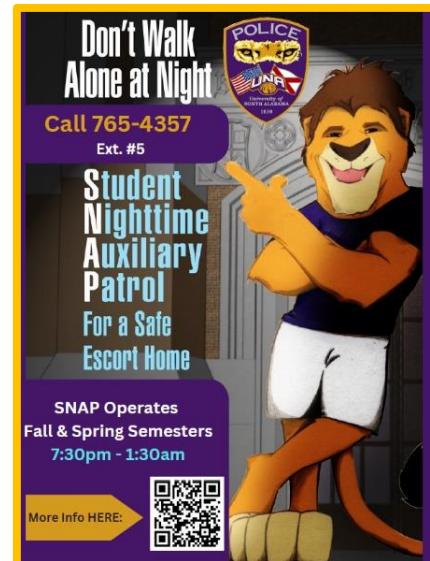
SNAP – Student Nighttime Auxiliary Patrol

SNAP provides safe, nightly escorts anywhere on-campus by request. The service is staffed by students and equipped and supervised by UPD.

SNAP was implemented using the “buddy system” which has long been recognized as a means of enhancing personal safety and security. It operates each night during fall and spring semesters from 7:30pm to 1:30am.

An escort may be requested by dialing 256-765-4357 (ext. #5) during SNAP business hours.

For more information visit-
<https://una.edu/police/snap.html>.



Personal Safety in Critical Situations

When there are incidents of violence in a school setting, initial reactions by those affected are critical. Any violent act is tense, uncertain, and rapidly evolving. Preparedness and response for unpredictable incidents may vary with each situation. Each individual must evaluate the specific situation and make the best decision(s) regarding their own safety. Immediate and accurate information from witnesses will be instrumental to the mitigation of the incident.

➤ Hostile Intruder or Active Shooter



At the onset of a critical situation, the following steps should be followed:

- Seek a safe location by deciding if the best course of action is to **hide** or **run**.
- Once you are secure in a safe location and away from immediate harm, contact UPD if able.

If you are able to contact UPD, please remain calm and provide the following information:

- Dial 911.
- Provide your present location and/or specific building/room number.
- Provide a complete description of the suspect(s) including any observed weapons and suspect(s) last known location.
- Provide the location of any injured victims.
- Note if any shots have been fired.
- Stay on the phone with the UPD communications operator until the operator advises that you are no longer needed.

HIDE: If you have decided that your safest strategy is for you to stay in an office or classroom, it is suggested that you:

- Close and secure the door. If the door has a window, stay out of sight.
- Keep others calm.
- Turn off all lights, close blinds, and close and lock any windows.
- Silence phones and turn off radios/computer monitors.
- Barricade doors and do not answer the door.
- Seek shelter under/behind heavy furniture that might hide your presence.
- Quietly call UPD and provide the same information listed above.
- Remain where you are until an "All Clear" notice is given by authorized personnel.

RUN: If you think you can safely make it out of the area, it is suggested that you:

- Do not run in a straight line.
- Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile situation.
- When safe from immediate danger, contact UPD and provide the information listed above.

If you are near the perimeter of an incident, it is suggested that you:

- Stay out of the area in a safe location.
- Please do not add to the confusion by becoming a curious bystander.
- Follow any directives given by law enforcement officers.

As last resorts, you may need to make the decision to FIGHT or PLAY DEAD:

- **FIGHTING** should be your last option and should depend on your situation to avoid a life or death situation.
- **PLAYING DEAD** may be effective if an intruder is causing death or physical harm to others and you are unable to RUN or HIDE. Assume a prone position and lay as still as possible.

HOSTAGE Situations:

- If you find yourself in a hostage situation avoid heroism and drastic action.
- Maintain eye contact with captor without staring.
- Do not speak to captor unless spoken to.
- Comply with all instructions and commands.
- Behave rationally and try to remain calm and stay alert of the situation.
- Observe as many details about your captor in order to provide descriptions to law enforcement officers.

➤ **Fire Emergencies**

In the event of a large fire on campus, it is suggested that you:

- Immediately call 911.
- Evacuate all affected rooms and close all doors to confine the fire and reduce oxygen...do NOT lock doors.
- When alarms sound or other emergency response personnel initiate evacuation, walk quickly to the nearest marked exit and alert others to follow.
- Do not use elevators.
- Assist those with disabilities.
- Once outside, move to a clear area and keep streets and walkways clear for emergency personnel.
- Do not return to building until directed to do so by University Police or other responsible party.

