

## **Section 4: Emergency Action Plan – First Responses**

### **4.1 Purpose**

The purpose of an Emergency Action Plan is to protect the Indiana University East employees from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but not be limited to, any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate university or municipal responders take over.

### **4.2 Scope**

*For the protection of employees, an Emergency Action Plan is a requirement of OSHA 1910.38. It is also necessary and prudent for the protection of our students and visitors.* It is a requirement that the employer review with each employee upon their initial assignment or when the plan changes, those parts of the plan that the employee must know to protect herself/himself in the event of an emergency. In addition, the written plan shall be made available for employees to review and plan for their own safety.

### **4.3 General Procedures**

It is impossible to provide specific information for all situations. There is no guarantee implied by this plan that a perfect response to disaster emergency incidents will be practical or possible. Therefore, this plan is a guide for employees to familiarize themselves with basic emergency planning, response, and evacuation.

#### **A. Notification of Emergency Warning**

In the event of a disaster, the warning may come from any of the following sources: commercial radio or television, building smoke detection or sprinkler system, emergency siren, web/internet, private citizen, Indiana University East Police Department (referred to in this document as IUEPD) or any other law enforcement agency. It is recommended that several sources be monitored to assist in determining when emergency situations exist since no one system can cover all circumstances. A person receiving notification of a possible disaster or a building emergency should immediately sound the alarm to notify employees and IUEPD or the officer on duty (e.g. in case of a fire, Yell “Fire!”, pull building alarm, summon other officers), then inform the immediate supervisor who will continue notification up the chain of

command. The building emergency alarm system is reserved for total evacuation of the building.

**B. Emergency Alarms and Advisories**

**1. Sprinkler Alarm – Smoke Detection – Fire Alarm**

Simplex monitors all fire, smoke, and sprinkler alarm systems for the entire Indiana University East campus. Either manual alarms, pull station or break glass models are located on each floor.

**Whitewater Hall**

Pull station alarms; some areas of this building have smoke detectors; there are no sprinklers located in this building.

**Hayes Hall**

Pull station alarms; smoke detector and sprinkler systems are installed in this building.

**Middlefork Hall**

Pull station alarms; smoke detectors and sprinkler systems are installed in this building.

**Springwood Hall**

Break glass-pull station alarms; smoke detectors and sprinkler systems are installed in this building.

**Danielson Center (New Castle)**

The Danielson Center is equipped with pull station alarms; smoke detectors and a sprinkler system are installed in this building.

**Connersville Center (Connersville)**

Koorsen Fire Alarm service monitors the fire alarms at the Connersville Center. In the event of a fire alarm they will notify the necessary personnel.

**2. Homeland Security Advisory System (HSAS)** is the national advisory system that provides a means of disseminating information regarding the risk of terrorist acts.

**a. Low Condition (Green)**

Low risk of terrorist attacks. The following protective measures may be applied:

- (1) Refining and exercising preplanned protective measures

- (2) Ensuring personnel receive training on HSAS, departmental, or agency-specific protective measures
- (3) Regularly assessing facilities for vulnerabilities and taking measures to reduce them.

b. **Guarded Condition (Blue)**

General risk of terrorist attack. In addition to the previously outlined protective measures, the following may be applied:

- (1) Checking communications with designated emergency response or command locations
- (2) Reviewing and updating emergency response procedures
- (3) Providing the public with necessary information.

c. **Elevated Condition (Yellow)**

Significant risk of terrorist attacks. In addition to the previously outlined protective measures, the following may be applied:

- (1) Increasing surveillance of critical locations
- (2) Coordinating emergency plans with nearby jurisdictions
- (3) Assessing further refinement of protective measures within the context of the current threat information
- (4) Implementing, as appropriate, contingency and emergency response plans.

- d. **High Condition (Orange)**  
High risk of terrorist attacks. In addition to the previously outlined protective measures, the following may be applied:
  - (1) Coordinating necessary security efforts with armed forces or law enforcement agencies
  - (2) Taking additional precaution at public events
  - (3) Preparing to work at an alternate site or with a dispersed workforce
  - (4) Restricting access to essential personnel only.
  
- e. **Severe Condition – RED**  
Severe risk of terrorist attacks. In addition to the previously outlined protective measures, the following may be applied:
  - (1) Assigning emergency response personnel and pre-positioning specially trained teams
  - (2) Monitoring, redirecting or constraining transportation systems;
  - (3) Closing public and government facilities
  - (4) Increasing or redirecting personnel to address critical emergency needs

3. **Emergency Sirens**

**Richmond**

Warning sirens are located throughout the city of Richmond. The closest warning siren is located at the rear of Fire Station #2, on Winding Ridge Drive. This warning siren can be easily heard on campus. If an emergency exists, the Wayne County Emergency Management Agency will broadcast it on the following radio stations:

**WKBV            1490 AM**  
**WFMG            101.3 FM**

**Danielson Center (New Castle)**

The warning siren for Henry County is a rotating siren; one of the siren stations is located near the Danielson Center. If an emergency exists, the Henry County Emergency Agency will broadcast it on the following radio stations:

**WMDH            102.5 FM**  
**WBST            101.1 FM**  
**WLBC            104.5 FM**

**Connersville Center (Connersville)**

Currently there are no warning sirens in Fayette County, Indiana. If an emergency exists the Fayette County Emergency Management Agency will broadcast it on the following radio stations:

**WIFE            101.3 FM**  
**WCNB           1580 AM**

Fayette County EMA will broadcast on any radio station within 30 miles of the EMA Center.

**4.4 Assignments and Responsibilities**

A.     Appointing Building Managers and Floor Wardens

The Emergency Response Management Committee shall make recommendation to the Chancellor for the appointments of staff to perform the duties of the Building Managers and Floor Wardens. The Building Managers and Floor Wardens will report to a location designated as the Emergency Control Center, unless the prevailing situation dictates otherwise. Communication will be by voice with the ranking member in charge. Each building shall have at least one building manager and enough floor wardens to man the exits and entrances.

B.     Responsibilities of the Building Managers

- a.     Review Comprehensive Emergency Management Plan annually, revise as necessary, and make copy available to building employees.
- b.     Plan training exercises to test evacuation plan.
- c.     Instruct personnel of their duties.
- d.     Determine method of monitoring for emergency situations.
- e.     Determine method of notifying building occupants of emergency.
- f.     In any emergency situation, the building manager shall have initial authority to coordinate procedures, and amend, modify or supersede any provisions of this plan in order to ensure employee safety.
- g.     Report missing or injured occupants to campus police
- h.     Assess nature and extent of all emergencies.
- i.     Assume initial control of all emergency actions until campus police arrives, then:
- j.     Obtain volunteers to carry out specific actions.
- k.     Develop system to assist persons who need assistance.
- l.     Order evacuation, if deemed necessary.
- m.     Take any other action necessary to protect life.

- B. Responsibilities of the Floor Wardens
  - a. Obtain recommended training: first aid/CPR, Floor Warden training, fire extinguisher and additional training as necessary.
  - b. When the alarm activates, floor wardens quickly check rooms on their floor as they exit the building and advise anyone they see of the need to evacuate.
  - c. Assist persons who need help.
  - d. Once out, advise building manager/campus police of anyone remaining in the building.
  - e. Keep occupants from reentering building until advised by building manager or campus police that reentry is allowed.

Note: Often times, Building Managers receive Floor Warden training and perform the duties of both positions.

