
INDIANA UNIVERSITY SOUTHEAST

***EMERGENCY
ACTION PLAN***

UNIVERSITY POLICE DEPARTMENT

**University Center 007
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2001

***EMERGENCY ACTION PLAN
INDIANA UNIVERSITY SOUTHEAST***

2001

TO REPORT AN EMERGENCY

IUS POLICE DEPARTMENT	2400
FIRE, AMBULANCE	9-911
PHYSICAL PLANT/OPERATIONS	2330

**EMERGENCY ACTION PLAN
INDIANA UNIVERSITY SOUTHEAST**

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EMERGENCY ACTION PLAN ***INDIANA UNIVERSITY SOUTHEAST***

PURPOSE

The purpose of an ***Emergency Action Plan*** is to protect students, employees, and visitors from serious injury, property loss, or loss of life, in the event of a 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. The ***Emergency Action Plan*** describes the initial responsibilities and actions to be taken, in the event of a major disaster, to protect all persons on campus until the appropriate university or municipal responders take over.

RESPONSIBILITY

For the protection of employees, an ***Emergency Action Plan*** is a requirement of ***OSHA 1010.38***. It is also necessary and prudent for the protection of campus students and visitors. Each dean and department head will be provided a copy of the plan. Supervisors must make this plan available to all employees and review with all new and current employees those parts of the plan that employees must know to protect themselves in the event of an emergency (use ***Emergency Action Plan/Employee Review Signature Sheet—Appendix Three***). Copies of the plan will also be maintained in the Human Resources and the University Police offices. Students and visitors will be informed of the plan (and where it is available for public review) in various university pamphlets/brochures published by University Police. It is the responsibility of each employee to assist students and visitors if a disaster occurs on campus.

PREVENTION & PLANNING

Although it is impossible to provide specific information which will cover all emergency situations, this plan can serve as a guide for employees to familiarize themselves with basic emergency planning, response and evaluation.

A. EMPLOYEE PREPARATION will increase the margin of safety in an emergency. Deans and department heads should:

- Train employees how and where to evacuate to areas of safety. (Refer to *Staff and Faculty Emergency Procedures Handbook* for tornado assembly areas in each building.)
- Train employees in ways to assist others.
- Inform employees how to communicate in an emergency.
- Assign specific tasks.
- Identify employees with specific needs.

B. PREVENTION OF FIRE AND WORKPLACE HAZARDS

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

- Good housekeeping will be the responsibility of all employees. Personnel are responsible for keeping their work areas neat and orderly.
- Smoking is not allowed in Indiana University buildings.
- Hot objects, such as cigarette butts, are not to be put in trash cans.
- Typical workplace hazards include flammable solvents such as maintenance amounts of gasoline, paint thinner, or degreaser. Flammable and combustible materials are to be stored in a designated area or flammable storage area. (Refer to laboratory safety standards available in the University Police office.)
- Heat producing equipment shall be maintained in good working order and a minimum of 36 inches from combustible items.

- All aisles and exits are to be kept clear of storage and trash; storage should not be placed within 18 inches of sprinkler heads.
- All employees are to know the evacuation routes and exits, and are to proceed to them when instructed.
- Access areas to fire extinguishers are to be kept clear.
- Emergency telephone number, ext. 2400, is to be posted on all telephones on campus.
- Each supervisor will be responsible to properly train their employees who are required to handle, store, and maintain hazardous materials.
- All fire/smoke doors are to remain closed and unobstructed from their intended function of retarding the spread of fire and smoke.
- Waste materials are to be discarded in their proper places.

C. WARNING NOTIFICATION SOURCES

In the event of a disaster, the warning may come from any of the following sources: Commercial radio or television, NOAA radio, building smoke detector or sprinkler system, private citizen or Indiana University Southeast Police Department (IUSPD). A person receiving notification of a possible disaster or a building emergency should immediately follow the procedures listed in this publication that are most appropriate for the emergency. **The building fire alarm system is reserved for evacuation only. It is not to be used for a bomb threat or tornado; doing so could cause further danger or injury.**

In the event of a fire, sprinkler systems should activate the alarm automatically. If an alarm does not sound, manual alarms and either pull-station or break-glass models are located on each floor. The alarm system in the buildings will automatically notify IUSPD.