In the event of a minor fire or smoke that appears controllable, it is suggested that you:

- Contact 911 with location and describe nature of fire or smoke.
- If flames are visible, promptly direct the charge of a nearby building fire extinguisher toward the base of the flame.
- Pull fire alarm if necessary or if directed to do so by UPD or dispatcher.

For maximum fire safety, always know your evacuation routes in building on campus and location of fire extinguishers and how to use them.

➤ **Medical Emergencies**

In critical medical emergencies, it is suggested that you:

- Call 911 & give detailed directions to victim's location & accurately describe what happened.
- Stay on the line with dispatcher to help guide officials to the victim and/or receive life-saving directions or instructions from the dispatcher.
- Do not hang up until dispatcher tells you to.
- Do not move the victim, except away from life-threatening situations.
- Make sure someone stays with the victim until help arrives.
- Provide CPR or First Aid, if trained.
- If victim is not breathing, locate nearest AED.

Minor Injuries/Illnesses – For minor illnesses or injuries, students and employees may visit [University Health Services](#) by calling 256-765-4328 during university business hours or visit a local walk-in clinic.

Avoid Injuries – Following some basic guidelines on campus can help avoid unnecessary injuries on campus.

- Pay attention to where you are going and your surroundings and avoid cell phone screens while walking around campus.
- Use marked crosswalks and signal pedestrian signs when crossing roads around campus.
- Watch out for hazards in hallways or on sidewalks and report safety concerns to a responsible administrator.
- Travel in well-lit areas on campus at nighttime.
- Avoid horseplay.

Personal Safety on Campus

➤ Security & Access to Campus Facilities

The UNA campus is made up of a variety of facilities, student residences, academic, or administrative buildings. Most buildings are controlled by secure card access readers. In the daytime, while classes are in session, there is open access to academic and administrative buildings, which are locked before and after their business hours. After business hours, access to academic and administrative buildings are set to lock/unlock as scheduled through the access card reader system. If the building has not been secured with card access, then these buildings are secured each night with collaboration from University Police and UNA's contracted Environmental Services night-shift staff.

Students and staff with access to buildings for after-hours work must lock doors behind them after they enter and are encouraged to follow the following personal safety precautions:

- If you are alone at night in a campus building, be sure a friend knows where you are and when you'll return home. (If you don't leave on schedule, remember to let your friend know.)
- Never prop open a secured door to a building or residence hall. If you see a propped door, close it.
- Residents should never open a residential hall door for an unknown person. All residents should access their buildings by card reader for entry.

➤ Emergency Phones & Blue Light Poles

Learn the locations of the bright blue emergency phones around campus. Each phone is clearly marked and is a direct line to the University Police communications operator. No dialing is necessary. In an emergency, all you need to do is push the red button.

Most passenger elevators on campus have emergency lines that operate the same way as the emergency phones, as do the phones in the UNA parking garage on campus. Push the red button marked "Emergency" and University Police communications operator will answer and a police officer will be immediately dispatched to your location.



➤ Mobile BlueLight, Virtual Walkhome, & Friend Walk

UNA's Lion Alert 360 App offers 3 amazing safety tools that all students should be aware of to enhance your safety and security on campus (See [Lion Alert 360 App](#) section in this guide for installation information).

Mobile BlueLight - This feature will simultaneously send your device's location to and connect with a dispatcher to notify UPD. They will receive your location in real-time and talk to you on the phone.

Virtual Walkhome - lets 911 monitor your walk and enhance your safety. If you need assistance, you can trigger the Emergency button to begin a call to dispatch so they can send an officer to your geo-location.

Friend Walk - Send your location in real-time to a friend so they can watch you as you walk to your destination! They'll watch you and can trigger a call to emergency services if necessary.

➤ Preventing Sexual Assault

With no intent to victim-blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org).