#### **4.5 Emergency Control Center**

In the event of a disaster or emergency the following rooms will become Emergency Control Centers for each building. These rooms will come under the control of the University Police and Emergency Control Committee:

- a. Whitewater Hall – Campus Life
- b. Hayes Hall – Library
- c. Springwood Hall – Graf Recreation Center and Lounge
- d. Middlefork Hall – Room 115

#### **4.6 Evacuation Routes and Meeting Places**

If a major disaster or incident (tornado, earthquake or hazardous chemical incident) occurs on any Indiana University East campus, primary and secondary evacuation routes have been established to safely and effectively remove and account for all persons on campus.

In the event of a single building incident (fire, tornado or other incident) or inclement weather, the use of secondary evacuation meeting places may be necessary (See B below).

- A. A map of evacuation routes are displayed in hallways and departments. Each map shows the way to an exit, depending on where employees are located in the building. It is the responsibility of the first-line supervisor to inform employees of these evacuation routes. The Building Manager shall verify that the signs are in place and up to date.
- B. Designated evacuation meeting places:
  - 1. **Primary meeting place:**

**Whitewater Hall** - Southwest corner of the main parking lot (near the diagonal parking, extending to the main driveway).

**Middlefork Hall** - Southwest corner of Middlefork Hall parking lot.

**Hayes Hall** - Mikesell Plaza (center of campus).

**Springwood Hall** - Northeast corner of Springwood Parking lot.

**Danielson Center (New Castle)** - Bank parking lot, west of the building and await further instructions.

**Connersville Center (Connersville)** Northeast corner of the parking lot

2. **Secondary meeting place:**

**Whitewater Hall** - Persons in the north end of the building (Vivian Auditorium) should proceed to the lobby and Graf Recreation Center in Springwood Hall.

Persons in the south end (administrative area) should proceed to the main floor lobby of Middlefork Hall.

**Middlefork Hall** - Persons should go to the main floor lobby of Whitewater Hall.

**Hayes Hall** - Persons should go to the lobby and Graf Recreation Center lounge in Springwood Hall.

**Springwood Hall** - Persons in the north end (child care) should go to the main floor lobby of Whitewater Hall.

Persons in the east end (Graf Recreation Center) should go to the main floor lobby of Hayes Hall.

**Danielson Center (New Castle)** - Due to the location of this building there are no secondary or inclement weather meeting places. Persons should evacuate the building and assemble on the bank lot, west of building and the officer in charge will then give further instructions as to where to go for shelter.

**Connersville Center (Connersville)** - Due to the location of the Connersville Center there are no secondary or inclement weather meeting places. All persons should assemble in the northeast corner of the parking lot and wait on further instructions. Officers, after accounting for all persons, will advise where to go for shelter.

- C. Establish a procedure to account for employees in departments and/or floors.
- D. Establish a procedure for reporting any missing, trapped, or injured occupants to the building manager and campus police.

#### 4.7 Disabilities

Employees with a disability are responsible for informing her/his department administrator or immediate supervisor that she/he will require assistance during an evacuation. It is important not to assume that persons with obvious disabilities need assistance, or to assume what type of assistance they may need. The individual is the best authority as to how to be moved out of the building. This is especially true of those with vision or hearing impairments.

- A. In the event of a fire and evacuation of persons with disabilities cannot be quickly completed these individuals should go to the designated fire rated stairwell (**Safe Haven**) in their building. Signs showing these locations are posted in all buildings. Those needing assistance should assemble at these spots to await evacuation by the Richmond Fire Department or authorized personnel. In the event of a fire alarm signal, the Richmond Fire Department will check the stairwells (**Safe Havens**) first. Fire rated stairwells are located in the following buildings:
  - 1. **Hayes Hall** – Located at the rear of the elevator in the stairwell.
  - 2. **Middlefork Hall** – Second and third floors at each stairwell.
  - 3. **Springwood Hall** – Second floor in the north stairwell.
  - 4. **Whitewater Hall** – There are no fire rated stairwells in this building.

In the event of an emergency or fire, persons on the second floor should gather in the lobby area outside room 200C (across from the elevator). An Evac-Chair is mounted on the wall to allow trained personnel to safely and quickly remove persons to the first floor and then outside the building. The campus police and building manager are trained and will evacuate all persons to safety.

5. **Danielson Center (New Castle)** - This building is one story with two exit doors. This building has no safe havens.
  6. **Connersville Center (Connersville)** - This building is multi-story with no fire rated stairwells or safe havens.
- B. Department heads should discuss with individual employees who have obvious disabilities, those who have informed them of any special needs, and all newly hired, what assistance they may need and determine how they will communicate. (For further information go to: <http://www.eeoc.gov/facts/evacuation.html>)
- Those who indicate they may need assistance should be listed on the addendum attached to the back of this Emergency Action Plan. This information is confidential and will be made available only to the person's immediate supervisor, the building manager, and the campus police. It is not to be posted on the web as part of this Emergency Action Plan.
- C. If a person remains in an area to await rescue, then she/he must inform evacuees of her/his location. It is extremely important that the individual not be moved unnecessarily and improperly, possibly causing further physical injury. If there is imminent danger and evacuation cannot be delayed, persons with disabilities should be carried or helped from the building in the best and fastest manner. A person may be carried using a two-person locked-arm position or may sit in a sturdy chair, preferably one with arms.
- D. Indiana University employees are not expected to endanger their own lives to assist with the evacuation of an employee, student or visitor. However, if an employee assists a person with mobility impairment to a designated area, or is informed of a mobility impaired person remaining in a designated area, she/he must immediately inform responding emergency personnel or building representatives of the location of the person. (If possible, leave a two-way radio with those in an area awaiting rescue assistance.)

- E. *For Individuals with Vision Impairments* – Most individuals with vision limitations will be familiar with the immediate area they are in. However, in the event of an emergency someone may wish assistance in evacuating. Offer your elbow to escort him/her from the building. As you walk, tell the person who you are, where they are, and advise them of any obstacles. When you reach safety, orient the person to where they are and ask if any further assistance is needed.
  
- F. *For Individuals with Hearing Impairments* – Since persons with impaired hearing may not perceive audio emergency alarms, an alternative warning technique is required. Two methods are:
  - 1. Write a note telling what the emergency is and the nearest evacuation route (Example: “FIRE! Go out the rear door to right and down the stairs. Now!”)
  - 2. Turn the light switch on and off to gain attention; indicate through gestures or in writing what is happening and what to do. It may be prudent to escort the hearing impaired person from the building.

**4.8 Responding to Emergencies**

Each emergency requires a different response. In a bomb threat, hazardous material spill, or tornado emergencies, employees may be sheltered in place. At other times building evacuation is the appropriate action. Following is information to summon emergency personnel and/or evacuate the building:

**A. Reporting and Assistance**

- 1. To summon assistance during normal business hours (Richmond):

Contact the Welcome Center (Dial 0) or 973-8200 to report an accident or life-threatening situation. Welcome Center hours are as follows:

Monday-Thursday	8 am - 9 pm
Friday	8 am - 5 pm
Saturday	8 am- 12 pm (noon)
Sunday	Closed

To summon assistance when the Welcome Center is closed (Richmond): Contact the IUEPD:

Office	765-973-8429
Cell Phone	765-993-3488
Pager	765-983-0055

Police Chief Burton Cole 765-939-3721

2. To summon assistance during normal business hours (New Castle):

Call: 765-521-9012 or 765-521-9023

3. To summon assistance during normal business hours (Connersville):

Call: 765-825 -4171

**B. Emergency Assistance-After Hours**

1. **Richmond**

If you need **emergency** police assistance after hours and are using a campus phone, dial 9-1-1 to reach the Wayne County Emergency Operations Center (EOC). The dispatcher will assist you and an IUEPD officer will be contacted.