D. PREPARATION FOR DISABLED PERSONS

Division deans and department heads should discuss with persons who have identifiable disabilities what assistance and special requirements they may need and how they will communicate those needs in an emergency. At the start of each semester, faculty should canvass students who may need assistance should an emergency occur.

The dean, department head, or classroom faculty should assign a designated area for persons who may need assistance in an evacuation, (e.g., hearing, mobility, vision or speech impaired, the elderly and children). Examples are: 1) a one-hour fire-resistive hallway adjacent to an exit; 2) a vestibule located next to an exit enclosure; 3) a portion of a balcony located near an exit stairway; 4) a stairway landing within a smoke proof enclosure. The area for rescue assistance must have direct access to an exit, where those who are unable to use stairs or who are unable to navigate the emergency route may remain. Persons should be positioned so they do not obstruct the exits. (Stairwells should not be used unless the emergency warrants.)

E. EVACUATION SITES

A map of evacuation routes will be displayed by University Police in hallways and departments. Each map will show the way to an exit, depending on where occupants are located in each building. Color and shape coding will indicate: location, exit route, exit doors, and areas for rescue assistance. **It will be the responsibility of the first-line supervisor to inform employees of these evacuation routes.** The department supervisor shall verify that the signs remain in place, up to date, and revised in the event of building alterations. If you notice a sign is missing, vandalized, or outdated, contact the University Police at ext. 2400.

F. UTILITY CONTROLS

Maintenance personnel will know the location and operation of main controls for shutting off the gas, fuel oil, electricity and water leading into campus buildings. **For utility or building service emergencies, call ext. 2330, or after 5:00 p.m. or on weekends, call IUSPD at ext. 2400.**

G. MAINTENANCE OF FIRE EQUIPMENT AND SYSTEMS

Questions and problems regarding the fire sprinkler and/or smoke detector systems, fire extinguishers and their locations should be referred to University Police at ext. 2400.

H. POST-EMERGENCY FOLLOW-UP

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

RESPONSE PROCEDURES

A. FIRE, SMOKE, OR EXPLOSION

- When seeing smoke, fire, or an explosion, verbally warn employees in the immediate area (e.g. the same room).
- Activate the fire alarm upon discovery of smoke, fire, or explosion. The fire alarm/signal will serve as a building-wide evacuation alarm. All occupants are required to evacuate the building, unless authorized to remain by University Police.
- At the discretion of the individual, use a fire extinguisher or hose.
- Using stairways, evacuate the building. **Close the doors as you leave.**
- When out, move away from the building to a prearrange assembly area for a head count or roll call. Leave walks and drives open for fire and emergency responders.
- If someone is unaccounted for, notify police or fire fighters from a safe area. Yellow emergency phones have been installed in several outside areas of the campus. The instructions for use are located near the phone.

IUS POLICE DEPARTMENT 2400

FIRE DEPARTMENT/AMBULANCE 9-911

Give your name, building, room number, and type of emergency.

Stay on the line if possible until you have given all necessary information.

Indicate if you suspect someone may be trapped inside the building.

B. TORNADO

In the event of a tornado or severe weather warning, the following procedure should be implemented:

- Office personnel should listen for latest advisories on the radio or from University Police.

- If necessary and if time, employees should perform an emergency shutdown of computer equipment.
- Spotters, at windows, may observe and report imminent weather changes.
- If a tornado is spotted or if University Police activates the tornado siren or other notification, students, employees, and visitors shall report to the closest ground or basement area without windows (e.g., restroom, center stairwell, hallway—with doors closed). (Refer to the *Staff and Faculty Emergency Procedures Handbook* for building shelter areas.)
- The first-line supervisor should conduct a roll call of employees.
- Employees should stay in safe areas until the all-clear is given by University Police, ext. 2400.
- If a tornado passes through, restore calm and check for injuries.
- Report injuries and damage to University Police.