- **Trust your intuition.** If something doesn't feel right, trust your instincts and leave. Your safety is more important than anyone's opinion.
- **Be mindful of who you trust.** A new campus can foster a false sense of security. Take your time to get to know people, and don't apologize for setting boundaries.
- **Stay in groups.** There's safety in numbers. If someone tries to isolate you or a friend, be alert.
- **Party smart.** Guard your drinks, avoid open containers, and track your alcohol consumption. Have a plan for how to get home safely with a trusted, sober friend or rideshare service.
- **Stay connected.** Share your plans and location with friends or family. Apps like Find My Friends or location-sharing features on rideshare apps can help keep you connected.
- **Speak up if you see something.** If you witness someone in a questionable situation, intervene if you can do so safely. Asking, "Is everything okay?" can make a difference. Call campus security or 911 if you feel unsafe intervening directly.
- **Take control of your online presence.** Limit personal details on social media. Predators often use online information to track where you live, work, or hang out.
- **Use campus safety tools.** Know where emergency blue light phones are located; use campus safety escorts after dark; and lock doors and windows in dorms and apartments.
- **Know your campus resources.** Most colleges offer free survivor services, including counseling, security escorts, and housing changes.
- **Create a safety plan.** If you feel unsafe, consider developing a safety plan. This can include identifying trusted friends, mapping out safe routes home, and keeping emergency contacts on hand.

REPORT IT! - If you or someone you know has been the victim of sexual assault, domestic/dating violence, stalking, sexual harassment, or sex discrimination; contact the [Office of Title IX](mailto:titleix@una.edu). - titleix@una.edu / 256-765-4223

➤ Preventing Theft

You probably have some notion of how a typical thief looks and acts. Abandon that notion immediately. At best, most of the people in your building will be your acquaintances. Until you know each other well enough to be friends, don't take chances.

RULE #1—Always lock up - A majority of the crime on campus is theft of unattended property, so lock your dorm or apartment door, even when you're at home. It takes practically no time to lock up, even if you're just leaving for a moment. Lock your car. Lock your bike. Use a lock on lockers at the Rec Center. If you work in a University office, lock your purse and other valuables in a cabinet or drawer.

University Police recommend that you not bring fine jewelry, heirlooms, or expensive clothing to school. During school breaks, take computers, stereos, and other valuables home with you. Bringing a secure lock box or fire box to campus may be beneficial in hiding and protecting cash, credit cards, or valuables.

“Operation ID” – Theft Prevention Program

Take advantage of UPD's engraving service to identify your property should it be stolen. Contact UPD during business hours to let us assist you in engraving your property.

Backpack/Purses Theft – Never leave your backpack or purses unattended. Either take your items with you to the restroom or around the library, unless you have a friend watch them. Make sure you clearly mark your bag so that it can be identified if recovered.

Credit Card/Identity Theft – Do not carry a lot of credit cards in your wallet or purse. Keep the most used cards with you and secure other cards in a secure place at home. Don't forget to check your card or bank statements and accounts for unauthorized charges in order to catch misuse early.

If your cards are stolen, know what cards you had and the phone numbers to call and immediately cancel the cards and report them stolen.

To avoid identity theft, it is recommended to follow these suggestions:

- Lock up any personal documents with financial or personal information. Shred any paper documents before discarding in the trash.
- Do not carry your Social Security Card with you in public and keep it in a safe place.
- Use strong, unique passwords and be cautious with public Wi-Fi.
- Keep devices updated with the latest antivirus software.
- Limit sharing of personal information to others and on social media.
- Monitor your bank and social media accounts for suspicious activity and stay vigilant.
- Be leery of potential phone scams and have callers provide information they have before answering and providing any personal information to them. You can always get the callers name and number and return the call to know its association with a valid company.

If you believe you have been the victim of identity theft, contact UPD at 256-765-4357.

Vehicle Theft - Each year thieves break into vehicles and steal purses, sports equipment, clothing, smartphones, laptops, stereo equipment, etc.

To reduce risk of theft from your vehicle:

- Keep valuable items out of sight.
- Engrave your name on all items that might interest a thief.
- Check the area for any suspicious activity (e.g., someone loitering nearby), and report any such activity to the police.
- If you have an item with a serial number, record and keep the number in a safe place.
- Lock your doors and roll up your windows.
- Never leave your vehicle unattended while running.

Bicycle/E-Bike Theft - Many bicycles and E-Bikes are stolen each year in Florence and around the UNA campus, and most are never recovered.

To protect your bicycle:

Secure your bike properly. Thieves don't merely steal whole bikes, often, they'll take a front tire from one bike and the rest from another.

- To secure as many parts as possible:
 - Place your front tire over the top rail of the rack, letting the body of the bicycle rest on top.
 - Secure your front tire and frame to the rack.
 - Lock your rear tire to the bike frame with another locking device.
 - If it's easily removable, take your seat with you.
 - Engrave all parts of your bike—handlebars, seat, both wheels, frame—with identifying letters/numbers.