2. **Danielson Center (New Castle)**

If you need **emergency** police assistance after hours and are using a campus phone, dial 9-1-1 to reach the Henry County Emergency Operations Center (EOC). A police officer will be dispatched to assist you.

3. **Connersville Center (Connersville)**

If you need **emergency** police assistance after hours and are using a campus phone, dial 9-1-1 to reach the Fayette County Emergency Operations Center (EOC). The dispatcher will assist you.

**C. Non-emergency requests**

You may contact the following agencies:

1. **Richmond campus**

Richmond Police Department	765-983-7247
Wayne County Sheriff's Office	765-973-9393
Indiana State Police	765-966-6741

- 2. **Danielson Center (New Castle)**
  - New Castle Police Department 765-529-4890
  - Henry County Sheriff's Office 765-529-5201
  - Indiana State Police 765-529-1038

- 3. **Connersville Center Connersville)**
  - Connersville Police Department 765-825-2111, 2112, 2113
  - Fayette County Sheriff's Office 765-825-1110
  - Indiana State Police 765-825-2115

**D. Call Boxes- Richmond campus (only)**

Emergency call boxes are located in each parking lot and are monitored during normal business hours by the IUEPD. They are identified by a blue light which burns continuously directly above the call box. The boxes are to be used for emergency or general assistance from the IUEPD, such as vehicle trouble or suspicious persons or vehicles.

To operate the call box: Easy to follow directions are on each box. When the call box button is pressed, an automatic "Call for Assistance" message is transmitted to the IUEPD radios. Additional information may then be given via the call box. Remain at the call box until an officer arrives unless there is an emergency that requires you to leave the area.

There are **no call boxes** located at the Danielson Center in New Castle or at the Connersville Center in Connersville.

**E. Reporting a crime**

Indiana University East provides several ways in which to report a crime or problem. All persons can report a crime directly to the IUEPD at 973-8429. You may contact the operator who will notify an officer to meet with you. You may also email the IUEPD with information regarding a crime and be contacted if you request. All crimes in progress, from suspicious persons to safety matters, should be reported. If the problem is not a public safety matter or within the jurisdiction of the IUEPD, it will be referred to the proper agency.

**F. Report Crime Information to IUEPD/Police Officer**

If you observe a crime in progress or behavior which you suspect is criminal, immediately notify IUEPD/Police Officer. Report as much information as possible.

1. Activity
2. Persons description: height, weight, sex, clothing, weapons
3. Location
4. Direction of travel
5. Vehicle: **C-Y-M-B-A-L-L**

Color- black over red  
Year – late model 2001  
Make- Ford, Dodge  
Body- 2door, 4 doors  
And  
License- Indiana plate 89 z 1234  
Location- i.e. Whitewater Lot, New Castle or Connersville.

Stay on the telephone with the Police/Welcome Center operator and provide additional information as changes in the situation occur, until the first police officer arrives.

**DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.**

**G. Physical Facilities Emergency Contacts: Richmond (only)**

Dan Dooley, Business Manager/ Physical Plant Director  
( 765) 973-8348; 935-3930 (Home)  
Gail Smoker, Maintenance  
(765)973-8254; 983-0760 (Pager); 993-2678 (Cell Phone)  
Bob Ladd, Night Shift Custodial Supervisor (11 pm-7 am)  
(765)973-8234; 993-3981(Pager); 967-1041 (Cell Phone)

***To report any problems with the physical facilities at New Castle and Connersville please contact:***

Gail Smoker, Maintenance  
(765) 973-8254; 983-0760 (Pager); 993-2678 (Cell Phone)

**H. Fire Procedures:** To evacuate the building upon seeing smoke/fire or hearing the fire alarm (other types of evacuation are covered elsewhere in this document):

1. Verbally warn employees in the immediate area, (such as, yelling “FIRE!”) and activate alarm upon discovery of smoke or fire. The signal for a building wide evacuation will be the sound of the **fire alarm**, which is **a loud, intermittent klaxon**. All employees are required to evacuate the building, unless otherwise assigned or authorized to remain by the emergency agency in charge. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.
2. Richmond

**DIAL 0 or 911**, from a telephone in a safe area, to report the incident to the Welcome Center. The Welcome Center will then notify the necessary departments.

Danielson Center (New Castle)

**Dial 911**, from a telephone in a safe area, to report the incident to the EOC operator.

Connersville Center (Connersville)

**Dial 911**, from a telephone in a safe area, to report the incident to the EOC operator.

3. Give your name, building room number, and type of emergency.
4. Stay on the line until you have given all necessary information.
5. **CLOSE THE DOORS AS YOU LEAVE.**
6. Use Stairways. **Do not use elevators during a fire emergency.** When outside, move away from the building to a prearranged assembly area for a head count. Leave walks and drives open for fire and emergency responders.
7. If necessary for a safe, orderly evacuation, activate fire extinguishers or fire hose. Person may use a fire extinguisher if trained and assigned to do so.
8. Notify:
  - a. Fire fighters if you suspect someone may be trapped inside the building.
  - b. Immediate supervisor, the ECC Chairperson, and proper agencies for any needed services and the highest ranking member of the emergency control committee.
    - Building Manager: \_\_\_\_\_
    - Phone Number: \_\_\_\_\_
    - ECC Chairperson: \_\_\_\_\_
    - Phone Number: \_\_\_\_\_

### **Whitewater Hall (only)**

In the event of a fire in Whitewater Hall, persons on the second floor with disabilities or needing assistance should gather in the lobby area outside room 200 C, (across from the elevator). An Evac-Chair is located on the wall; this chair is designed to quickly and safely remove persons from the second floor to the ground floor. IUEPD and building manager are trained in the use of this chair.

## **I. Severe Weather Procedures**

1. **Tornado or Thunderstorm Watch**: A watch is issued when conditions are right for severe thunderstorms or tornadoes to develop.
2. **Tornado or Thunderstorm Warning**: A warning is issued when severe weather has been sighted or detected by radar.
3. **Severe Weather Alarms**: The City of Richmond activates its Emergency Warning Sirens whenever the National Weather Service (NWS) issues a Tornado Warning or a Severe Thunderstorm Warning in addition to a Tornado Watch. The sirens will also sound when there is a report from a reliable trained storm spotter of a funnel cloud in the air or tornado on the ground. The Indiana University East Police Department, or the Welcome Center at the direction of the IUEPD, will activate the IU East tornado warning bells whenever the city sirens are activated.

The warning is a **constant ringing of the bells**. At the sound of the bells, all faculty, staff, students and guest should move to the designated safe assembly area in each building. Those areas will be located in the lowest floor of each building. Some interior class rooms without windows and rest rooms are also designated as storm shelters. Since the elevators should not be used in such an event, disabled people in the upper floors of the buildings should be sheltered in the rest room areas until the warning has passed. After the warning has expired, the IUEPD will sound the alarm again indicating the end of the need for people to remain in the shelter and that all may return to class or work. If you are outside when you hear the bells, take cover in a building close by:

- a. **Connersville Center**: The Connersville Center is not equipped with warning bells; therefore, the staff will notify each room of the severe weather warning and advise everyone to report to the designated shelter areas. Those areas will be interior rooms without windows located on the first floor of the building. Staff will additionally notify the Ivy Tech personnel in the building of the warning and the need for them to move to the shelter areas. After the severe weather warning has expired, those sheltered will be advised of such and may return to



weather information from the National Weather Service (NWS) for our specific area. Whenever the severe weather bells are activated on campus, an IUE police officer will obtain a NOAA radio from one of the locations to be informed of the specific threat and the length of the warning. The radios are equipped with a battery backup and can be removed from their location and kept with the officer to keep him up to date on the weather situation. Those in shelters will be kept in place until the weather warning expires and the threat has passed. Classes will not be cancelled and people sent out into the severe weather threat. When the warning has expired, officers will activate the buildings bells again signaling the all clear allowing faculty and students to return to classes.

