



Emergency Preparedness/Response Plan

Indiana State University

Emergency Preparedness/Response Plan

Table of Contents

POLICY STATEMENT	100.00
GENERAL EMERGENCY GUIDELINES	101.00
Purpose	101.01
Scope	101.02
Assumptions	101.03
DECLARATION OF CAMPUS STATE OF EMERGENCY	102.00
EMERGENCY CLASSIFICATIONS	103.00
Types of Emergencies	103.01
Definitions of an Emergency	103.02
COMMAND AND CONTROL	104.00
Policy Directors	104.01
Emergency Response Team (ERT)	104.02
Operations Support Group (OSG)	104.03
Incident Commander (IC)	104.04
COMMAND POSTS	200.00
FIELD COMMAND POST (FCP)	201.00
GENERAL COMMAND POST (GCP)	202.00
MEDIA CENTER	203.00
EMERGENCY PREPAREDNESS AND TRAINING	300.00
INCIDENT MANAGEMENT	400.00
COMMAND PERSONNEL	401.00
Incident Commander (IC)	401.01
Safety Officer	401.02
Communications Officer	401.03
Public Information Officer	401.04

Liaison Officer	401.05
Staging Officer	401.06
Operations Officer	401.07
Planning Officer	401.08
Logistics Officer	401.09
Finance Officer	401.10
EMERGENCY RESPONSE TEAM (ERT)	
DUTIES AND RESPONSIBILITIES	402.00
Director of Public Safety	402.01
Senior Officer - Public Safety	402.02
Associate Vice President, Facilities Management	402.03
Medical Director	402.04
Director, Technology Infrastructure Services	402.05
Director, Residential Life	402.06
Environmental Safety Director	402.07
Risk Manager	402.08
Director, Media Relations	402.09
DUTIES AND RESPONSIBILITIES OF OPERATIONS SUPPORT GROUP	403.00
OTHER CAMPUS DUTIES AND RESPONSIBILITIES	404.00
Building Coordinator	404.01
Faculty and Supervisors	404.02
ISU EMERGENCY NOTIFICATION SYSTEM (ENS)	500.00
INITIAL RESPONSE - DESIGNATION OF EMERGENCY CONDITION STATUS	501.00
Dispatch Officer	501.01
Emergency Medical and Fire Department Dispatched	501.02
Public Safety Director or Designee Contacted	501.03
Policy Team Member Contacted	501.04
Assignment of Emergency Status	501.05
ACTIVATION OF EMERGENCY NOTIFICATION SYSTEM (ENS)	502.00
ISU Emergency Notification System Directory	502.01
ERT Directory - Confidential	502.02
ON/OFF-CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES	600.00
ON-CAMPUS ASSISTANCE	601.00
EMERGENCY CALL-OUT DIRECTORY - OFF CAMPUS RESOURCES	602.00
EMERGENCY PROCEDURES GUIDE	700.00
Reporting Emergencies	700.01

EVACUATION PROCEDURES	701.00
FIRE	702.00
EARTHQUAKE	703.00
CHEMICAL, RADIATION LEAK OR SPILL	704.00
SEVERE WEATHER/TORNADO	705.00
WINTER WEATHER	706.00
Severe Weather Policy	706.01
CIVIL DISTURBANCE OR DEMONSTRATION	707.00
Directive to Immediately Terminate Demonstration	707.01
Directive to Immediately Terminate Demonstration With the Assistance of Police	707.02
UTILITY FAILURE	708.00
VIOLENT OR CRIMINAL BEHAVIOR	709.00
Safety Guidelines for Armed Subjects, Active Shooter Situations	709.01
BOMB THREAT	710.00
EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS	711.00
MEDICAL EMERGENCY	712.00
PSYCHOLOGICAL CRISES	713.00
TRAIN DERAILMENTS WITH HAZARDOUS MATERIAL SPILLS	714.00

100.00 POLICY STATEMENT

The Indiana State University Emergency Preparedness/Response Plan has been designed as a contingency plan for Indiana State University administrators in order to plan for campus emergencies. While this guide does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

The University policies and procedures herein will be followed by all administrators whose responsibilities and authority cover the operational procedures found in the Plan. Campus emergency operations will be conducted within the framework of University guidelines. Any exception to these crisis management procedures will be conducted by, or with the approval of those University administrators directing and/or coordinating the emergency operations.

All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Director of Public Safety for technical review. All changes recommended by the Director of Public Safety will be submitted in writing to the President and Vice Presidents for evaluation and adoption.

The ISU Emergency Preparedness/Response Plan shall be the primary source for guiding University administration when confronting emergency situations at Indiana State University. It is recognized that in addition to the procedures outlined in this Plan, there are areas of campus that have specific procedures to be followed in the event of an emergency. These additional emergency procedures shall continue to remain in place as long as they do not conflict with the basic procedures and policies contained within this document.

The Indiana State University Emergency Preparedness/Response Plan, as adopted below, supersedes any previously developed and/or implemented policy and procedures which reference campus wide emergency situations that have been in effect. This Plan will be reviewed and updated as needed.

101.00 GENERAL EMERGENCY GUIDELINES

101.01 PURPOSE

The basic emergency procedures outlined in this Plan are to enhance the protection of lives and property through effective use of University and campus community resources. Whenever an emergency affecting the campus reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the President, or his/her designee may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this Plan. These are: (1) large-scale disorder, and (2) large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various type and magnitude.

101.02 SCOPE

These procedures apply to all personnel, buildings and grounds, owned, operated or under the supervision and control of Indiana State University. This policy also includes those peripheral areas adjoining the University.

101.03 ASSUMPTIONS

The Indiana State University Emergency Preparedness/Response Plan is a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. For planning purposes, the following assumptions have been made:

- A. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- B. The succession of events in an emergency are not predictable, therefore, published support and operational plans will serve only as a guide, and may require field modification in order to meet the requirements of the emergency.
- C. Disasters may affect residents within geographical proximity to Indiana State University, therefore, City of Terre Haute, Vigo County Office of Emergency Management, state, and federal emergency services may not be immediately available. A delay in off-campus emergency services may be expected (up to 48 - 72 hours).

102.00 DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus **STATE OF EMERGENCY** rests with the Indiana State University President or designee as follows:

When conditions are present that meet the definition of a campus Level 2 or Level 3 emergency, Public Safety, as required, shall immediately contact the President/designee after activating the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. Public Safety staff shall immediately consult with the Director of Public Safety, or his designee, regarding the emergency and follow all directions as set forth in this Plan.

When declaration of a campus STATE OF EMERGENCY is made, only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other I.D.) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with applicable Indiana codes.

In addition, only those faculty and staff members who have been assigned Emergency Response Team duties or issued an emergency pass by Public Safety will be allowed to enter the immediate disaster site.

Declaration of a campus STATE OF EMERGENCY rests solely with the ISU President or designee. Consultation will be made with area emergency services.

103.00 EMERGENCY CLASSIFICATIONS

103.01 TYPES OF EMERGENCIES

Types of emergencies covered by this plan are:

1. Fire
2. Earthquake
3. Chemical or radiation leak or spill
4. Severe weather/tornado
5. Winter weather
6. Civil disturbances or demonstrations
7. Utility failure
8. Violent or criminal behavior
9. Bomb threat
10. Explosion, downed aircraft (crash) on campus
11. Medical and first aid (epidemic poisoning)
12. Psychological crises

In addition there are sections on how to report all emergencies and building evacuation.