Smartphone & Laptop Theft - Never leave your smartphone, tablet, or laptop unattended. It is also wise to require a password or encryption process to protect the data on your smartphone or laptop.

Online Communication/Social Networks - Online social communities can be great tools to express yourself and learn about others around you, but keep in mind both the benefits and the risks. Bad things that happen in actual relationships (such as harassment and stalking) also occur online. It is not a good idea to put your date of birth or your Social Security number on these sites for everyone to see. Never disclose when you will be away from your residence. Be careful and use good judgment.



Protect your email accounts and be aware of "Phishing" attempts. "Phishing" are attempts to trick you into disclosing sensitive information. An e-mail you receive in your inbox may appear to come from companies with whom you may regularly do business (e.g., Amazon, Facebook, eBay, financial institution, or a credit card company). Many of these e-mail schemes contain links to look-a-like websites loaded with actual trademarked images.

The sender may ask you to confirm your personal information for some made-up reason; your account is about to be closed or your information has been lost because of a computer problem. The sender instructs you to "reenter" credit card numbers, Social Security numbers, bank PINs, or other personal information. If you provide the information requested, the data goes to scammers. This data is often used to order goods or services or to obtain a credit card in your name.

Personal Safety on the Road & In Public Places

➤ Safety on the Road

To avoid unsafe situations and accidents while commuting to and from campus, you may want to follow these guidelines:

- Upon parking your car, lock it with the windows up.
- When driving, don't stop for hitchhikers or broken-down vehicles. To help a stranded driver, use a phone and notify police.
- If you think you are being followed by a person in another vehicle, or being watched, drive to a well-lit, busy public place and call the police. When you arrive home, have your keys in hand as you leave the car.
- Make sure your car stays in good running condition, and you have enough gas.
- If you have car trouble, contact road-side assistance and raise the hood to signal for help. Stay in the locked car, keeping the windows up. If someone stops to help, lower the window one inch and ask the person to call the police or an auto club if you were unable to do so.
- **Don't drive distracted!** Alabama (and most states) have a "Hands-free" cellphone law. It is recommended to obtain a "hands-free" car mount or utilize a vehicles Bluetooth connection to use map features or call or text.
- **Don't drive impaired!** In Alabama, any person who operates a motor vehicle shall not drive or be in physical control of any vehicle while under the influence of alcohol (with a blood alcohol level of 0.08% or greater) and/or a controlled substance to a degree which renders them incapable of safely driving (AL 32-5A-191).

➤ Bicycle/Pedestrian Safety

Bicycle/E-Bike Safety - If you travel by bicycle or E-Bike, on or off campus, if it recommended to follow these safety guidelines and obey state laws.

LAW – Bicycles/E-Bikes follow the same regulations as motor vehicles when it comes to obeying signs, lights, and signals on the road.

LAW – Ride on the right side of the road as far right as you can safely, and travel in the same direction as the traffic around you.

LAW – When riding at night, make sure your bike is equipped with a white headlight attached at the front and a visible red reflector at the rear.

SAFETY – Wear a helmet.

SAFETY – Beware of parked cars and watch for car doors opening and cars pulling in/out of traffic.

SAFETY – When entering traffic or pulling out of driveways or alleys, watch for cars and pedestrians.

SAFETY – Think ahead. Anticipate others' mistakes and leave room and time for defensive action.

SAFETY – Yield to cars. Even if you think you have the right of way, remember that a car is much bigger, faster, heavier, and harder to maneuver than a bike.

SAFETY – Check the weather. Rain, fog, and snow make cycling especially dangerous, so it's best not to bicycle in bad weather.



Pedestrian Safety – Pedestrians should follow these guidelines to navigate safely on or off campus:

- Pedestrians must obey all traffic signs, signals, lights, and regulations.
- Pedestrians do have the right of way in crosswalks, but not when crossing the street at other points. When crossing at a point not in a marked crosswalk, pedestrians must yield to car and bike traffic.
- Pedestrians must not cross a roadway between intersections at which traffic lights are used, except at crosswalks.

➤ Safety in Public Places

These essential campus safety strategies can help students practice personal safety, prevent potential dangers, and navigate daily life securely on campus and in public.