- a. **Connersville Center**: A NOAA weather radio is located in the administration area of the Connersville Center. This radio broadcast emergency weather information from the NWS for the Fayette County area. This radio is equipped with a battery back up and can be removed from the office area. Whenever a severe weather warning is issued for the Connersville area, the Centers Director or security officer on duty will take the radio with them while notifying the buildings occupants to report to the shelter area. The radio should be taken to the shelter area with the person responsible so that they will know when the threat has ended and classes can resume.
  - b. **Danielson Center (New Castle)**: A NOAA weather radio is located in the administration area of the Danielson Center. This radio broadcast emergency weather information from the NWS for the Henry County area. This radio is equipped with a battery back up and can be removed from the office area. Whenever a severe weather warning is issued and building occupants are in the shelter area, the radio should be taken with the director or security officer on duty so that may stayed informed as to the weather conditions in their area and know when the warning has expired. When the warning has expired, classes can be resumed.
6. **Cancellation of Classes and School Closing**: As a general rule classes should not be cancelled and school closed because of a severe weather warning. Whenever a warning occurs and the sirens sound, building occupants should report to the severe weather shelters and be kept in place until the warning expires. Once the warning has expired, there is no reason to close or cancel classes, operations can resume as normal.
7. **Loss of Power**: Indiana University East has emergency lighting in each of their buildings. Some of the buildings have emergency generators while others have battery back up lighting. Should power be lost during severe weather, building occupants are to be kept in shelters until the warning has expired. If the incident occurs after dark, classes and school may be closed at that time.

Assistance may need to be given by IUEPD to ensure the safe and ordering evacuation of the buildings. If power is lost during the daylight hours, building occupants should be kept in shelters until the weather warning had expired. At that time classes could be cancelled and school closed if power had been off for longer than one half hour and there is no information available that power would be back on in a timely manner. In these situations, the decision to close would rest with the Chancellor, a Vice Chancellor or in their absence the Chief of Police. The decision to close at Connersville and New Castle rest with the Chancellor or the Center Directors.

8. **Advanced Warning and Outside Messages:** Upon being notified by the IUE administration or Police Department, the Welcome Center will send a standardized e-mail to all faculty and staff that the possibility of severe weather exist and it is possible that tornado sirens could be in use later that day. The message will serve as a reminder that should the bells sound everyone should report to a designated shelter. Any time the severe weather bells sound for occupants to go shelter, before leaving for shelter, the Welcome Center attendant will load into the Centers telephone answering machine that a severe weather warning exist and that building occupants are being sheltered. The message will also advise students calling in that they should seek shelter if they are in an area affected by the severe weather warning and not travel to school until the warning has expired.

## **J. Blizzard Procedures**

1. If indoors:
  - a. Stay calm and await instructions from the designated official.
  - b. Stay indoors!
  - c. If there is no heat:
    - Close off unneeded rooms or areas.
    - Stuff towels or rags in cracks under doors.
    - Cover windows at night.
  - d. Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
  - e. Wear layers of loose-fitting, lightweight, warm clothing, if available.
2. If outdoors:
  - a. Find a dry shelter. Cover all exposed parts of the body.
  - b. If stranded in a vehicle:
    - Stay in the vehicle.
    - Run motor about ten minutes each hour. Open the window a little for fresh air. Make sure exhaust pipe is not blocked.
    - Make yourself visible to rescuers.

- Exercise to keep blood circulating and to keep warm.

## **K. Earthquake Procedures**

An earthquake usually occurs without any type of warning. During the earthquake:

1. All personnel should attempt to get under a table or desk, or any place that the employee feels is safe. Use the **drop and cover position**: bend head close to knees, cover sides of head with elbows and clasp hands behind neck.
2. If you are outside, get into an open area away from trees, buildings, walls, and power lines.
3. If in a high-rise building, stay there. Stay away from windows and outside walls. Get under a desk or table. Do not use elevators.
4. If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.
5. If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside the vehicle until the shaking has ceased.

After an earthquake has stopped, initiate the following procedure:

1. Call the Welcome Center (Dial 0 ) or (973-8200) or the IUEPD (973-8429) to report damage and/or injuries. Stay calm and await instructions from the designated official.
2. Keep away from overturned fixtures, windows, filing cabinets, and electrical power. If gas and water leaks, broken electrical wiring, broken sewage lines, building cracks or other damages are noted, exit the building immediately. Take pagers, two-way radios, or cellular phones (along with batteries and chargers) with you. Try to keep people away from the hazard until additional help arrives.
3. Check for injuries and provide assistance as needed. Do not move seriously injured individuals unless they are in immediate danger. Help people who are trapped by furniture or other items that do not require heavy tools to move.

4. Maintenance department should check for fires and shut off utilities to control gas and water leaks. Do not turn on or off any electrical switches in the area.
5. If major structural damage has occurred, the Emergency Control committee should order a complete evacuation. The building should be inspected by Physical Plant for damage before reentry.
6. Physical Plant should then notify proper agencies, companies or departments as needed.
7. Turn on a battery powered radio for damage reports and information.
8. Do not use your vehicle unless it is an emergency.
9. Be prepared for aftershocks. Aftershocks are usually smaller than the main quake but may be large enough to do additional damage to structures weakened during the main shock.

**L. Flood Procedures**

1. If outdoors:
  - a. Climb to high ground.
  - b. Avoid walking or driving through flood water.
  - c. If car stalls, abandon it immediately and climb to higher ground.

Special Notice (Whitewater Hall only)

In the event of a flood, sandbags will be placed at the basement doors to Whitewater Hall. Sandbags are to be placed in a two-tier system at least 36" in height; this will prevent flood waters from coming into the building and destroying vital telephone and electrical equipment. Sandbags are adjacent to the basement doors.

Whitewater Hall is the most at risk for the Universities. There is a water monitor inside the receiving doors of this building that will page two different employees if there is water penetration into this building. Middle Fork Hall has a slight risk of flood water penetrating the building.

- a. Preparation - Have sand bags filled and ready to install in place. Have barricades ready to install at the receiving dock of Springwood hall and Whitewater hall receiving drive to prevent access to possible deep water. Do yearly training for flood emergency.

- b. The flood emergency plan will be implemented by two different ways
    - i. If we are under a flood warning from the national weather service and we are expected to receive more heavy rain.
    - ii. Or when the water monitor at Whitewater Hall pages the two employees.
  - c. Control center will be located in the Operations Managers office.
  - d. Set sand bags in a U shape around the outside of Whitewater receiving so the doors can open. There needs to be two rows of sand bags stacked to achieve about 24-30” in height.
  - e. Set sand bags in a U shape around the outside of these doors so they can open, Middle Fork receiving and the outside doors of the east stair tower. Two rows of one layer of sand bags should minimize water penetration into this building.
  - f. Communicate with the Chancellor, Campus Communications Director and University Administration representatives regarding all developments related to the emergency and for news updates.
2. If indoors:
- a. Be ready to evacuate as directed by the designated official.
  - b. Time permitting, move vital material and equipment to higher ground.

#### **M. Campus Closing Procedures**

Occasions may arise when it is necessary to close campus or cancel classes due to extreme weather conditions. In this event, the decision to cancel classes will be made by the Chancellor. The campus telephone notification pyramid will then be activated. All departments will be responsible for maintaining a current telephone notification pyramid to be activated when advised of campus closures or delays. Departments will also be responsible for providing a current copy of their telephone pyramid to the Chancellor’s Office, IU East Police, Human Resources, Physical Facilities and Switchboard. **Cancellation of classes does not mean that IU East personnel should not come to work. Supervisors will be notified of employee work requirements at the time notification is made regarding class cancellation.** In addition to this notification, External Relations will announce IU East closure or delays on local radio and television stations. These stations are listed on Addendum 2 at the back of this plan.