103.02 DEFINITIONS OF AN EMERGENCY

The University President or his/her designee shall have overall responsibility to respond to any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist Emergency Response Team personnel, building supervisors and building safety officers in determining the appropriate response:

- A. NORMAL CAMPUS CONDITION – No Emergency:
Normal campus conditions exist.
- B. LEVEL 1
Small scale, localized incident contained to a single space such as a laboratory, loading dock, etc., and easily contained utilizing existing campus resources. Includes types of problems (chemical spills, power outages, etc.) occurring during typical day-to-day

operations. Does not involve evacuation of large numbers of personnel (if any). Major response procedures incorporated in the Plan typically would not be activated for a Level 1 event. Many events occur on daily bases that are dealt with using standard operating procedures by ISU Public Safety, Facilities Management, and Environmental Safety. Each event is closely monitored and the response is dictated by the level of risk. Additional resources may be requested if there is any indication that a higher level of response is needed or required. Examples: Personal injuries, medical problems, thefts, protests, fire alarms, building power failures, broken pipes, minor chemical spills, etc.

C. LEVEL 2

Larger in scope and size. A more serious event involving an entire floor or building. Affects many people. May involve large-scale evacuation and include the need to access off-campus emergency response resources (fire department, etc.) to effectively control the situation. Major components of the Plan could be fully or partially activated, as required. These situations are normally handled by the existing Incident Command System. Facilities Management, Environmental Safety, and ISU Public Safety all have roles in these events and are responsible for contributing to the coordination of the overall response (see Initial Response). The intent of this response is to reduce the impact of the emergency on the people and facilities of the University. Examples: Fire, bomb threat, building evacuation, hostage situation, natural gas or propane leak, chemical spill, power failure in multiple buildings, entrapment in building or equipment, winter storm or tornado warning.

D. LEVEL 3

Campus-wide disastrous event causing widespread damage and injuries that overwhelms available resources and personnel. Such disasters pose a major threat to life and property and can impact the well being of large numbers of people. They have the potential to interrupt the normal activities of the University for an extended period of time. They could also include external community-based situations that disrupt the operations of the University. Outside emergency response resources from state and local agencies and the private sector would be used in addition to full activation of all procedures contained within the Plan.

104.00 COMMAND AND CONTROL

104.01 POLICY DIRECTORS

The Policy Directors shall determine all campus-wide policy matters as they relate to the campus emergency or disaster. All decisions, which reference campus evacuations, campus closure or restrictions, postponements and resumptions, and special circumstance personnel policies, are the responsibility of the Policy Directors in consultation with the ERT members (see 104.02).

The Policy Directors shall establish a priority list of issues which reference specific emergency and/or disaster situations, and approve any communications initiatives and emergency directions.

The Policy Directors shall maintain liaison with the City of Terre Haute, Vigo County, State of Indiana and University leaders.

The Policy Directors shall be comprised of the following individuals:

1. President
2. Provost and Vice President for Academic Affairs
3. Vice President for Student Affairs/Dean of Students
4. Vice President for Business Affairs and Finance
5. Vice President for Enrollment Management, Marketing, and Communications
6. University Counsel
7. Executive Assistant to President for Internal Relations
8. Assoc. VP/Chief Inform. Officer-Office of Information Technology

104.02 EMERGENCY RESPONSE TEAM (ERT)

The Emergency Response Team shall serve in a direct support capacity to the Policy Directors. The ERT shall include, but is not necessarily limited to, the following individuals:

- Director, Public Safety (chief liaison to Policy Directors)
- Medical Director, UAP-ISU Health Center
- Environmental Safety Director
- Associate Vice President, Facilities Management
- Associate Vice President, Human Resources
- Director, Technology Infrastructure Services
- Director, Media Relations (PIO Officer)
- Director, Residential Life
- Risk Manager
- Assistant Vice President, Communications and Marketing
- Other support personnel as required

*It is anticipated that in most cases Police, Fire, and Ambulance Personnel will be included as part of the ERT.

104.03 OPERATIONS SUPPORT GROUP (OSG)

In addition to the ERT, the Operations Support Group shall serve in a direct operational support capacity. The OSG personnel shall include, but not necessarily be limited to the following individuals:

- Human Resources representative
- Finance representative
- Purchasing representative
- Student Counseling Center representative
- Student Health Center representative
- Office of Information Technology representative
- Any additional staff as needed

104.04 INCIDENT COMMANDER (IC)

The direct operational control of major campus emergencies or disasters is the sole responsibility of the Incident Commander who shall normally be the Director of Public Safety or designee. The IC is responsible for the coordination of all on-campus emergency functions and campus emergency response teams. The IC may elect to appoint one of the ERT members to act as liaison between the ERT and the Policy Directors.

200.00 COMMAND POSTS

When an emergency occurs, or is imminent, it shall be the responsibility of Public Safety to set up and staff an appropriate command post as directed. In addition to the appropriate command posts, regular Public Safety facilities are to be kept fully operational at all times. Should the Public Safety facility be uninhabitable an alternate site will be designated.

201.00 FIELD COMMAND POST (FCP)

If the emergency involves only one building or a small part of the campus, a Public Safety vehicle or other suitable vehicle may be utilized as a Field Command Post and is to be located as near the emergency scene as is reasonably possible. At least one uniformed officer or Public Safety Dispatcher is to staff the FCP at all times or until the emergency ends. A small office with a desk, chairs, and a telephone may also be required near the scene as deemed necessary by the IC and the Policy Directors.

Field Command Post equipment shall include:

- A. Barricades, barrier tape, and signs for the scene
- B. Portable hand radios (minimum of two with extra batteries)
- C. Portable public address system
- D. First aid kit
- E. Campus telephone directory, IN State Government Telephone Directory, and local telephone directory including Yellow Pages
- F. Copy of the ISU Emergency Preparedness/Response Plan
- G. Flashlights (minimum of two and replacement batteries)
- H. Cellular telephone
- I. High visibility vests
- J. Command Post location marker or other suitable means of FCP identification

202.00 GENERAL COMMAND POST (GCP)

If the emergency involves a large part of the campus, the command post is to be set up in the Public Safety Department. If this site is unavailable, the IC is to select an alternate location. At least one uniformed officer or Public Safety Dispatcher is to staff the command post at all times until the emergency situation ends.

A staging area for outside and local agency assistance shall be established by the IC for operations of the combined on-site ERT. A designated conference room with facilities for emergency teams, which is designed to accommodate multiple telephone and electrical equipment, shall be established in the Public Safety Department.

General Command Post equipment shall include:

- A. Emergency power source
- B. Tables, desks and chairs to accommodate Emergency Response Team personnel and support staff
- C. Two-way radio base station
- D. Telephone communications equipment consisting of the following:
 - 1. Dedicated lines for Policy Directors use (minimum of 2)
 - 2. Dedicated lines for Incident Commanders use (minimum of 2)
 - 3. Cellular telephone (minimum of 1)
 - 4. First aid kit
 - 5. Sanitary facilities
 - 6. ISU Emergency Preparedness/Response Plan (inc. section 500 complete)
 - 7. Campus maps and drawings
 - 8. Campus telephone directory, IN State Govt. Telephone Directory, local telephone directory and major IN cities' telephone directories
 - 9. Computer work station, printer, NETWORK capable
 - 10. Paper, envelopes, writing implements and other office supplies
 - 11. Fax machine

203.00 MEDIA CENTER

A Media Center will be established adjacent to the command post in the case of a widespread campus incident/disaster. A contact point for the media may be located at the scene, if the disaster is localized and when possible. The Media Center will include space for a media pool, electricity, telephones, campus and area directories, maps, and Internet connections.