- Stay aware of your surroundings and belongings in public and avoid distractions.
- Trust your gut and your instincts. If something doesn't feel right, remove yourself from the situation and/or call for assistance.
- Travel in groups; especially at night. There is strength in numbers and walking and traveling in groups reduces the risk of being targeted for a crime.
- Use well-lit, populated paths and avoid isolated areas.
- Practice safe socializing. When attending social events, set boundaries, never leave drinks unattended, and use the buddy system.
- Avoid excess alcohol consumption and know your limits.
- Keep emergency contacts handy. Save numbers of family, friends, and police in your phone for quick access.
- Lock doors and secure personal belongings to help prevent theft.
- Take self-defense or personal safety courses. ([See Crime Prevention Programs & Training – Lion 360](#))
- Report suspicious activities immediately...if you see something; say something.



Resources, Regulations, and Reporting

Resources

➤ Annual Security & Fire Safety Report

In compliance with the 2024 amendments to the Jeanne Clery Campus Safety Act, or **“Clery Act”**, and Department of Education regulations (20 U.S.C. § 1092f), the University of North Alabama (UNA) publishes crime and fire statistics for the three most recent calendar years and UNA security-related policies and procedures. This information is distributed each year to enrolled students and current employees and is also made available to prospective employees and students.

The 2025 ASFSR includes the following information about crimes reported to UPD, other UNA Campus Security Authorities and local law enforcement:

- Crime statistics and descriptions for the following categories of the following general crimes: homicide (murder, non-negligent and negligent manslaughter), sex offenses (forcible, non-forcible), robbery, aggravated assault, burglary, motor vehicle theft and arson.
- Crime statistics and descriptions for the following categories of violation arrests and referrals for campus disciplinary action: liquor law violations, drug law violations and illegal weapons possession violations.
- Crime statistics and descriptions for offenses reported according to the Violence Against Women Act (VAWA); including Dating Violence, Domestic Violence, Sexual Assault and Stalking.
- Crime statistics and descriptions for hate crimes by category of prejudice against the victim.
- Descriptions of Hazing as it relates to the 2024 Stop Campus Hazing Act (statistics to be published in 2026 ASFSR).
- Fire statistics and fire safety guidelines for residential housing.
- In addition to crime and fire statistics, the report includes University policies and procedures concerning alcohol, drugs, hazing, sexual assault and general safety and security on the UNA campus.

Please review this important report at this link – [Annual Security & Fire Safety Report](#)

➤ **Mane Safety Page**

This webpage serves as a “one-stop” safety resource for the following areas:

<https://www.una.edu/manesafety/index.html>

Police Department	Emergency Management	Tornado/Weather Emergency
First Aid Guidance	Fire Safety & Evacuation	Emergency Assembly Points
Shelter in Place	Title IX	Hostile Intruder
Lion Alert information	UNA Emergency Response Manual	SNAP (Nighttime Escort)
Links to advisory and safety resources on and off campus		

➤ **Lost & Found Property**

UPD is the control center for all lost or found property on campus. Students, employees, or visitors to campus that have found property, may deliver items to our office during business hours or contact UPD at 256-765-4357 (option 2) after hours to transfer the property to our secure facility. Our administrators will do everything they can to attempt to identify ownership and contact the owner when received.

We also encourage any students, employees, or visitors to contact our office if they have lost any property to see if someone has turned it in to our care. If not, we will urge you to fill out a property description report with contact information so that we may return your property to you if it is found and brought to our office.

All found property is logged and held for a minimum of 60 days.

Regulations

➤ Parking Regulations

UNA Parking Services enforces the following parking regulations on and around campus. The information provided in this guide is meant to be informative and not all inclusive – it is recommended for all students and employees to view our complete manual on Parking Services webpage; as the manual supersedes any other written information. You may view the manual here:

<https://www.una.edu/parking/document/transportation-services-manual.pdf>

- 1- All vehicles operated or parked on the UNA campus must be properly registered and display a current UNA permit, 24 hours a day and 7 days a week.
- 2- Parking in "designated" parking areas are enforced during business hours: **Monday-Friday; 7 AM- 4 PM** (when classes are in session).
 - Students & Employees can view their specific parking areas in their personal [UNA Parking Portal](#) under their "Permit" tab.
 - **After 4 PM (until 7 AM) and on weekends**, all legal parking spaces are open on campus.
- 3- Upon enrollment and registration of classes, all students will be able to access their online Parking Portal account and register their vehicle and obtain a permit at no cost (employees will be able to access their Parking Portal account on their first day).