### **4.9 Medical Emergencies**

#### **A. Richmond campus**

Emergency Medical Service (EMS) personnel or those individuals who are trained by the American Red Cross will provide first aid. Until rescue personnel arrive, administer first aid in the building or, in the event of a complete evacuation, at a designated safe assembly area outside.

1. Immediately call 911 if the injury is life threatening. If the injury is not life threatening, then contact IUEPD who will assess the situation. The IUEPD may be reached at campus extension 429, pager 983-0055 or cell phone 993-3488. You may also call the Welcome Center (Dial“0”) who will contact (dispatch) IUEPD. Provide the following information:
  - a. Nature of medical emergency.
  - b. Location of the emergency (address, building, room number).
  - c. Your name and phone number from which you are calling.

2. Do not move victim unless absolutely necessary.

3. Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

a. \_\_\_\_\_ Phone:

b. \_\_\_\_\_ Phone:

4. First aid kits are located at:

**Hayes Hall**                      Second floor work room (copier room)  
Room 218

Library                              Second floor

**Middlefork Hall**              Second floor lounge (faculty)              Room  
230

**Springwood Hall**              Lower Level Lounge                              Room  
3

Child Development Center      First floor  
Room 101

**Whitewater Hall**              Administrative Lounge                              Room  
101

Biology Labs                      Second floor-East wing

**Physical Facilities      Barn**

Wheelchairs are located in the following buildings:

064      Hayes Hall      First floor storage area (near WCTV) Room

101      Whitewater Hall      Administrative Lounge      Room

5. If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  - a. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  - b. Clear the air passages using the Heimlich Maneuver (abdominal thrusts or chest compressions) in case of choking.
6. In case of rendering assistance to personnel exposed to hazardous materials, consult the MSDS and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified. Contact Phill Wills at extension 443; if he is unavailable then contact the IUEPD. Refer to Hazardous Substance Spill section of this document.

**B. Danielson Center (New Castle)**

Emergency Medical Service (EMS) personnel or those individuals who are trained by the American Red Cross will provide first aid. Until rescue personnel arrive, administer first aid in the building or, in the event of a complete evacuation, at a designated safe assembly area outside.

1. Call 911 from a non-campus phone, immediately if the injury is life threatening. If the injury is not life threatening then contact the Police Officer on duty who will assess the situation.
  - a. Nature of medical emergency.
  - b. Location of the emergency (address, building, room number).
  - c. Your name and phone number from which you are calling.
2. Do not move victim unless absolutely necessary.
3. Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

- a. \_\_\_\_\_ Phone:
- b. \_\_\_\_\_ Phone:

- 4. First aid kit is located at:  
Front Desk, Main Lobby

Wheelchair:

There are no wheelchairs at the Danielson Center.

- 5. If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  - a. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  - b. Clear the air passages using the Heimlich Maneuver (abdominal thrusts or chest compressions) in case of choking.
- 6. In case of rendering assistance to personnel exposed to hazardous materials, consult the MSDS and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified. Contact Gail Smoker, at extension 254, if he is unavailable then contact the IUEPD. Refer to Hazardous Substance Spill section of this document.

**C. Connersville Center (Connersville)**

Emergency Medical Service (EMS) personnel or those individuals who are trained by the American Red Cross will provide first aid. Until rescue personnel arrive, administer first aid in the building or, in the event of a complete evacuation, at a designated safe assembly area outside.

- 1. Call 911 from a non-campus phone, immediately if the injury is life threatening. If the injury is not life threatening then contact the police officer on duty who will assess the situation.
  - a. Nature of medical emergency.
  - b. Location of the emergency (address, building, room number).
  - c. Your name and phone number from which you are calling.
- 2. Do not move victim unless absolutely necessary.
- 4. Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

- a. \_\_\_\_\_ Phone:
- b. \_\_\_\_\_ Phone:

5. First aid kit is located at:  
Administrators Office, first floor

Wheelchair:

There are no wheelchairs at the Connersville Center.

- 6. If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  - a. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  - b. Clear the air passages using the Heimlich Maneuver (abdominal thrusts or chest compressions) in case of choking.
- 7. In case of rendering assistance to personnel exposed to hazardous materials, consult the MSDS and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified. Contact Gail Smoker, at extension 254, if he is unavailable then contact the IUEPD. Refer to Hazardous Substance Spill section of this document.

#### **4.10 Procedure for Emergency Shutdown or Operations**

An emergency shutdown of a building can be ordered by the building manager in concert with physical plant, law enforcement, or the local fire department. No employee should risk any type of injury. However, if time permits, personnel should perform the following duties:

- A. **An emergency shutdown of computers** should be accomplished in the event of a severe electrical storm. If time permits, exit the program and shut off the computer power supply.
- B. **Utility Controls.** In case of utility failure, immediately call the campus operator or the IUEPD and be prepared to provide the following information: building name, floor, room number, nature of problem, person to contact and extension.

During power failures, many areas do not have enough natural light to clearly see exit corridors, exit stairs or exit doors. Evacuation should take place while the emergency lights are on.

C. **Critical Operations** will be shut down by assigned personnel. Contact your department supervisor for any critical operations in your work area.

1. Designated personnel involved in critical operations may remain on the site.

Assignments:

Work Area	Name	Job Title	Assignment
-----------	------	-----------	------------

2. If emergency situation will not permit any of the personnel to remain, contact the following offices:

Name/Location: \_\_\_\_\_

Phone: \_\_\_\_\_

Name/Location: \_\_\_\_\_

Phone: \_\_\_\_\_

#### 4.11 Bomb or Biological, Nuclear, Incendiary, Chemical, Explosive (B-Nice) Threat

**Indiana University policy is to evaluate bomb/B-NICE threats in order to determine the appropriate action that must be taken.** The threat that a bomb/B-NICE has been planted is usually made via the telephone. In the majority of cases, these threats have proven to be false and no device or material was located. However, the potential for loss of human life and property is so great that each situation must be pursued and evaluated. For more information, refer to Bomb/Bio-Chemical Threat policy.

- A. **Telephone Threat:** The person receiving a telephone bomb/B-NICE threat should remain calm and obtain as much information as possible by completing the following **checklist** at the end of this section. If your phone is equipped with caller identification, write down the number that is on the display screen. After the caller hangs up, **immediately call the IUE Police Department at ext. 429, pager 983-0055 or cell phone 993-3488.** Give all available information, then notify your immediate supervisor.
- B. **Written Threat:** Written threats can come in the form of a note, letter or fax, U.S mail or campus mail. Any document will become evidence at the trial of any perpetrator. It may, in fact, be critical to a successful

prosecution and positive identification of the perpetrator. Therefore it is extremely important to do the following:

**DO NOT** handle the envelope or letter/note any more than is necessary and limit the number of persons who touch these items. Know who the people are that have touched these items so elimination fingerprints can be obtained. Once proper notification has been made to police/security personnel, place the item(s) in a folder or large envelope to protect them and tell others not to handle them.

Immediately call the IUEPD or the Welcome Center “0” to notify the campus police or persons with the safety/security responsibility at any IU facility.

Safeguard the received material until it is given to proper authority.

- C. **Suspicious Package:** If a suspicious package or device is found, **immediately** notify the police. **Do not touch or handle** any suspicious item! **Do NOT use the fire alarm.** Request all persons to leave the room the package is in.