Emergency communications equipment and other materials necessary for the operation of a General Command Post and a Field Command Post shall be maintained in a state of readiness by the Director of Public Safety.

300.00 EMERGENCY PREPAREDNESS AND TRAINING

Training sufficient to ensure the preparedness of the campus community in dealing with emergency situations shall be conducted annually under the direction of the Director of Public Safety. This training will include work such as a tabletop exercise or other appropriate training. Preparedness and training for emergency media communications procedures will be conducted under the direction of the Assistant Vice President, Communications and Marketing.

400.00 INCIDENT MANAGEMENT

All emergencies will be managed in accordance with the National Inter-Agency Incident Management System's (NIIMS) **Incident Command System (ICS)**.

The ICS should be used on every Level 2 or Level 3 incident. It provides a common framework under which different agencies can function effectively during an emergency. The ICS is a management tool to maximize the efforts of available resources. ICS operates under the direction of one Incident Commander.

401.00 COMMAND PERSONNEL

In some circumstances the functional responsibilities of several command officers may be vested in single individuals performing multiple roles.

401.01 INCIDENT COMMANDER (IC)

Manages the incident and develops strategic decisions. There must be an IC at every incident.

401.02 SAFETY OFFICER

Ensures safe working conditions for personnel. Notifies the IC of unsafe conditions.

401.03 COMMUNICATIONS OFFICER

Makes provision for equipment and support for telephone, e-mail, two-way radio, pager, cellular phone, messenger services and any other means of communications during the major emergency or disaster situation. Coordinates provision of communications services during a disaster situation including appropriate links with off-campus responders.

401.04 PUBLIC INFORMATION OFFICER

Releases accurate and timely information concerning the incident to the media. Controls the location of media personnel. Helps the public understand the incident and provides estimates for incident duration.

401.05 LIAISON OFFICER

Coordinates the involvement of multiple agencies. Identifies representatives of each agency and notifies the agency of their assigned task.

401.06 STAGING OFFICER

Maintains the staging area for incoming resources until directed to release them to a given assignment.

401.07 OPERATIONS OFFICER

Directs the prime tactical activities. In small incidents the IC may manage the operations section. In larger incidents, the IC will appoint an operations chief to oversee the operations section.

401.08 PLANNING OFFICER

Responsible for the collection, evaluation, dissemination, and use of information about the incident, and also monitors the status of resources used or needed.

401.09 LOGISTICS OFFICER

Provides services, facilities and materials for the incident.

401.10 FINANCE OFFICER

Responsible for tracking all incident costs and evaluating financial considerations of the incident.

402.00 EMERGENCY RESPONSE TEAM (ERT) DUTIES AND RESPONSIBILITIES

The ERT, as requested by the Policy Directors, shall assist in the implementation of strategies developed to mitigate the effects of the emergency or disaster.

402.01 DIRECTOR OF PUBLIC SAFETY

The Director of Public Safety shall normally serve as IC and is responsible for the overall coordination of the University's emergency response:

- A. Determines the type and magnitude of the emergency.
- B. Establishes the appropriate emergency command post.
- C. Initiates immediate contact with the ISU President or designee.
- D. Notifies and utilizes University Public Safety personnel, outside law enforcement agency assistance if necessary, student aides, and/or other available resources in order to maintain safety and order.
- E. Notifies the members of the ERT and advises them of the nature of the emergency.
- F. Notifies and conducts liaison activities with outside organizations such as law enforcement, fire department, and disaster and emergency services personnel.
- G. Insures that appropriate notification is made to off-campus staff when necessary.
- H. Performs other related duties as may be directed by the nature of the emergency.
- I. In conjunction with the Environmental Safety Coordinator and Risk Manager, prepares and submits a report to the President appraising the final outcome of the emergency.

402.02 SENIOR OFFICER – PUBLIC SAFETY

- A. Maintains the University Public Safety facility in a state of constant readiness.
- B. Initiates the EMERGENCY NOTIFICATION SYSTEM (ENS)
- C. Takes immediate and appropriate action to protect life, property, and to safeguard records as necessary.
- D. Obtains assistance from the city and county for first aid as required.
- E. Provides traffic control, access control, perimeter and internal security patrols.

402.03 ASSOCIATE VICE PRESIDENT, FACILITIES MANAGEMENT

- A. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- B. Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles.
- C. Obtains the assistance of utility companies as required for emergency operations.
- D. Furnishes emergency power and lighting systems as required.
- E. Surveys habitable space and relocates essential services and functions.
- F. Provides portable emergency generators and fuel supply during actual emergency or disaster periods.

- G. Provides for storage of vital records at an alternate site and coordinates with building and area supervisors as liaison and for necessary support.
- H. Monitors campus emergency warning and evacuation systems.

402.04 MEDICAL DIRECTOR

The Medical Director is responsible for coordination of healthcare and delivery of emergency medical services on the Indiana State University campus and associated properties. His/her duties shall include:

- A. Coordinates treatment and triage of casualties with responding Emergency Medical Services agencies.
- B. Provides and coordinates care of delayed and Non-Urgent tagged casualties on campus grounds.
- C. Directs and coordinates care provided by healthcare providers and allied health providers during a campus emergency. This would include nursing instructors, nursing students, athletic trainers, athletic training students, and recreational sports personnel trained in first aid.
- D. Acts as a resource for medical and health concerns on campus.

402.05 DIRECTOR, TECHNOLOGY INFRASTRUCTURE SERVICES

- A. Provides the personnel and expertise necessary to maintain or establish telephone and/or emergency communications services.
- B. Provides for the security and protection of computer and information systems.
- C. Provides for temporary computer and information services which may be necessary to facilitate business procedures necessary and related to emergency purchases, personnel services and accounting.
- D. Maintains liaison with Vigo County Office of Emergency Management for telecommunications support if necessary.

402.06 DIRECTOR, RESIDENTIAL LIFE

- A. Will assist in the dissemination of all information and directives intended for the on-campus student population.
- B. Provides temporary or alternate housing and food service facilities for on-campus student population affected by the disaster or emergency.
- C. May provide temporary housing and food service for off-campus students who have been directed to remain on campus or who are unable to leave campus.
- D. May provide for temporary housing and food service for emergency response personnel and University staff directed to remain on campus for extended periods of time.
- E. May provide for temporary bedding, food, water or other resources necessary as indicated by the disaster or emergency.

402.07 ENVIRONMENTAL SAFETY DIRECTOR

- A. Coordinates with other ERT members as necessary.
- B. Ensures that rescue and clean-up operations are conducted in as safe a manner as possible to minimize the potential for injury to rescue and clean-up personnel. In addition, these efforts will lessen the opportunity for further injury to possible victims.

- C. Coordinates rescue and clean-up operations to conform to applicable safety, health and environmental regulations.
- D. Coordinates with the ISU Radiation Safety Officer, Chemical/Hazardous Materials Safety Officer, and Biohazard Safety Officer to ensure the safe and successful clean up and disposal of hazardous materials.
- E. Coordinate training for CPR/AED and Initial First Responders.

402.08 RISK MANAGER

- A. Provides an accounting summary of financial impact of emergency response, clean up, and recovery.
- B. Coordinates and supervises the activities of outside regulatory, investigative or insurance-related agencies.
- C. Initiates the request for spending authority necessary for emergency operations.
- D. Obtains all available funding provided for clean up and recovery expenses.