C. EARTHQUAKE

An earthquake usually occurs without any type of warning. Due to the suddenness, all personnel should attempt to get into a doorway passage, under a table or desk, or any place that the employee feels is safe. After an earthquake has stopped, initiate the following procedure:

- All building occupants should move away from structural danger.
- Employees should help restore calm.
- Those trained in first aid should check for injuries and provide assistance.
- The maintenance department should check for fires and shut off utilities to control gas and water leaks.
- If major structural damage has occurred, the Crisis Management Team should order a complete evacuation. The buildings should be inspected by Physical Plant personnel for damage before re-entry.
- Physical Plant and University Police departments should then notify the proper outside agencies, companies, or departments as needed.

D. BOMB THREAT

Normally, a bomb threat will be received over the telephone. The following procedure should be followed:

- The person receiving the bomb threat should remain calm and obtain as much information as possible by completing the ***EAP Bomb Threat Checklist-- Appendix One***. Immediately call IUSPD at ext. 2400. Give all available information. Notify your immediate supervisor.
- 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!**
- The University Police will be responsible for ordering an evacuation of the building and will cordon off the area. If evacuation takes place, occupants are not to re-enter until the building has been searched and declared safe by the IUSPD.
- If a bomb threat is by written communication, immediately notify IUSPD at ext. 2400. Do not handle the communication any more than is necessary. Surrender the document to IUSPD upon their arrival.

E. HAZARDOUS SUBSTANCE (CHEMICAL) SPILL

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 include almost every know chemical. Location means any place on the IUS campus where chemicals are being used or stored, such as chemistry and science areas, physical plant, art areas, dark rooms, etc.

Releases are either **incidental** or **emergency response** situations. Situations that may be incidental or may be an emergency response must be determined on a case-by-case basis. However, the prime criterion 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 consideration, confined space consideration, and personal protective equipment available. Essentially, one must determine what the circumstances are, then determine the capabilities of the personnel available and determine whether the release is incidental or warrants emergency response. Therefore, **if a release requires emergency response, University Police should be contacted at ext. 2400.**

- **INCIDENTAL RELEASE OF HAZARDOUS MATERIAL**

An incidental release is a release of a hazardous substance which does not pose a significant safety or health hazard to employees in the immediate vicinity, or to the employee cleaning it up, and it does not have the potential to become an emergency within a short time frame.

Incidental releases are limited in quantity, exposure potential, or toxicity, and present minor safety or health hazards to employees in the immediate work area, or those assigned to clean them up. If the hazardous substances that are in the work area are always stored in very small quantities, such as a laboratory which handles amounts in pint sizes down to test tubes, and the hazardous substances do not pose a significant safety health threat at that volume, then the risks of having a release that escalates into an emergency are minimal. In this setting, incidental releases will generally be the norm and employees will 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 (CFR 1910.1450)*. Response to a release of this nature does not require full Hazardous Waste Operations & Emergency Response (HAZWOPER) training.

- **EMERGENCY RESPONSE SITUATION WITH HAZARDOUS MATERIAL**

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:

- ▶ 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).
- ▶ The release requires evacuation of employees in the area.
- ▶ The release poses, or has the potential to pose, conditions that are **immediately dangerous to life and health (IDLH)**.
- ▶ The release requires immediate attention because of imminent danger.
- ▶ The release may cause high levels of exposure to toxic chemicals.
- ▶ One is uncertain as to whether the employee in the work area can handle the severity of the hazard, considering personal protective equipment (PPE) and other equipment provided.