**If the package is a suspected bio-hazard (e.g. Anthrax):** It is unlikely that any threat of exposure to a bio-hazard, such as anthrax, will be found, but the potential exists. All such threats should be taken seriously.

1. **Appearance**

- a. Powdery substance felt through or appearing on the package or envelope.
- b. Oily stains, discoloration, or odor.
- c. Lopsided or uneven envelope.
- d. Excessive packaging material such as masking tape, string, etc.
- e. Excessive weight.

2. **Handling Suspected Packages or Envelopes**

- a. Do not shake or empty the contents of any suspicious package or envelope.
- b. Do not carry the package or envelope, show it to others or allow others to examine it.
- c. Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
- d. Alert others in the area. Leave the area. Close any doors and assemble outside the room’s entrance. Take actions to prevent others from entering the area.
- e. WASH hands with soap and water to prevent spreading potentially infectious material to face or skin.

- f. Notify IUEPD, by calling ext. 429 or the Welcome Center “0” who will then contact the IUEPD, and your supervisor.
- g. If possible, create a list of persons who were in the room or area when the suspicious letter or package was recognized and a list of persons who also may have handled it.
- h. Await arrival of assistance.

D. **Bomb/B-NICE Threat Evacuation:** A bomb/B-NICE threat evacuation is entirely different from a fire evacuation. The use of fire alarms is not recommended since it does not allow for a controlled evacuation. Upon locating or being advised of a bomb/B-NICE threat, the building manager, her/his designee or the ranking member of the Building Emergency Control Committee will cordon off the area, wait until IUEPD arrives, and then consult with the IUEPD for an evacuation decision. The IUEPD is responsible for ordering this type of evacuation. If a decision to evacuate is made, a uniformed police officer, going room-to-room, will notify occupants of the decision to evacuate. If evacuation takes place, do not re-enter until the building has been searched and declared safe by the authority having jurisdiction. **Primary evacuation routes must be searched prior to ordering an evacuation** unless the on-scene police officer determines otherwise.

#### 4.12 Hazardous Substance

The following are the locations of:

- Spill Containment and Security Equipment:\_\_\_\_\_.
- Personal Protective Equipment (PPE):\_\_\_\_\_.
- Material Safety Data Sheet (MSDS):\_\_\_\_\_.

#### Chemical Spill

**Introduction:** The **HAZardous Waste Operations and Emergency Response** (HAZWOPER) standard, 29 CFR 1910.120 Paragraph (q) covers:

*“Emergency response operations for releases of, or substantial threats of releases of, hazardous substances without regard to the location of the hazard.”*

**“Hazardous substances”** includes substances that have the potential to cause either acute or chronic health problems due to chemical or physical properties.

**“Location”** means any place on the IU East campus where chemicals are being used or stored.

Releases are either incidental or emergency response situations.

A. **Incidental Release**

An incidental release is a release of a hazardous substance which does not pose a significant safety or health hazard (i.e., fire, explosion, or chemical exposure) to employees in the immediate vicinity or to the employee cleaning up the released hazardous substance. In addition, an incidental release does not have the potential to become an emergency within a short time frame. Incidental releases are limited in quantity, exposure potential, and toxicity and present minor safety or health hazards to employees in the immediate work area or those assigned to the clean up. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise be safely controlled at the time of release by the employee in the immediate release area are not considered to be emergency response within the scope of this standard.

**All employees that work with hazardous substances must be trained to protect themselves in handling incidental releases per the training requirements of the Hazard Communication standard (29 CFR 1910.1200) or the OSHA Lab Standard (29 CFR 1910.1450).** Response to a release of this nature does not require full Hazardous Waste Operations & Emergency Response (HAZWOPER) training, this will be covered in the next section.

B. **Emergency Response Situation**

A release that requires an emergency response regardless of the circumstances is defined by the situation and requires full HAZWOPER training. An emergency response includes the following situations:

1. The response comes from outside the immediate area of the release. (This includes in-plant personnel who are outside the immediately affected area but respond to the release.)
2. The release required evacuation of employees in the area.
3. The release poses, or has the potential to pose Immediately Dangerous to Life and Health (IDLH) conditions.
4. The release requires immediate attention because of imminent danger.
5. The release may cause high levels of exposure to toxic chemicals.
6. One is uncertain as to whether the employee in the work area can handle the severity of hazard considering the Personal Protective Equipment (PPE) and equipment provided.

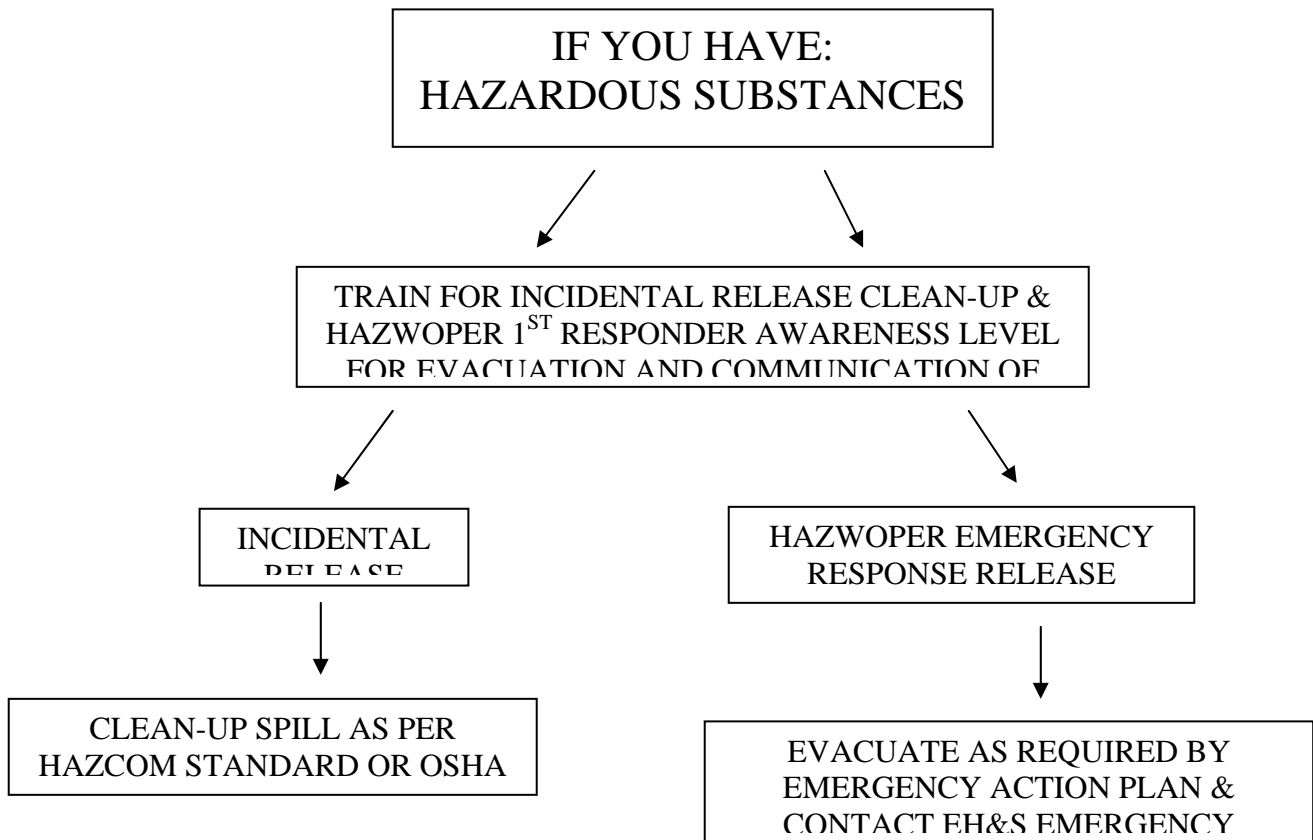
7. The situation is unclear or data are lacking on important factors.