402.09 DIRECTOR, MEDIA RELATIONS

The responsibility of the Director of Media Relations is to ensure all departments and appropriate staffs are informed of the proper media procedures. This will be critical to successful implementation of the Plan in the event of an emergency. Effective response will also depend on the following:

- A. Timely response to media requests
- B. Effective utilization of the available resources, both internal and external
- C. Clear definition of the roles and responsibilities of individual staff members and departments
- D. Carefully planned communications with all interested parties

403.00 DUTIES AND RESPONSIBILITIES OF OPERATIONS SUPPORT GROUP (OSG)

All individuals identified as having OSG responsibilities in section 104.03 shall have the duty to assist the ERT to provide the resources necessary to mitigate the effects that an emergency or disaster has had upon the ISU campus community.

In the event an emergency or disaster has been declared on the ISU campus, the OSG shall assemble, and maintain in a state of readiness, the resources under their direction and control until called upon by the ERT or other University authority to assist in emergency response operations.

404.00 OTHER CAMPUS DUTIES AND RESPONSIBILITIES

404.01 BUILDING COORDINATOR

Each Building Coordinator shall act as, or appoint a Building/Facility Safety Officer for every campus building/location within their supervision or control, and has the following general responsibilities prior to and during any emergency shall include:

- A. Emergency Preparedness

1. An Emergency Response Plan for each building shall be developed which will include, but not necessarily be limited to, the following:
 - a. Building Evacuation Plan to include:
 - i. Handicap evacuation procedures
 - i. Designation of evacuation assembly area
 - ii. Posting of exit locations and evacuation routes
 - b. Emergency reporting procedures
 - c. Hazardous conditions reporting and correction procedures
 - d. Emergency first aid information
 - e. Emergency equipment location(s)
 - i. First aid kits
 - ii. Fire extinguishers
 - iii. AED's
 - iv. Other emergency equipment
 - f. Listing of building/facility permanent personnel
2. Building evacuation information shall be distributed to all employees with follow-up discussions, on-the-job training or additional explanation as required. Contact Public Safety for assistance.
3. **Time shall be allowed for training employees in evacuation procedures. Contact Environmental Safety for assistance.
4. Report all recognized building safety hazards to the Environmental Safety Office.

The Emergency Response Plan for each building should be as concise as possible. Each department/division within a specific building shall have a copy of their Building Emergency Response Plan

B. Emergency Situations

1. REPORT ALL EMERGENCIES TO PUBLIC SAFETY AT 911 or (812) 237-5555.
2. Inform all employees under their direction of the emergency condition.
3. Evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
4. Maintain emergency telephone communications with officials from their own building/facility (or from an alternate site if necessary).

404.02 FACULTY AND SUPERVISORS

Each faculty and/or staff supervisor, as directed by the Building Coordinator, has the responsibility to:

- A. Educate their students and/or employees concerning ISU's emergency procedures as well as evacuation procedures for their building and/or activity.
- B. Inform their students and/or staff of an emergency and initiate emergency procedures as prescribed in their respective Building/Facility Emergency Plan and the ISU Emergency Preparedness/Response Plan.
- C. Evaluate their assigned building facility or activity for any safety hazards or potential hazards which may be amplified in a disaster situation (fire, earthquake, etc.) Report these safety concerns to the appropriate Building Coordinator or Safety Officer.

- D. **IMPORTANT:** Inform all students, staff and faculty to conform to building evacuation guidelines during any emergency and to report to their appropriate evacuation assembly area outside the building where a head count can be taken.

500.00 ISU EMERGENCY NOTIFICATION SYSTEM (ENS)

The telephone is the primary means of emergency notification at Indiana State University. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. The ISU ENS will rely primarily upon the University telephone system to contact all ERT. The ERT will then contact appropriate Support Staff as needed. In the event the University telephone system is out of service due to the emergency or disaster, the cellular phone, radio and/or messenger system be utilized by the IC as a means of notifying the ERT personnel.

501.00 INITIAL RESPONSE – DESIGNATION OF EMERGENCY CONDITION STATUS

All emergencies on the ISU campus shall be reported immediately to Public Safety at 911 or (812) 237-5555. Immediately upon receiving notification of a reported campus emergency, Public Safety shall have the responsibility to initiate the following chronology of events:

501.01 DISPATCH OF OFFICER

Police officer shall be dispatched to the scene to confirm the emergency or disaster conditions.

501.02 EMERGENCY MEDICAL AND FIRE DEPARTMENT DISPATCHED

Public Safety dispatch shall request the appropriate assistance from fire department or emergency services personnel.

501.03 PUBLIC SAFETY DIRECTOR OR DESIGNEE CONTACTED

The Public Safety dispatch will immediately contact the Public Safety Director or the next highest-ranking Public Safety official.

501.04 POLICY TEAM MEMBER CONTACTED

The Director of Public Safety or highest-ranking Public Safety official shall immediately contact at least one of the Policy Directors in the following order:

1. President
2. Provost and Vice President for Academic Affairs
3. Vice President for Student Affairs/Dean of Students
4. Vice President for Business Affairs and Finance
5. Vice President for Enrollment Management, Marketing, and Communications
6. Associate Vice President/Chief Information Officer-Office of Information Technology
7. University Counsel
8. Executive Assistant to the President for Internal Relations

501.05 ASSIGNMENT OF EMERGENCY STATUS

In consultation with the Policy Directors and ERT members contacted, the IC will assign one of the following Emergency Status with respect to the campus conditions and status of the University and in turn shall activate the ENS:

- A. NORMAL CAMPUS CONDITION
Normal Campus Conditions: ENS activation not required. (See section 103.02).
- B. LEVEL 1
Level 1 Emergency: ENS may be activated. ERT members may not meet as a group but will be apprised of conditions. Field Command Post (FCP) may be established. (See section 201.00)
- C. LEVEL 2
Level 2 Emergency: ENS will be activated. ERT members will report as directed by the IC. General Command Post (GCP) may be activated in the Public Safety Building. Field Command Post (FCP) will be established. (See section 201.00)
- D. LEVEL 3
Level 3 Disaster: ENS will be activated. All ERT members will report to GCP in the Public Safety Department. If Public Safety is not available, an alternate GCP will be established. All ERT members shall report as requested and bring the following items with them:
 - 1. All ISU keys checked out to them
 - 2. Pagers
 - 3. Cellular phones and extra batteries

For more information about emergency status see section 103.02.

502.00 ACTIVATION OF EMERGENCY NOTIFICATION SYSTEM (ENS)

The ISU Emergency Notification System is activated upon the direct order of the Public Safety Director or other highest-ranking Public Safety official available. Once the ENS has been activated, the Public Safety dispatch will contact all ERT members and provide them with the appropriate instructions for reporting to either the FCP or GCP, as directed by the IC. Campus telephone, FAX, home and cellular telephone numbers for all ERT personnel are listed in section 502.02.

502.01 ISU EMERGENCY NOTIFICATION SYSTEM DIRECTORY

Sections 502.02 lists all available telephone numbers for ERT personnel. To ensure the privacy of ISU personnel, this section will not appear in the ISU Emergency Preparedness/Response Plan for public or campus wide distribution. This section will be included in the ISU Emergency Preparedness/Response Plan master copy and in the copies housed in the following ISU offices/locations:

1. Public Safety
2. Policy Directors
3. General Command Post
4. Field Command Post
5. Environmental Safety
6. Risk Management

SECTION 502.02 REMOVED

SEE PARAGRAPH 502.01 ABOVE

CONFIDENTIAL

RESTRICTED DISTRIBUTION

600.00 ON/OFF-CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

This section of the ISU Emergency Preparedness/Response Plan identifies the on and off-campus resources available to provide assistance to the Emergency Response Team in dealing with campus emergencies. Although a wide range of services and resources have been identified, the listing should not be considered all-inclusive. Emergencies and disasters can affect the University in numerous ways and resources may not always be available from traditional sources. In the event of a Level 2 or Level 3 emergency on campus, flexibility to seek resources utilizing extraordinary measures may be pursued by the Emergency Response Team and/or other ISU administrative personnel.