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

In the event that a spill is out of control, the University Police should be contacted immediately at ext. 2400. Officers will determine who to contact for cleanup, etc. Emergency spill cleanup is not free to the University. All charges may be billed back to individual departments. Thus, departments may want to request appropriate training for personnel from University Police, ext. 2400.

F. FIRST AID SERVICES

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

G. EMERGENCY SHUTDOWN OF BUILDING OPERATIONS

An emergency shutdown of any building can be ordered by the Physical Plant Director or the University Police. No employee should risk any type of injury. However, if time permits, personnel should perform the following duties.

- An emergency shut down of computers should be done in the event of an electrical storm. If time permits, exit the program and shut off the computer power supply.
- Maintenance department personnel should shut off gas lines and electrical supply as instructed by their director.

H. HOSTILE INTRUDER IN A UNIVERSITY BUILDING

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within an Indiana University Southeast building, the following procedures should be implemented:

Note: While the following guide refers primarily to academic buildings, it should be stated that these procedures are also relevant to administrative buildings and other common buildings on the campus.

- Faculty should immediately lock the students and themselves in the classroom. If possible cover any windows or openings that have a direct line of sight into the hallway.

- If communication is available, call the IU Southeast Police at **ext. 2400**.
- University Police will respond as quickly as possible and take any action deemed necessary to control the hostile situation.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the windows and close blinds or curtains.
- Stay away from the windows.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- Keep everyone together.
- Keep classrooms secure until police arrive and give directions.
- Persons not in a classroom should try to get to a classroom or an office.
- Stay out of open areas and be as quiet as possible.
- If for some reason persons are caught in an open area such as a hallway or lounge, a decision must be made on what to do. This is a very crucial time and it can possibly mean life or death.
 - ▶ A person could try to hide in a well-hidden space so as not to be found as the intruder moves through the building looking for victims.
 - ▶ A person may run out of the building if a safe exit is possible. A person should not run in a straight line and should attempt to keep objects such as desks, cabinets, fixtures, etc. between them and the hostile person(s). Once outside, a person should still not run in a straight line but use trees, vehicles and other objects to block the intruder's view. When away from the immediate area of danger, persons should summon help and warn others.
 - ▶ If the intruder is causing death or serious physical injury to others, a person unable to run or hide may choose to play dead if other victims are near.

- ▶ If caught in an open area in a building, a person's last option may be to fight back. This is dangerous but, depending on a situation, it could be the last option.
- ▶ A person caught by an intruder who chooses not to fight back should obey all commands and not look the intruder in the eyes.
- ▶ Once the police arrive, all commands should be obeyed. This may involve a person being handcuffed or keeping hands in the air—this is done for safety reasons. Once circumstances are evaluated by the police, further instructions will be given.

HOSTILE INTRUDER(S) ON THE GROUNDS OF THE UNIVERSITY

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on Indiana University Southeast grounds, the following procedures should be implemented:

- Run away from the threat as fast as possible.
- Do not run in a straight line but run behind vehicles, bushes, trees, and anything else to block the view of the intruder.
- After getting away from immediate area of danger, summon help and warn others.
- Take into consideration the area in which to hide—is this a good spot to remain hidden, will intruder look here.
- If caught in an open area outside a building, a person's last option may be to fight back. This is dangerous but, depending on a situation, it could be the last option.
- A person caught by an intruder who chooses not to fight back should obey all commands and not look the intruder in the eyes.
- Once the police arrive, all commands should be obeyed. This may involve a person being handcuffed or keeping hands in the air—this is done for safety reasons. Once circumstances are evaluated by the police, further instructions will be given.