Whether a situation is incidental or requires an emergency response must be determined on a case-by-case basis. However, the prime component is knowledge and understanding of the chemical, its hazards, and proper handling procedures. Other factors that play a role in this determination are the quantity released, ventilation considerations, confined space considerations, and personal protective equipment available.

Essentially, one must determine what the circumstances are, then determine the capabilities of the personnel available, and lastly determine whether the release is incidental or warrants an emergency response. **Therefore, if a release occurs and it is considered more than incidental, you should contact Dan Dooley at ext. 348; if he is unavailable, then contact the IUEPD at ext. 429, 983-0055 pager, 993-3488 or the Welcome Center “0”.**

There is a possibility of an emergency response situation in any area that contains hazardous substances. The principal investigator (or supervisor) for each area is responsible for determining if such a HAZWOPER emergency response situation could occur under a worst-case scenario. All HAZWOPER emergency response would require evacuation of personnel. The Principal Investigator (or supervisor) must designate employees who have training and competency as a HAZWOPER *First Responder* to decide if other employees need to be evacuated under 29 CFR 1910.38 (a), Emergency Action Plans. The spill could then be addressed by IU East personnel.

C. **Response Flow Chart**



D. **Campus Evacuation**

Thousands of hazardous materials carriers pass the campus on I-70 every day. Due to the close proximity of Interstate 70 (I-70) to the campus, it may become necessary to implement these procedures. Hazardous materials can include a number of different substances: corrosives, chemicals, biological and radioactive hazards. Many of these agents can be life threatening or dangerous. Many chemical and biological agents have an evacuation radius over one mile from the center of the spill or accident scene.

In the event of an accident that would require evacuation of the campus, the following procedures will apply:

1. Wayne County Emergency Management or police personnel will notify the IUEPD of the nature of the incident and advise of evacuation routes.

2. IUEPD and Physical Facilities personnel will ensure that proper notification of the campus is made (verbally) and advise of the situation, including the evacuation route. During non-duty hours campus notification will be the responsibility of the IUEPD.
3. All personnel will be asked to car pool to a designated “Safe Area” to expedite evacuation. A “Safe Area” is an area where all persons will be asked to assemble outside the contamination area.
4. Wayne County Emergency Management or police personnel will notify the IUEPD when it is safe to return to campus.
5. Due to the location or nature of the incident, persons on campus may be required to stay inside the buildings until a “Safe Area” is established. The IUEPD will advise when it is safe to exit the buildings.

#### **4.13 Fire Prevention and Workplace Hazards**

##### **Employee Responsibility**

It is the responsibility of all employees to prevent any type of fire in the building. Listed below are general items to accomplish this objective:

1. Follow general guidelines listed in this plan. You may also refer to the Faculty Emergency Procedures Handbook.
2. Smoking is not allowed in Indiana University buildings. Extinguish all cigarettes in proper receptacles.
3. Do not put any type of hot object, such as cigarette butts, in trash cans.
4. All employees will know the evacuation routes and exits, and will proceed to them when instructed.

##### **Typical Fire and Workplace Hazards**

Call Gail Smoker, Maintenance at ext. 254, Springwood Hall lower level room 6, with specific fire/safety questions.

**Electrical circuits**, wiring and extension cords worn and frayed.

**Electrical Appliances**, such as, coffee pots, microwaves, and portable heaters left unattended or on at the end of the day.

**Flammable Solvents**, such as, gasoline, paint thinner or degreaser, in amounts greater than maintenance quantities.

4. **Flammables & Combustible Liquids** not stored in a designated area or storage cabinet. (Refer to laboratory safety standards.)

5. **Impaired Fire Controls**
  - a. Fire and smoke doors blocked open.
  - b. Storage and trash in stairways and hallways.
  - c. Storage closer than 18 inches to sprinkler heads.
6. **Oil-soaked Rags.** Store dirty rags in a metal container with a lid.

### **Housekeeping**

Good housekeeping will be the responsibility of **ALL** employees.

1. Waste materials are to be discarded in their proper places.
2. Heat producing equipment shall be maintained in good working order and a minimum of 36 inches from combustible items.
3. Personnel are responsible to keep their work areas neat and orderly.
4. All aisles and exits will be kept clear.
5. Access areas to fire extinguishers will be kept clear.
6. Emergency telephone number, **911**, will be posted on all telephones.
7. Each supervisor will be responsible to properly train their employees who are required to handle, store and maintain hazardous materials.
8. All fire/smoke doors are to remain closed and unobstructed from their intended function of retarding the spread of fire and smoke.

### **Maintenance of Fire Equipment and Systems**

Refer questions and problems regarding the fire sprinkler and/or smoke detector systems, fire extinguishers and their locations to Gail Smoker, Maintenance at ext. 254, Springwood Hall, lower level room 6.

#### **4.14 Armed Subject**

#### **Dangerous Person**

In the event that the IUEPD has reason to believe that a dangerous person is on or near campus a lock down of the buildings maybe ordered. A dangerous person could be someone who is armed and known to be on campus, or who has committed a crime in the area and is the subject of a police manhunt or someone that is believed to be in route to the campus to commit a dangerous act. During this type of lock down the following should occur:

1. The building managers should order all entrance/exit doors to the outside locked.
2. Floor wardens should notify all faculty, staff and students to stay in their rooms and not be in the hallways or common areas. All persons in hallways or common areas should take shelter in a room, preferably one that can be secured.
3. Any occupied room located on the first floor of all buildings should have the window blinds closed. If you are in a first floor room that does not have window blinds, move to an inside room or a room that does have window blinds for concealment.
4. Building managers and floor wardens monitoring the exit doors should not stand in front of the doors or near glass but use walls for concealment.
5. The marketing office should notify the local radio stations that IU East is in lock down and those traveling to the campus should not do so.
6. The IUEPD will be patrolling the parking lots and outside of the buildings to assist those who have been locked outside and search for the dangerous subject.

When there is no longer a known threat to the campus, the following procedure will be initiated:

1. The building managers will be notified by the IUEPD that the threat has passed and that the lock down is no longer necessary.
2. Building mangers and floor wardens will notify faculty, staff and students of same and unlock the entrance/exit doors of the buildings.
3. The marketing office will notify the local radio stations that the campus has re-opened.

### **Active Shooter**

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims.

### **If an active shooter is inside your building**

If at anytime faculty or staff witness an individual inside a building with a gun or hear what they believe to be gun shots in their building, the following steps should be taken:

1. All persons in common areas should take shelter in a room that can be locked.

2. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building.
3. Faculty and staff members that are not in the immediate area of the heard shots should quickly check the hallway outside their rooms and have anyone in that hallway enter their room.
4. Faculty/staff should then shut the doors to their rooms/offices and lock them and if the door opens inward, place a barricade in front of the door if possible. Turn off the lights in your room/office and have everybody in the room to get down on the floor.
5. Everyone should be away from the windows and against a wall or anything that can provide protection and concealment.
6. Should you have anyway (cell phone, etc.) to contact the IUEPD, welcome center or dial 9-1-1, you should do so as soon as possible and provide any information that you have.
7. All persons in your room should stay in position until otherwise notified by authorities.
8. Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
9. If possible, the marketing office should notify the local radio stations that IUE is in a lock down and person traveling to the campus should not do so.