Below are some helpful links and information about parking:

- **Parking Services webpage** - <https://www.una.edu/parking/>
- **Parking Services Manual** - <https://www.una.edu/parking/document/transportation-services-manual.pdf>
- **Visitor Parking Information** - <https://www.una.edu/parking/document/VISITORS.pdf>
- **New (First-time) Registrants** - <https://www.una.edu/parking/new-registrants.html>
- **Shuttle Services** - <https://www.una.edu/parking/shuttles.html>

➤ Alabama Laws and Regulations

It is important that all students understand the Alabama laws concerning drinking and drugs, and understand that violations of these laws can result in costly fines, revoke of driver's license, or even jail or probationary discipline (AL Title 28).



The State of Alabama law deems it unlawful for an individual **less than 21 years of age to attempt to purchase, consume, possess or transport** any alcoholic beverage within the State of Alabama.

DUI (Driving Under the Influence)- Any person who operates a motor vehicle shall not drive or be in physical control of any vehicle while under the influence of alcohol (with a blood alcohol level of 0.08% or greater) and/or a controlled substance to a degree which renders them incapable of safely driving (AL 32-5A-191).

Public intoxication – A person commits the crime of public intoxication if they appear in a public place under the influence of alcohol, narcotics or other drug to the degree that they endanger themselves or another person or property, or by boisterous and offensive conduct annoys another person in their vicinity (AL 13A-11-10).

Open Alcohol Container (vehicle) – It is unlawful for a person to have in their possession alcoholic beverages in an open container in any passenger area of a motor vehicle or any kind (AL 32-5A-330).

Open Alcohol Container (public) – It is unlawful for person(s) to carry an open container of alcohol in public areas. Exceptions apply to the City of Florence's "Entertainment District" in downtown Florence, where patrons who are of legal drinking age may carry a purchased alcoholic beverage from a vendor within the District and walk within the District with the beverage in a pre-determined marked cup (except on the First Friday event of each month).

Minor in Possession of Alcohol – It is unlawful for any individual under the legal drinking age of 21, as defined in Section 28-1-5, to attempt to purchase, to purchase, consume, possess, or transport any alcoholic beverages within the state, except for certain employees of licensees who may serve, handle, transport, or sell alcoholic beverages as authorized under subsection (c) of Section 28-1-5, or use or attempt to use a false, forged, deceptive, nongenuine driver license to obtain alcohol.



In the State of Alabama, it is unlawful to **use, sale, possess or distribute controlled substances** enumerated in Schedules I through IV- including cocaine, morphine, opium, salt, isomer, heroin, methylenedioxy amphetamine, methamphetamine, Fentanyl in real or synthetic substance, and some non-prescribed pharmaceutical drugs (AL 13A-12-Article 5). Unlawful distribution, sale or possession of controlled substances in amounts outlined in Alabama Code, Section 13A-12-211, Schedules 1-V, is a Class B felony.

Possession & Distribution of Marijuana – In Alabama, it is unlawful to use, sale, possess, manufacture or distribute marijuana. This includes all parts of the marijuana plant or growing materials (AL 13A-12-5).

Drug Paraphernalia (intent to use) – means all equipment, products, and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance is in violation of the controlled substances laws of Alabama (AL 13A-12-260).

DANGEROUS WEAPONS & FIREARMS STATEMENT



UNA prohibits the possession, transportation and use of firearms and other dangerous weapons on campus or at UNA events. This policy applies to all persons on campus, including faculty, staff, students, contractors, and visitors.

The University Police Department provides temporary storage (no more than 48 hours) for lawfully possessed firearms at the on-campus police department in the basement of Keller Hall.

You can view the entire policy here: <https://www.una.edu/policies/una-weapons-on-campus-policy.html>

➤ **Office of Student Conduct**

UNA Police works closely with the Office of Student Conduct. It is important for all UNA students to read and understand the Code of Conduct, its violations, and the potential sanctions they could face if found responsible.

The Office of Student Conduct strengthens personal responsibility and accountability through the investigation and resolution of alleged violations of the Code of Student Conduct. They are committed to providing a fair and educational process that fosters the highest standards of behavior, student learning, and civic responsibility while promoting a safe environment that respects the rights of all students. They strive to adjudicate cases of alleged misconduct in a fair, responsible, and timely manner emphasizing respect, trust, and integrity. Additionally, they serve as an advocate for and resource to student victims of crime, illness, harassment, or other crises.