These guides cannot cover every possible situation that might occur, but they are tools that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

I. CRISIS MANAGEMENT TEAM

The members of the Crisis Management Team shall be:

- Vice Chancellor for Administrative Affairs
- Vice Chancellor for Academic Affairs
- Vice Chancellor for Student Affairs
- Vice Chancellor for External Affairs
- Vice Chancellor for Information Technology
- Chief of University Police (or Officer-In-Charge)

The Vice Chancellor for Administrative Affairs will be in charge of the Crisis Management Team. In his/her absence, responsibility will switch to the Vice Chancellor for Academic Affairs unless not available; in his/her absence to the Vice Chancellor for Student Affairs; in his/her absence to the Vice Chancellor for External Affairs; in his/her absence to the Vice Chancellor for Information Technology; in his/her absence to the Chief of University Police (or the Officer-In-Charge). Other University personnel can be added to the team as deemed necessary for the prevailing situation.

In the event of a disaster of immediate emergency, the team members are to report to the location designated as the Emergency Control Center. This will be the Scribner/Clark Room (UC 010), or the alternate location, the University Police Department (UC 007), unless the prevailing situation dictates otherwise.

In any emergency situation, the University Police shall have initial authority to coordinate procedures and amend, modify, or superseded any provisions of this plan in order to ensure the safety of students, employees, and visitors.

Responsibilities of the Crisis Management Team are:

- Assess the nature and extent of all emergencies.
- Assign persons to carry out specific actions.
- Order evacuations, if deemed necessary.
- Take any other action necessary to protect life.
- Review the *Emergency Action Plan* annually, revise as necessary and make copies available to building employees and the Office of Risk Management.
- Plan training exercises to test evacuation plan.
- Instruct personnel of their duties.

J. EMERGENCY CONTROL CENTER

The Emergency Control Center will be equipped by University Police with the following:

- Copy of the Emergency Action Plan
- Extra phone lines, cell phones, phone books, radios
- Tape recorder, manual typewriter
- Notebooks, pens, chalkboards, flip chart, etc.
- Campus maps and building blueprints
- Small generator

K. NEWS/MEDIA INFORMATION

A *Crisis Communication Plan* has been developed to provide a flexible framework to manage institutional communications when a crisis threatens:

- the integrity of the institution or its activities;
- life and/or property;
- the welfare of the campus community.

This plan is primarily designed to address major crises that impact the IU Southeast campus. The Crisis Management Team is responsible for implementing the *Crisis Communication Plan*. A copy of the *Crisis Communication Plan* has been distributed to all deans and department heads; it should be reviewed and kept in each department and division on campus.

APPENDIX ONE

EMERGENCY ACTION PLAN
BOMB THREAT CHECKLIST

Instructions:

Be calm and courteous. Listen. Do not interrupt the caller.

Exact wording of the threat:

Look for Caller ID# on your display--if so, write it down.

Caller's Identity:	Male	Female	Adult	Juvenile
Voice & Manner:	Deep	Soft	Whisper	Muffled
Origin of Call:	Long Distance	Booth	External	Internal

Specifics about Bomb: _____

- 1. Keep caller talking, if caller is agreeable to further conversations.**
- 2. Questions to ask: (Record response and repeat in sequence.)**
When will the bomb explode? _____
Where is the bomb? _____
What building is it in? _____ **What floor is it on?** _____
What kind of bomb? _____
What is your name? _____ **Can we help you?** _____
- 3. After call is taken, notify IUSPD at ext. 2400 and immediate supervisor.**
- 4. Your name** _____ **Date/time** _____

APPENDIX TWO

EMERGENCY ACTION PLAN
DEFINITIONS

Assembly Area	Designated safe area for gathering groups of people during an emergency. Contingent on the type of emergency, may be indoor or outdoor.
Emergency Control Center	Designated area where staff members report during an emergency to be assigned various responsibilities and where building emergency operations are controlled.
EMS	Emergency Medical Services.
Hazardous Substances	Includes every known chemical.
IDLH	Immediately dangerous to life and health.
IUSPD	Indiana University Southeast Police Dept.
NOAA	National Oceanic and Atmospheric Association. NOAA radio information available from weather receivers or scanners.
PPE	Personal protective equipment
HAZWOPER	HAZardous Waste OPerations & Emergency Response

APPENDIX THREE