601.00 ON-CAMPUS ASSISTANCE

<p>PUBLIC SAFETY - FOR <u>ALL</u> EMERGENCIES</p>		<p>911 or (812) 237- 5555</p>
<p>Facilities Management</p> <p>1. Administration</p> <p>2. Repairs/Maintenance</p> <p>Skilled workers are available from Facilities Management all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:</p> <ul style="list-style-type: none"> • Utilities: Repairs to water, gas, electric and sewage systems. • Structures: Repairs to structures and mechanical equipment therein, including heating and cooling systems. • Equipment: Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, forklift, etc. • Transportation: Sedans, light trucks, dump trucks and loaders. 	<p>951 Sycamore St.</p>	<p>8100 8192</p>
<p>ISU Purchasing Department</p> <p>ISU Purchasing Department can assist you with emergency procurement of materials and supplies in direct support of any contingency.</p>	<p>951 Sycamore St.</p>	<p>3600</p>
<p>Office of Environmental Safety</p> <p>ISU Office of Environmental Safety provides coordination and management of chemical spills/leaks, clean up and shipping of all hazardous chemicals or controlled wastes and biohazards.</p>	<p>COB 1221</p>	<p>4022</p>
<p>Radiation Safety Officer</p> <p>ISU Radiation Safety Officer can provide radiation leakage detection, clean up and disposal services.</p>	<p>Science Bldg. 137A</p>	<p>2050</p>

<p>Residential Life</p> <p>ISU Residential Life can provide such items as temporary housing, bedding, and sanitary facilities to support a wide range of emergency situations.</p>	<p>Mills Hall</p>	<p>3993</p>
<p>Food Service/Dining Service</p> <p>Food Service/Dining Service can provide food services to support a wide range of emergency situations.</p>		<p>3839/4138</p>
<p>ISU Hulman Center</p> <p>The ISU Hulman Center and other facilities may be utilized as temporary housing, dining, or storage facilities in response to emergencies.</p>		<p>3770</p>
<p>Office of Information Technology Help Desk</p> <p>Report all computer and networking related problems to the IT Help Desk. Normal Service Hours, Academic Year, 7:30 a.m. to 10 p.m. Summer Hours, 8 a.m. to 4:30 p.m. After hours and weekends call Computer Operations at 4037. If no answer, contact the Director, Technology Infrastructure Services</p>	<p>Rankin Hall Basement</p>	<p>2910</p>
<p>Telephone Services Repair and Help Line</p> <p>Report all telephone system problems to IT Telecommunications. Normal Service Hours 8-4:30pm. After hours and weekends call Computer Operations at 4037. If no answer, contact the Executive Director, Office of Information Technology.</p>	<p>Gillum Hall Room 103</p>	<p>4183 8000</p>
<p>Emergency Medical Resources – UAP Clinic-ISU Health Center</p> <p>The Health Center can provide medical and first aid assistance and coordinate activities with other appropriate departments.</p>	<p>564 N. 5th St.</p>	<p>3883</p>

<p>Communications and Marketing</p> <p>Media Relations can disseminate appropriate information to print and electronic media and the general public and, when necessary, to the campus community via E-mail.</p>		3773
<p>Human Resources</p> <p>Human Resources can answer questions about overtime or mandatory call-ins.</p>	Rankin Hall 307	4114
<p>Office of Risk Management</p> <p>The Office of Risk Management can answer questions regarding insurance coverage and notify the appropriate agents to assist in loss reduction, control, and indemnification.</p>	Rankin Hall 200	7946

602.00 EMERGENCY CALL-OUT DIRECTORY – OFF-CAMPUS RESOURCES

LAW ENFORCEMENT		
Terre Haute Police Department	Emergencies Business Dispatch	911 238-1661 232-1311
Vigo County Sheriff	Emergencies Business Dispatch	911 462-3226 232-3801
Indiana State Police	Emergencies Administration (Putnamville, IN)	911 1-800-225-8576

[Type text]

EMERGENCY SERVICES

Terre Haute Fire Department	Emergencies Business	911 234-8653
Vigo County Office of Emergency Management	Office	462-3217
Indiana Army National Guard		232-6110
Indiana Department of Homeland Security		800-669-7362
Indiana Air National Guard 181st Intelligence Wing		877-5210 877-5200
American Red Cross		232-3393
Salvation Army		232-4081
INDOT		232-7921
HEALTH AND ENVIRONMENTAL SERVICES		
Vigo County Health Department Environmental Health Division Indiana Dept. of Environmental Management Office of Land Quality Emergency Response Section	24-hour number for Reporting Envir. Emg.	462-3428 462-3429 462-3281 1-888-233-7745
Indiana State Board of Health		317-233-1325

Union Hospital	Business Emergency Room	238-7000 238-7523
Terre Haute Regional Hospital	Business Emergency Room	232-0021 237-1622
Transcare	Business	462-1720
Care+	Business	232-7900

700.00 EMERGENCY PROCEDURES GUIDE

The following sections contain the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

700.01 REPORTING EMERGENCIES

Information on reporting emergencies shall be made available at each office/location at Indiana State University. The specific emergency information provided at each office/location should be part of the information and procedures included in each Building Emergency Response Plan.

Information on "Reporting Emergencies" shall be readily accessible to all personnel in each building/location. When calling stay calm and carefully explain the problem and location to the Public Safety Dispatcher. DO NOT HANG UP UNTIL TOLD TO DO SO.

CAMPUS EMERGENCY SERVICE

911 (From Campus Telephones), (812) 237-5555 (From all other Telephones)

It is required that the following information which identifies Building Coordinator, Building Safety Officer, and evacuation assembly point be provided. A simple format for the presentation of this information at each telephone location may consist of the following:

Building/Location Coordinator	Rm#	Phone#
Building/Location Safety Officer	Rm#	Phone#
Building/Location Evacuation Assembly Point:		

All building/location personnel must proceed to the assembly point upon evacuation. Personnel must remain at that location and assist in accounting for all building occupants until released by the Building Coordinator, Building Safety Officer or designee.

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701.00 EVACUATION PROCEDURES

IN AN EMERGENCY -----POLICE/FIRE/AMBULANCE-----dial 911 or (812) 237-5555

A. Building Evacuation

1. All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety, Building Coordinator, Building Safety Officer, or designee.
2. When the fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Handicap evacuation will be preplanned for each building at Indiana State University. Contingencies for handicapped evacuation shall be included in each building Emergency Response Plan.

DO NOT USE THE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE.

4. Once outside proceed to a clear area that is at least 200 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your evacuation assembly points.
5. DO NOT return to an evacuated building unless told to do so by a designated University official.

IMPORTANT: After any evacuation, report to your pre-designated assembly point. Stay there until an accurate headcount is taken. The Building Safety Officer will take attendance and assist in accounting for all building occupants.

B. Campus Evacuation

1. Evacuation of all or part of the campus will be announced by Public Safety.
2. All persons (student and staff) are to immediately vacate the site in question and relocate to another part of the campus as directed.