You can view UNA's Code of Conduct here: <https://www.una.edu/student-conduct/policies/index.html>

Reporting

➤ **Reporting Crimes & Suspicious Activity**

UNA Police embraces and supports the campaign, "**If You See Something, Say Something**"; first introduced in 2002 by New York officials intended for terrorism prevention by simply encouraging the public to report suspicious activity by contacting public safety officials. UPD does not recommend any UNA affiliates attempt to intervene in a potentially dangerous situation or to investigate on their own – instead contact UPD!

UNA Police encourages all students, employees, and visitors to report any suspicious or criminal activity you observe on UNA property. For emergency situations, always dial 911. Below are some other reporting options you can use for safety issues or concerns.

Report a Tip from our webpage using our Silent Witness/Campus Crime Watch report: <https://www.una.edu/police/campus-crime-watch.html>

Report a Tip during business hours in person at UPD in the Keller Hall Basement – Monday – Friday; 8 AM – 4:30 PM or CALL a UPD administrator at 256-765-4357 (option 3).

Report a Tip using the feature in the Lion Alert 360 App by texting or calling an officer on duty; or utilizing the report form.

➤ **Reporting Sexual Assault, Relationship Violence, Stalking**

The University of North Alabama takes allegations of Prohibited Conduct (such as Domestic Violence, Dating Violence, Sexual Assault and Stalking) seriously and is committed to taking immediate action to combat Prohibited Conduct, prevent its recurrence and remedy its effects. The University will address all reports under the Title IX policy with a prompt, thorough and impartial inquiry to determine what is more likely than not to have occurred and to take appropriate steps to resolve the situation and determine an equitable resolution.

1. **Prompt Reporting** - There is no time limit on reporting or filing complaints of violations Domestic Violence, Dating Violence, Sexual Assault and Stalking; however, prompt reporting is encouraged. The University strongly encourages individuals to timely report alleged incidents of Prohibited Conduct or related retaliation to the Office of Title IX and to law enforcement agencies. Timely reporting of alleged Prohibited Conduct allows the University to take steps toward ending the Prohibited Conduct, preventing its recurrence and remediating its effects. With regard to criminal investigations, preservation of evidence (such as clothing, bodily fluids, and other physical evidence) may strengthen law enforcement's ability to investigate.

A delay in reporting may limit the University's ability to pursue a formal investigation in certain circumstances. Further, a delay in reporting may limit the University's ability to address inappropriate behavior. Delays may also mean that certain witnesses, evidence, and/or parties are no longer affiliated with or available to the University. Regardless, as previously stated, there is no time limit to report violations under Title IX policy.

2. **Reporting to Law Enforcement** - A Complainant has the option to speak with the University Police Department (UPD) or local law enforcement about the alleged Prohibited Conduct. A victim may alternatively or additionally notify the Office of Title IX or an Official With Authority (OWA) about the incident. These campus representatives can also assist the victim with contacting law enforcement if the victim would like to file a formal criminal complaint; however, a victim is not required to report to law enforcement. The initial decision to report the alleged Prohibited Conduct to anyone ultimately rests with the victim.

The University encourages individuals to immediately report acts or threats of sexual assault/rape, dating and domestic violence, sexual exploitation, stalking or any dangerous behavior to UPD, local police authorities or law enforcement where the alleged incident took place. Law enforcement agencies can be contacted by calling Emergency 9-1-1. UPD may be contacted in the Basement of Keller Hall at UNA; police@una.edu; or 256-765-4357.

Local law enforcement agencies are not required to share with the University when they receive notice of an alleged incident (Florence Police Department, Muscle Shoals Police Department, Lauderdale County Sheriff's Office, Colbert County Sheriff's Office, etc.). Therefore, to enable the University to assist a victim with supportive measures, individuals who have contacted law enforcement are encouraged to also report to the Title IX Coordinator.