### **If an active shooter is outside or in another building**

If an active shooter is known to be in an IUE building, the IUEPD will notify the building managers in the other buildings of the active shooter status and to initiate lock down procedures. The following steps should be taken:

1. All persons in common areas and hallways should take shelter immediately in room that can be locked.
2. Floor wardens should have anyone in the hallways enter the closest room.
3. Faculty/staff should shut the doors to their rooms/offices and lock and barricade them if possible. Turn off the lights, pull the blinds if on the first floor and have everybody in the room to get down on the floor.
4. Everyone should be away from the windows and against a wall or anything that can provide protection and concealment.
5. All persons in your room should stay in position until otherwise notified by authorities.
6. Building managers and floor warden to make sure that all entrances/exits are locked and secure and then take shelter and/or concealment themselves.

### **If an active shooter enters your office or classroom**

Try to remain calm. Dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a 911 call can be determined without speaking. If there is

absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

When there is no longer a known threat to the campus, the following procedure will be initiated:

1. The building managers will be notified by the IUEPD that the threat has passed and provide further instruction as to the steps that should be taken at that time.
2. The building managers/floor wardens will notify faculty/staff that the threat has passed and provide the necessary direction that should be taken at that point.

### **What to expect from responding police officers**

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

### **4.15 Pandemic Influenza**

In the event of an influenza pandemic, the Indiana University East Pandemic Influenza Plan will replace this document (CEMP) as the definitive guide for first responses and recovery.

**4.16 Child Care Center**

In the event of an emergency, the staff at the Child Care Center will follow the instructions outlined in Child Care Center Emergency Response Plan for first responses and recovery.

**4.17 News Information**

Information to the news media will only be released through Cynthia Vaughn in the Office of Communication and Marketing at 973-8444, or campus phone, ext. 444.

**4.18 Post-Emergency Evaluation**

Following any emergency, a post-emergency evaluation will be conducted to evaluate the cause, employee and outside department actions, and to determine what corrective or preventative actions are necessary.

**4.19 For Further Information**

The Building Manager(s), \_\_\_\_\_ (phone & email), her/his designee or any member of the \_\_\_\_\_ Floor Wardens:

\_\_\_\_\_  
\_\_\_\_\_

Due to the extended hours that IU East is open for classes, it may be necessary to have two building managers for each building, days and evenings. This would also apply to Floor Wardens.

In the event you can not reach your Building Manager or a floor warden, you may also contact the IUEPD at 973-8429, ext. 429, 983-0055 (Pager) or 993-3488 (Cell).

## DEFINITIONS

<b>Assembly Area</b> .....	Designated safe area for gathering groups of people during an emergency. Contingent on the type of emergency may be indoor or outdoor.
<b>Emergency Control Center (ECC)</b> .....	Designated area from where staff members report during an emergency to be assigned various responsibilities and where building emergency operations are controlled.
<b>EMA</b> .....	Emergency Management Agency
<b>EMS</b> .....	Emergency Medical Service
<b>Floor Warden</b> .....	Person who assists Emergency Control Committee during emergency situations, warns and checks on occupants, and assists in maintaining control of scene.
<b>Hazardous Substances</b> .....	Includes every known chemical.
<b>HVAC</b> .....	Heating, Ventilation and Air Conditioning
<b>HSAS</b> .....	Homeland Security Advisory System
<b>IDLH</b> .....	Immediately Dangerous to Life and Health
<b>IUEPD</b> .....	Indiana University East Police Department
<b>LEL</b> .....	Lower Explosive Limit
<b>MSDS</b> .....	Material Safety Data Sheet
<b>NOAA</b> .....	National Oceanic and Atmospheric Association. Radio information available from weather receivers or scanners.
<b>PI</b> .....	Principal Investigator
<b>PPE</b> .....	Personal Protective Equipment
<b>Ranking Member</b> .....	Member of Emergency Control Committee with superior rank or knowledge
<b>RFD</b> .....	Richmond Fire Department
<b>RPD</b> .....	Richmond Police Department
<b>Simplex</b> .....	Fire/smoke detector/sprinkler monitoring system

## TELEPHONE BOMB/B-NICE THREAT CHECKLIST

## ADDENDUM 1

### *QUESTIONS TO ASK CALLER*

- When is the bomb going to explode?
- Where is it?
  - What building?
  - What floor?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Why?
- What is your address? Name?
- Can we help you?

**EXACT WORDING OF THREAT**

Sex of caller: M / F      Race: \_\_\_\_\_      Approximate age: \_\_\_\_\_      Length of call: \_\_\_\_\_  
Telephone # at which call received: \_\_\_\_\_  
Time received: \_\_\_\_\_      Date call received: \_\_\_/\_\_\_/\_\_\_      Nationality: \_\_\_\_\_

**CALLER'S VOICE**

- |   |                                    |   |  |                                  |
|---|------------------------------------|---|--|----------------------------------|
| <input type="checkbox"/> Calm           | <input type="checkbox"/> Nasal     | <input type="checkbox"/> Soft           | <input type="checkbox"/> Angry           | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Loud           | <input type="checkbox"/> Excited   | <input type="checkbox"/> Lisp           | <input type="checkbox"/> Laughter        | <input type="checkbox"/> Slow    |
| <input type="checkbox"/> Raspy          | <input type="checkbox"/> Crying    | <input type="checkbox"/> Rapid          | <input type="checkbox"/> Deep            | <input type="checkbox"/> Normal  |
| <input type="checkbox"/> Distinct       | <input type="checkbox"/> Slurred   | <input type="checkbox"/> Whispering     | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Ragged  |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Disguised | <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Accent          |                                  |

**BACKGROUND SOUNDS/NOISES**

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Street Noise  | <input type="checkbox"/> Voices/Talking | <input type="checkbox"/> Wildlife Sounds | <input type="checkbox"/> PA System         |
| <input type="checkbox"/> Music         | <input type="checkbox"/> Static         | <input type="checkbox"/> Motor           | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Clear         | <input type="checkbox"/> Radio/TV       | <input type="checkbox"/> Long Distance   | <input type="checkbox"/> Local             |
| <input type="checkbox"/> Office Sounds | <input type="checkbox"/> Weather        | <input type="checkbox"/> Cell Phone      | <input type="checkbox"/> Restaurant Sounds |

Other (Specify) \_\_\_\_\_

**CALLER'S ATTITUDE & LANGUAGE**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Incoherent    | <input type="checkbox"/> Profane/Foul       |
| <input type="checkbox"/> Irrational             | <input type="checkbox"/> Taped Message | <input type="checkbox"/> Message being Read |

**REMARKS** \_\_\_\_\_

Your name: \_\_\_\_\_      Your position: \_\_\_\_\_  
Your telephone: \_\_\_\_\_      Date checklist done: \_\_\_\_\_

*(Keep this checklist near your phone)*

## LOCAL RADIO STATIONS

## ADDENDUM 3

### *Richmond*

WKBV 1490 AM  
WHON 930 AM  
WFMG 101.3 FM  
WQLK 96.1 FM

### *Connersville*

WIFE 100.3 FM  
WCNB 1580 AM

### *New Castle*

WMDH 1550 AM  
WMDH 102.5 FM

### *Dayton, OH*

WHIO 1290 AM

## LOCAL TELEVISION STATIONS

### *Dayton*

WHIO Channel 7

### *Indianapolis*

WISH Channel 8

### *Richmond*

WCTV Channel 11-20-21

## Internet Access – Road and Weather

Persons may also find current road and weather condition at the Indiana University East Police web page: [www.iue.edu/police](http://www.iue.edu/police). The Indiana University East Police web page will have current conditions on campus. Persons may then choose one of three weather reporting sites. These sites have current weather alerts and weather radar available covering Indiana and Ohio.

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