702.00 FIRE

IN ALL CASES OF FIRE, PUBLIC SAFETY MUST BE NOTIFIED IMMEDIATELY

- A. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information are available through ISU Environmental Safety.
- B. If a minor fire appears controllable, and **ONLY IF YOU HAVE BEEN TRAINED IN THE USE OF A FIRE EXTINGUISHER**, promptly direct the discharge of the fire extinguisher toward the base of the fire. **IMMEDIATELY** contact Public Safety.
- C. If a fire exists, activate the fire alarm and evacuate all rooms, closing all doors to confine the fire and reduce oxygen. You must also report the fire to Public Safety at 911 or (812) 237-5555. When the fire alarm is sounded an emergency exists. Walk quickly to the nearest marked EXIT and alert others to do the same.
- D. Elevators are reserved for emergency services personnel **ONLY**. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- E. Once outside move to the building's designated evacuation assembly point at least 200 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- F. If requested, assist emergency crews as necessary.
- G. A Field Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

- H. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a designated official.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!**

IMPORTANT: After any evacuation, report to your designated building evacuation assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Building Safety Officer will take attendance and assist in accounting for all building occupants.

703.00 EARTHQUAKE

During an earthquake remain calm and quickly follow the steps outlined below.

- A. **IF INDOORS**, seek refuge under a desk or table. Stay away from glass windows, shelves and heavy equipment. Avoid large open spaces, such as auditoriums.
- B. **IF OUTDOORS**, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energized. Know your building's evacuation points.
- C. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for shelter.
- D. After the initial shock, evaluate the situation and if emergency help is necessary, call Public Safety at 911 or (812) 237-5555. Protect yourself at all times and be prepared for after-shocks.
- E. Damaged facilities should be reported to Public Safety and Facilities Management. NOTE: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- F. If an emergency exists, activate the fire alarm. You must also report the emergency by phone to Public Safety at 911 or (812) 237-5555.
- G. When the fire alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- H. Remember that elevators are reserved for emergency services personnel **ONLY**. **DO NOT PANIC**.
- I. Once outside move to your building's evacuation assembly point at least 200 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. **IMPORTANT**: Due to damage to other buildings caused by an earthquake, your building's evacuation assembly point may not be available. If such a situation occurs, move to an open, safe location as near as possible to your designated evacuation assembly point.
- J. If requested, assist emergency crews as necessary.
- K. A Field Command Post may be set up near the emergency site. Keep clear of command post unless you have official business.
- L. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a designated official.

IMPORTANT: After an evacuation, report to your designated evacuation assembly point. Stay there until an accurate **HEADCOUNT** has been taken. The Building Safety Officer will take attendance and assist in the accounting of all building occupants.

704.00 CHEMICAL, RADIATION LEAK OR SPILL

- A. Any unscheduled release (spill) of a hazardous chemical or radioactive material is reported immediately to Public Safety at 911 or (812) 237-5555.
- B. When reporting be specific about the nature of the involved material, quantity, and exact location. Public Safety will contact the necessary specialized authorities and medical personnel. NOTE: Laboratory personnel should consult the ISU Laboratory Chemical Safety Plan to determine appropriate response for laboratory chemical spills.
- C. The responsible person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of ISU Environmental Safety personnel.
- D. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the immediate vicinity, and give their name(s) to Public Safety. Required first aid and cleanup by specialized authorities should be started at once.
- E. If an emergency exists, evacuate the building. You must also report the emergency by phone to Public Safety *at 911 or (812) 237-5555*.
- F. When the fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked EXIT and alert other to do the same.
- G. Remember that elevators are reserved for emergency response personnel ONLY. DO NOT PANIC.
- H. Once outside, move to the building's evacuation assembly point at least 200 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- I. If requested, assist emergency crews as necessary.
- J. A Field Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- K. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a designated official.

IMPORTANT: After any evacuation report to your designated building evacuation assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Safety Officer will take attendance and assist in accounting for all building occupants.

705.00 SEVERE WEATHER/TORNADO

IN CASE OF SEVERE WEATHER

When the emergency warning sirens sound, it is YOUR responsibility to get to shelter. In addition to emergency sirens, recorded message alarms, RAVE text messages, Novell Pop Ups, ISU Live, and ENS Telephone System, Public Safety may also announce the warning via car loudspeakers. When the emergency sirens are sounded, all persons should immediately seek shelter in the nearest strong building. Go to the basement or interior halls of lower floors. Auditoriums, gymnasiums and similar large rooms with wide roofs should be avoided. Stay away from all windows and exterior doors.

Note: ISU emergency sirens are tested at 11:00 a.m. on the first Tuesday of each month.

TORNADO WATCH

A watch is an indication of where and when the possibilities are highest that severe weather or a tornado could occur. A watch is a statement that severe weather/tornado conditions are

present and could occur. The National Weather Service will issue a watch bulletin to authorities as well as to the local radio and TV stations.

TORNADO WARNING

When a tornado sighting occurs, the National Weather Service will immediately notify Public Safety, and they will activate the on-campus emergency warning sirens. The warning will be signaled by a continuous sounding of emergency sirens. Additionally, recorded message alarms will be activated at various campus locations.

706.00 WINTER WEATHER

Winter storms can range from moderate snow over a few hours to blizzard conditions with blinding, wind-driven snow or freezing rain that lasts several days. When listening to winter weather reports, it is important to be familiar with the terms used by the broadcasters. A “winter storm watch” indicates that severe winter weather may affect your area. A “blizzard warning” means that large amounts of falling or blowing snow and sustained winds of at least 35 miles per hour are expected for several hours.

If it is necessary to suspend operations due to winter weather, that announcement will be made via:

- A. Local media outlets
- B. Emergency e-mail system and My ISU Portal
- C. RAVE Text Messaging System
- D. Campus Emergency Notification Line at (812) 237-7777
- E. ISU Live

For road condition information call (812) 478-1555.

706.01 SEVERE WEATHER POLICY

The closure of the Indiana State University campus is expected to be a rare event. It is the intent to base the decision primarily on the conditions in the immediate vicinity of campus. Faculty and staff at a distance must make individual decisions regarding the wisdom of commuting under severe weather conditions.

Faculty members are expected to provide reasonable accommodations to students who are unable to attend class due to severe weather conditions.

Recommendations regarding possible campus closure will be based on:

- The amount of snow/ice both on ground and predicted.
- The wind conditions that accompany the precipitation.
- The time of day the weather event occurs.
- The road conditions on campus as well as throughout the city and county.
- The ability of the ISU Grounds crew as well as the city and county departments to keep roads and walkways passable.
- Whether a state of emergency has been declared in Vigo County closing all roads.

If the decision is made to close campus, closure will occur for a twelve hour period. At hour eight of the closure or no later than 8:00 PM, the decision will be made whether to extend the closure for an additional twelve hours.

707.00 CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. INTERFERENCE with the normal operations of the University.
2. PREVENTION of access to office, buildings or other University facilities.
3. THREAT of physical harm to persons or damage to University facilities.

If any of these conditions exist, Public Safety should be notified and will be responsible for contacting and informing the President and Vice Presidents. Depending on the nature of the demonstration the appropriate procedures listed below should be followed:

A. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

1. Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked, and efforts should be made to conduct University business as normally as possible.
2. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 - a. Arrangements will be made by the Director of Public Safety to monitor the situation during non-business hours, or
 - b. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section B.)

B. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

1. In the event that a demonstration blocks access to University facilities or interferes with the operation of the University in violation of the University Standards, Code of Student Conduct.
 - a. The Vice President for Student Affairs/Dean of Students or designee will go to the area and ask the demonstrators to disperse, or to discontinue the disruptive activities.
 - b. The Vice President for Student Affairs/Dean of Students may ask key University personnel and student leaders to go to the area and assist in persuading the demonstrators to desist and disperse.
 - c. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by civil authorities (Section 707.01).
 - d. The Vice President for Student Affairs/Dean of Students, after consultation with the President and Director of Public Safety, will determine the need for intervention by Public Safety.
 - e. If a determination is made to seek an intervention by Public Safety, the demonstrators should be so informed. Upon arrival of Public Safety and/or other law enforcement personnel under the direction and supervision of the Director of Public Safety, demonstrators remaining in the area will be warned of the intention to arrest. To facilitate any action by Public Safety, assistance may be obtained from City of Terre Haute, Vigo

County or other State of Indiana authorities. All personnel acting in any such facilitative capacity shall be under the direction of the Director of Public Safety. (Section 707.02).

- f. Efforts should be made to obtain positive identification of demonstrators in violation in order to facilitate later testimony, including photographs and/or videotaping if deemed advisable.

C. VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or destruction of property occurs or appears imminent, the Director of Public Safety will notify the President, the Provost/Vice President for Academic Affairs, and the Vice President for Student Affairs/Dean of Students. After this initial notification, the ISU Emergency Notification System may be activated at the direction of the President.

1. During Business Hours

- a. In coordination with the President or Vice President for Student Affairs/Dean of Students, Public Safety will contact outside law enforcement for assistance if necessary.
- b. The President, in consultation with the Provost/Vice President for Academic Affairs, Vice President for Student Affairs/Dean of Students, and the Director of Public Safety, will determine the possible need for intervention.
- c. Public Safety will maintain communications with the President and Vice President for Student Affairs/Dean of Students or designee(s) and Office of Public Affairs throughout the demonstration.

2. After Business Hours

- a. Public Safety will investigate the disruption and notify the President, Provost/Vice President for Academic Affairs, and the Vice President for Student Affairs/Dean of Students.
- b. The Vice President for Student Affairs/Dean of Students will:
 - i. Report the circumstances to the President.
 - ii. Notify key administrators and, if appropriate, the Building Coordinator responsible for the building/location.
 - iii. Notify the Asst. VP Communications and Marketing.
 - iv. Arrange for a photographer.
- c. The Director of Public Safety, after consultation with the President or Vice President for Student Affairs/Dean of Students will request additional assistance as necessary.

NOTE: The Director of Public Safety will call for additional law enforcement assistance without counsel from others if it is deemed to be critical to the safety of persons involved.

707.01 DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

(Identify Self)

“This assembly and the conduct of each participant are seriously disrupting the operations of the University and are in clear violation of the rules of Indiana State. You have previously been called upon to disperse and terminate this demonstration. (You have been given the opportunity to discuss your grievances in the manner appropriate to the University.) (In no event will the Administration of Indiana State accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order - including calling for police assistance.

Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.”

707.02 DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH ASSISTANCE OF POLICE

(Identify Self)

“You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of Indiana State each of you is hereby suspended, subject to later review.

Public Safety will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.”

708.00 UTILITY FAILURE

- A. In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 4:30 p.m., Monday through Friday), immediately notify Public Safety at 911 or (812) 237-5555.
- B. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify Public Safety at 911 or (812) 237-5555.
- C. If an emergency exists, you must immediately report the emergency by phone to Public Safety at 911 or (812) 237-5555. They will advise further actions.
- D. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
- E. Remember that the elevators are reserved for emergency services personnel ONLY.
- F. Once outside move to the building's designated evacuation assembly point at least 200 feet away from the affected building(s). Keep the walkway, fire lanes and hydrants clear for emergency personnel.
- G. If requested, assist the emergency personnel as necessary.
- H. A Field Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
- I. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a designated official.

IMPORTANT: After any evacuation, report to your designated building evacuation assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Building Safety Officer will take attendance and assist in accounting for all building occupants.

J. ADDITIONAL INFORMATION AND PROCEDURES

Always observe steps "A" and "B" above whenever the following utility emergencies arise.

1. ELECTRICAL/LIGHT FAILURE

During an emergency, campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and portable radios available for emergencies.

2. ELEVATOR FAILURE

If you are trapped in the elevator use the emergency phone to notify Public Safety. If the elevator does not have an emergency phone. Turn on the emergency alarm (located on the front panel) which will signal for help.

3. PLUMBING FAILURE/FLOODING

Cease using all electrical equipment. Notify Public Safety at 911 or (812) 237-5555. If necessary, vacate the area.

4. SERIOUS GAS LEAK

Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. VACATE THE AREA. DO NOT ACTIVATE FIRE ALARM UNLESS A FIRE IS PRESENT. REMEMBER that electrical arcing can trigger an explosion! Notify Public Safety at 911 or (812) 237-5555 from outside that building.

5. STEAM LINE FAILURE

Immediately notify Public Safety at 911 or (812) 237-5555 and if necessary vacate the area.

6. VENTILATION PROBLEM

If smoke odors come from the ventilation systems immediately notify Public Safety at 911 or (812) 237-5555, and if necessary cease all operations and vacate the area.

709.00 VIOLENT OR CRIMINAL BEHAVIOR

IN AN EMERGENCY CALL 911 or (812) 237-5555 FROM A NON-CAMPUS PHONE

Public Safety provides you with 24-hour help and protection. This service is provided seven days a week on a year around basis.

- A. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
- B. Promptly notify Public Safety at 911 or (812) 237-5555 as soon as possible and report the incident, include the following information:
 - 1. Nature of the incident.
 - 2. Location of the incident.
 - 3. Description of person(s) involved.
 - 4. Description of property involved.
- C. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Public Safety at 911 or (812) 237-5555 and report the incident.
- D. Assist the officers when they arrive by supplying them with all additional information, and ask others to cooperate.
- E. Should gunfire or an explosive discharge occur, you should take cover immediately using all available concealment. After the disturbance seek emergency aid if necessary.
- F. WHAT TO DO IF TAKEN HOSTAGE:
 - 1. Be patient. Time is on your side. Avoid drastic action.
 - 2. The initial 45 minutes are the most dangerous. Be alert and follow instructions. The captor is emotionally imbalanced. Don't make mistakes that could endanger your well being.
 - 3. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor with respect.
 - 4. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
 - 5. Be observant. You may be released or escape. The personal safety of others may depend on your memory.

6. Be prepared to speak with law enforcement personnel on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Safety Officer will take attendance and assist in accounting for all building occupants.

709.01 SAFETY GUIDELINES FOR ARMED SUBJECTS, ACTIVE SHOOTER SITUATIONS

A. Introduction

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. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation and describes what to expect from responding police officers.

B. Guidance to faculty, staff, and students

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

1. If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911 or (812) 237-5555, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police, or a campus administrator known to you, gives the “all clear.” 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.

2. If an active shooter is in the same building you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be safely secured or if you can, safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

3. If an active shooter enters your office or classroom, try to remain calm, dial 911 or (812) 237-5555, 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 or (812) 237-5555 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.