3. **Reporting to the Title IX Coordinator, other Officials with Authority (OWAs) and Mandated Reporters** -The Title IX Coordinator and all staff in the Office of Title IX can receive complaints of Prohibited Conduct. Reports may also be made to the following individuals who have been identified as Officials with Authority (OWAs):

- Members of the President's Executive Council
- Assistant Vice President for Human Resources
- Associate Vice President for Student Affairs
- Dean of Students
- Director of Student Conduct
- Title IX Coordinator
- Kilby Laboratory School Employees

4. **Confidential Reporting** - If a victim would like the details of an incident to be kept confidential, they may speak with the following on-campus Confidential Resources:

- Student Counseling Services 256-765-5215
- University Health Services 256-765-4328
- For the most up to date list of on-campus Confidential Resources, as well as Community Resources, please visit <https://www.una.edu/titleix/reporting.html>.

➤ Reporting Contacts

Below is a comprehensive list of on-campus contacts for reporting, or safety question and concerns, as well as, all surrounding police contacts for criminal activity off-campus, or in surrounding counties of Florence, Alabama.

EMERGENCIES ON-CAMPUS

To report an EMERGENCY situation, including fires and medical:

Dial 9-1-1

** All 911 calls are routed to Florence Police Department through the Lauderdale County 911 Center*

To make a formal report in-person and on-campus to be investigated:

Department	Phone	Email	Campus Location	Office Hours	Physical Address
University Police (Officers on duty 24/7)	256.765.4357 Select option 1 or 2	police@una.edu	Keller Hall basement	8am-4:30pm, Monday-Friday	105 Shelby Way, Florence, AL 35632
Title IX Coordinator	256.765.4223	titleix@una.edu	102 Cramer Way Building	8am-4:30pm, Monday-Friday	601 Cramer Way Florence, AL 35632
Associate Vice President & Dean of Students	256.765.4698	mellis3@una.edu	202G Guillot University Center	8am-4:30pm, Monday-Friday	131 Shelby Way, Florence, AL 35632
Assistant Dean of Students/ Student Conduct Director	256.765.5195	ngordan@una.edu	202E Guillot University Center	8am-4:30pm, Monday-Friday	131 Shelby Way, Florence, AL 35632
Assistant Dean of Students for Housing & Residence Life	256.765.5558	jballard1@una.edu	Rivers Hall, 1st Floor	8am-4:30pm, Monday-Friday	724 N. Pine St., Florence, AL 35630

LAW ENFORCEMENT

To report off-campus crimes:

Department	Phone	Email	Physical Address
Florence Police Department	256.760.6500	https://florenceal.org/public-safety/police-department/	702 S. Seminary St., Florence, AL 35630
Muscle Shoals Police Department	256.383.6746	https://www.mspolice.org	1000 E. Avalon Ave., Muscle Shoals, AL 35661
Sheffield Police Department	256.386-5630	http://www.sheffieldpolice.org/	600 N. Montgomery Ave., Sheffield AL 35660
Tuscumbia Police Department	256.383.3121	https://cityoftuscumbia.org/departments/police/	218 S. Dickson St., Tuscumbia AL 35674
Lauderdale County Sheriff's Office	256.760.5757	https://www.lauderdalesheriff.org	200 S. Court St., Ste 201, Florence, AL 35630
Colbert County Sheriff's Office	256.383.0741	http://colbertsheriff.net/	201 North Main St., Tuscumbia, AL 35674
Alabama State Troopers	256.383.9212	https://www.alea.gov/	4500 Hatch Blvd, Sheffield, AL 35660

NON-EMERGENCY SERVICES

Non-emergency service and resource contacts:

Department	Phone	Email	Campus Location	Office Hours	Physical Address
University Health Services (confidential)	256.765.4328	healthservices@una.edu	Wilson Park Medical Building, Suite 100	7:45am-4:30pm, Mon-Thur; 7:45am-3:30pm, Fri	416 N. Seminary St., Ste 100, Florence, AL 35630
Student Counseling Services (confidential)	256.765.5215	counselingservices@una.edu	Rice Hall, 1st Floor	8am-4:30pm, Monday-Friday	726 N. Pine Street, Florence, AL 35630
Office of Student Conduct	256.765.5012	studentconduct@una.edu	202 Guillot University Center	8am-4:30pm, Monday-Friday	131 Shelby Way, Florence, AL 35632
Case Manager/ROAR Access Center	256.765.4531	hunderwood1@una.edu	111 Guillot University Center	8am-4:30pm, Monday-Friday	131 Shelby Way, Florence, AL 35632
Disability Support Services	256.765.4214	dss@una.edu	111 Guillot University Center	8am-4:30pm, Monday-Friday	131 Shelby Way, Florence, AL 35632