

Programs and Services for Spalding University

Besides providing emergency and safety services, Spalding University serves as a resource for information on emergency procedures; theft and crime prevention; and campus crime statistics.

EMERGENCY LMPD 911 · CAMPUS (502)873-4444 · EMAIL mfields05@spalding.edu

Medical Emergency Response

Campus safety officers are certified in basic life support, if needed contact (502) 873-4444

Emergency Procedures Pamphlet: [https:// www2.spalding.edu/emergency](https://www2.spalding.edu/emergency).

You can download on your cell phone. Pamphlets are also placed on every classroom & office door on campus.

Spalding University has (6) Emergency Call Boxes spread throughout the campus parking lots

Video Surveillance throughout campus

Accessibility Services:

Spalding University provides student housing facilities, provide the institution's policy for giving students with disabilities priority for first-floor housing. KRS 164.9495 (1)

(The Residence Hall director and Disability Services work collaboratively with all students who disclose disability needs and to prioritize room options when necessary.)

24 hour escort program:

Campus safety provides a 24 hour escort service on campus to all student/faculty/staff if anyone feels unsafe just call campus safety (502) 873-4444

Bicycle Registration:

Campus safety provides the opportunity for any member of the Spalding University community to register their bikes.

Operation Identification:

This service is offered to assist in the positive identification and/or recovery of lost or stolen items. The department will engrave driver's license numbers on valuables to assist in the recovery of such items.

Lost and Found:

Campus safety serves as the University's central depository for recovered items in order to safeguard them while assisting in their return to the rightful owner. Found property can be turned in to campus safety office 24 hours a day, 365 days a year. Inquiries concerning lost property should be directed to (502) 873-4444 between 8am to 5 pm, Monday through Friday. Property not claimed within 30 days is donated to charity or destroyed.

Crime Prevention Programming:

Members of the campus safety Department conduct presentations for various groups in order to serve and educate the community on current crime trends. The program is designed to educate community members in the various ways to protect themselves from being victimized. Call (502) 873-4444 to have an officer speak to your group.

Motorist Assistance:

Jump-starts and vehicle are performed by campus safety to assist members of Spalding University community.

TIPS Line (873-4239):

Spalding University Crime Tips Hotline (873-4239) is designed to give community members the opportunity to communicate directly with the Safety Director 873-4239 gives people who have information a way to report information with a promise of strict confidentiality.

Emergency Preparedness and Response

All members of the Spalding Community are required to notify the campus safety department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus. Spalding also has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation.

Campus alerts: (www2.spalding.edu/e2campus/alerts)

Under warranted circumstances, timely alerts are distributed by email, text or telephone. Spalding's e2campus alert is an opt – in system, and the Spalding community can sign up for the service at www2.spalding.edu/e2campus/alerts

Students, faculty, and staff use this web site to stay informed about:

1. Changes in university status;
2. Adverse weather conditions;
3. Important issues concerning safety; and
4. Anything else that may disrupt normal operations.

General Emergency Preparedness

Make sure to familiarize yourself with:

- Your office or workspace;
- The location of the closest emergency equipment (fire extinguishers, AEDs, first aid kits, etc.);
- Two emergency exit routes out of the building
- Your department's Contingency and Continuity of Operations plans;
- General emergency preparedness tips; and
- Information on what "shelter-in-place" means

Suspicious Packages/Bomb Threats:

Be alert to receiving suspicious packages or letters. Once you determine a package is suspicious, do not touch the package. Evacuate yourself and other personnel from the office/area. Use a landline telephone (not cellular) in another area to report to the campus safety department. If you receive a bomb threat obtain as much specific information about the location of the bomb or package, and call the campus safety department to report the threat. The campus safety department will respond and may partner with LMPD, if deemed necessary, to determine the validity of the threat and whether it is necessary to evacuate the building or area.

Fire Safety

If a member of the Spalding Community finds evidence of a fire occurred and has been extinguished, and the person is not sure whether the incident caused a fire alarm that would have initiated a response by LFD, the community member should immediately notify LFD. LFD is responsible for filing a report and gathering statistics.

Missing Students

If a member of the Spalding community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify LMPD. LMPD will generate a missing person report and initiate an investigation, and if the person is determined to be missing, will initiate the required notifications as per Federal Law.

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