C. 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.

710.00 BOMB THREAT

- A. If you observe a suspicious object or potential bomb on the ISU campus, **DO NOT HANDLE THE OBJECT!** Clear the area immediately and **CALL PUBLIC SAFETY AT 911. CAUTION: DO NOT USE CELL PHONE OR 2-WAY RADIO.** These devices may trigger an explosive device.
- B. Any person receiving a phone call bomb threat should ask the caller:
 - 1. When is the bomb going to explode?
 - 2. How many are there?
 - 3. Where is the bomb located?
 - 4. What kind of bomb is it?
 - 5. What does it look like?
 - 6. How will it be set off?
 - 7. How will it be defused?
 - 8. Why did you place the bomb?
- C. Keep talking to the caller as long as possible and record the following:
 - 1. Time of call.
 - 2. Age and sex of caller.
 - 3. Speech pattern, accent, ethnicity, etc.
 - 4. Emotional state of the caller.
 - 5. Background noise.
- D. Public Safety Officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects as they evacuate and should report the location of any such suspicious objects to Public Safety. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.
- E. Remember that elevators are reserved for emergency services personnel **ONLY. DO NOT PANIC.**

- F. Once outside, move to the buildings designated evacuation assembly point at least 200 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- G. If requested, assist emergency crews as necessary.
- H. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a designated official.

IMPORTANT: After any evacuation, report to your designated evacuation assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Building Safety Officer will take attendance and assist in accounting for all building occupants.

711.00 EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS

In the event a mishap occurs, such as an explosion or a downed aircraft (crash) on the ISU campus, take the following action:

- A. Immediately take cover under tables, desks and other objects which will give protection against falling glass and debris.
- B. After the effects of the explosion and/or fire have subsided notify Public Safety at 911 or (812) 237-5555. Give your name and describe the location and nature of the emergency.
- C. If necessary, or when directed to do so, activate the fire alarm. You must also report the emergency by telephone to Public Safety at 911 or (812) 237-5555.
- D. When the fire alarm is sounded or when told to evacuate by officials, walk quickly to the nearest marked **EXIT** and ask others to do the same.
- E. Remember that elevator use is for emergency services personnel **ONLY**. **DO NOT PANIC**.
- F. Once outside, move to a clear area that is at least 200 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your building/location assembly points.
- G. If requested assist emergency crews as necessary.
- H. A Field Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
- I. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a designated official.
- J. **DO NOT HANDLE OR REMOVE ANY ACCIDENT DEBRIS.**

IMPORTANT: After any evacuation report to your designated building assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Building Safety Officer will take attendance and assist in the accounting for all building occupants.

712.00 MEDICAL EMERGENCY

CALL PUBLIC SAFETY AT 911 or (812) 237-5555 IF YOU NEED ASSISTANCE.

- A. In case of serious injury or illness on the ISU campus, immediately dial 911 or (812) 237-5555. Give your name; describe the nature and severity of the medical problem, and the location of the victim.
- B. In case of minor injury or illness provide first aid care.*
- C. In case of serious injury or illness, trained personnel* should quickly perform the following steps:

1. Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
2. Ask victim, "Are you okay?" and "What is wrong?"
3. Check breathing and give artificial respiration if necessary.
4. Control serious bleeding by direct pressure on the wound.
5. Continue to assist the victim until help arrives.
6. Look for emergency medical I.D., question witnesses and give all information to the emergency medical services providers.

*Only trained personnel should provide first aid treatment (i.e. first aid, CPR)

In addition, all ISU employees trained as emergency first aid responders should utilize the appropriate personal protective equipment to protect themselves against the spread of infectious diseases such as the Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) and/or other potential blood borne pathogens.

All ISU employees trained as emergency first aid responders should be included in the ISU Bloodborne Pathogens program and shall receive the appropriate training. Contact the ISU Office of Environmental Safety or Health Center for assistance.

IMPORTANT: After any evacuation, report to your designated building assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Safety Officer will take attendance and assist in the accounting for all building occupants.

713.00 PSYCHOLOGICAL CRISES

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic episode. A psychotic episode may be manifested by hallucinations, uncontrollable or unusual behavior.

If a psychological crisis occurs:

1. Never try to handle a situation on your own.
2. Call 911 or (812) 237-5555 to notify Public Safety of the situation. Clearly state that you need immediate assistance, give your name, your location and the area involved.

714.00 TRAIN DERAILMENTS WITH HAZARDOUS MATERIAL SPILLS

A. Introduction

Train derailments can result in chemical spills and releases. These incidents can vary considerably in significance. While the chance of being involved in such an incident is slight, the danger is significant. Train rail cars go through towns daily carrying everything from explosives to extremely hazardous chemicals. Any clean up of such a spill would be conducted by trained public and/or private professionals but members of the public should be aware of certain steps they can take to protect themselves.

B. Procedures

If a chemical or other hazardous material release occurs near you:

1. Try to remain calm and DO NOT ENTER AN AREA THAT MAY BE DANGEROUS. Leave the area if at all possible.
2. Once you have left the area of the hazardous material incident, call 911 or (812) 237-5555.

3. If the incident is a traffic accident involving a semi-tanker or a train derailment involving tanker cars, look for chemical placards on the tanks from a safe distance. Observe the scene for obvious leaks and/or gas vapor clouds as well as discolored vegetation or dead animals nearby. **DO NOT APPROACH THE SCENE** if any of these conditions are present and stay upwind. Call 911 or (812) 237-5555 and relay your observations to the dispatcher. Provide the dispatcher with as much information as possible including placard information.

4. If you become aware of a potential hazardous material incident near your location listen to local radio or television for further information.

Information will also be sent to the campus community via Rave text messaging, Novell pop-up messaging, the ISU portal and ISU global as well as the 7777 information line, ISU LIVE, and ENS Telephone Systems. Follow all instructions.

5. Stay away from the incident site to minimize the risk of contamination.

6. If caught outside, stay upstream, uphill or upwind. Try to go a half mile from the danger area.

7. If you are in a car, close the windows and shut off the ventilation system.

8. Evacuate if told to do so.

9. If told to remain in place, close and seal all windows and doors, shut vents, and turn off attic fans and other ventilation systems to minimize contamination.

10. If an explosion is imminent, close drapes, curtains, and shades.

11. If you suspect gas or vapor contamination, take shallow breaths through a cloth or towel.

12. Avoid contact with any spilled liquid materials, airborne mist or condensed solid chemical materials.

13. Do not eat or drink any food or water that may have been contaminated.

EMERGENCY RESPONSE PROCEDURES

**MAJOR EMERGENCY OCCURS-
911 or (812) 237-5555 CALLED**

PUBLIC SAFETY DISPATCH WILL:
Send Officer
Send additional resources as required
(Fire Department, Ambulance, Etc.)
Notify Director of Public Safety

DIRECTOR OF PUBLIC SAFETY WILL:
Cause Policy Directors to be notified
In consultation with Policy Directors and
appropriate Team assign Emergency status as
Indicated below

EMERGENCY IS:
Small scale
Localized
Easily contained
Not requiring large scale
evacuation
Classified as Level 1

EMERGENCY IS:
Involving entire floor or
building
Affecting many
people
Possibly requiring large
scale evacuation
Requiring Off-campus
resources
Classified as Level 2

EMERGENCY IS:
Campus wide
disastrous event
Causing widespread
damage and injuries
Overwhelming available
resources
Potentially disrupting
normal activities of
University for
extended period
Classified as Level 3

LEVEL 1 RESPONSE:
Emergency
Notification System
may be activated
Emergency Response
Team apprised of
conditions
Field Command Post
may be established

LEVEL 2 RESPONSE:
Emergency
Notification System
activated
Emergency Response
Team will report as
directed
General Command Post
may be
established
Field Command Post
will be established
President may
declare State of
Emergency

LEVEL 3 RESPONSE:
Emergency
Notification System
activated
Emergency
Response Team
respond to General
Command Post
Field Command Post
established
President will
declare State of
Emergency