



Anderson, Indiana

# EMERGENCY ACTION GUIDE

## **ALWAYS REMEMBER:**

- REMAIN CALM
- REPORT SUSPICIOUS ACTIVITY
  - BE SAFE

## Introduction

This guide contains reference information on how to report emergencies, what to do, who will assist, and what help will come from local agencies during such emergencies. The guide is intended to be used by students, staff, and faculty of Anderson University in Anderson, Indiana. Recipients of this Emergency Action Guide should become familiar with its contents and review procedures often.

Emergencies and disasters are unpredictable and strike without warning. Failure to heed emergency directions and instructions could result in death and injury to people, and damage to facilities, property, and equipment. By carefully reviewing this guide, emergencies can be handled with decisive action and safety can be improved.

Employees at satellite campus locations should follow the emergency procedures developed for those sites. Employees should see building manager for specific emergency instructions.

During emergency situations, do not call the emergency or regular phone number to the Campus Police/Security Office unless you have information to provide. Calling or visiting the Police/Security Office during emergency situations to ask questions may delay or cause a distraction to ongoing emergency operations. Announcements pertaining to the emergency situation will occur as soon as all facts have been obtained.

### **Campus Emergency Telephone Numbers:**

Main Campus Police/Security	Campus telephone	3333
	Cellular telephone	641-3333
Medical	Campus telephone	3333
	Cellular telephone	641-3333
Fire/Ambulance	Campus telephone	9-911

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## Definitions

**Reportable Incident:** A possible, suspected, or alleged violation of the law; a statement or action which could be construed as illegal or harmful to other individuals or resources; medical emergencies.

**Buddy:** An acquaintance such as a fellow student, class member, faculty, or staff member. Inform them of any special assistance that may be required in the event of a fire.

**Horizontal Evacuation:** Generally means to move on the same floor to another section of the building.

**Vertical (Stairway) Evacuation:** Those who are able to evacuate with or without assistance can use stairway.

**Hostage:** A person or entity which is seized by criminal abductor in order to compel another party such as a relative, employer, or government to act, or refrain from acting, in a particular way, often under threat of serious physical harm.

**Lockdown:** This allows the university to secure the students and staff in place and remove any innocent bystanders from immediate danger.

**Safe Haven:** A small location at the entrance of a building between two sets of doors that is designed to allow someone to enter the outside doors and lock the outside doors for safety. A campus telephone will be inside a safe haven that will allow someone to contact the campus officer on duty for assistance.

**Sexual Predator:** A person who has been convicted of, or pleaded guilty to, committing a sexually oriented offense and who is likely in the future to commit additional sexually oriented offenses.

**Shelter-in-place:** Shelter-in-place means selecting a small interior room or hallway, with no or few windows, and taking refuge.

**Stalking:** Criminal activity consisting of the repeated following and harassing of another person.

**Timely Warning:** When an incident occurs on or near the campus that could pose a threat, information about the incident and suggested safety measures will be provided to students, faculty, and staff by e-mail, posted notices, campus newspaper, word of mouth, and other means of communication.

**Weapon:** An instrument of any kind (a club, knife, or gun) used to injure, defeat, kill, or destroy.

## Crime and Violent Behavior

The Anderson University Police/Security Department is staffed 24 hours a day for your assistance and protection. Officers are available seven days a week all year long.

**How To Report:** If the crime occurred on campus, you should contact campus police extension 3333. If the crime occurred outside of the campus you will need to contact the Anderson Police Department to initiate a report (648-6775). If the crime is an emergency that will require police and/or medical response, dial 9-911.

**Crime Line:** To report a crime and remain anonymous call the Crime Line on a campus telephone by dialing extension 4819 or 641-4819 when using an off campus telephone. The caller should state the type of crime, location of crime, person or persons responsible, and other information that is important. The call will be received by an answering machine and no effort will be made to identify the caller.

**Reporting Crimes in Progress:** If you are a victim or witness to any in-progress criminal offense, report the incident as soon as possible to the appropriate police department serving your area. You should attempt to provide as much of the following information as possible.

1. Nature of the incident. MAKE SURE the dispatcher understands that the incident is in progress!
2. Location of the incident
3. Description of the suspect(s) involved
4. Injuries that have occurred
5. Description of any weapon observed
6. Description of property involved.

Stay on the line until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

## Fire Emergency

- **Alert Others:** Activate alarm. Avoid panic.
- **Call 9-911** for the fire department and notify Campus Police/ Security at extension 3333 immediately. Give location of smoke and fire to fire department (*Example: Third floor north room 316*).
- **Extinguish Fire:** Only if this can be done safely (small trashcan size fire, etc.).
- **Evacuation:** Everyone will evacuate the area or building, closing all doors and windows if time permits.
- Follow the designated evacuation map in the hallway nearest to your location.
- Leave your belongings and get out as soon as possible.
- **Do not use elevators** during a fire emergency.
- Notify authorities of any trapped students, staff, faculty, or visitors.
- **If Trapped,** close off the area by closing doors. Stand near a window to signal for help if possible.
- **Stay Out.** Do not re-enter the building.

### To Operate a Fire Extinguisher:

- Take extinguisher from mounting bracket.
- Remove locking pin, ring, clip, level, etc. Get into a crouching position on the opposite side from the smoke (upwind).
- Point the extinguisher nozzle at base of fire and squeeze the lever or handle.

## Medical Emergency

**First Aid:** Do not move the victim; try to keep them as comfortable as possible. Only apply as much aid as you have been trained to provide. Campus police and security are trained and vehicles have complete first aid equipment.

When a medical emergency occurs, immediately dial 3333. Advise emergency personnel of the nature of the injury. Depending on information provided, the responding officer may immediately call for an ambulance. Upon arrival the responding officer will determine if additional medical attention will be required. Campus police officers are either emergency medical technicians (EMTs) or have various levels of medical training.

**Students:** During operation hours, students are eligible for care at the Student Health Services.

**Faculty/Staff:** Emergency treatment for job-related injury or medical illnesses may be obtained by calling the university Police/Security Department at extension 3333. Also, an “Employer’s Report of Injury/Illness of Employee” form must be completed for all incidents of job related illness and injury. Please call the compensation and benefits coordinator in Human Resources at 4200 for forms and assistance.

**Automated External Defibrillators (AED) are located in the following areas:**

- Police Vehicles
- Security Vehicles
- Wellness Center
- Natatorium
- Sports Medicine
- Health Services

Follow the instructions on the AED package if not officially trained and proceed only if the medical situation dictates.

**Remember:** All injuries, minor or serious, must be reported to Campus Police/Security at extension 3333.

## Bomb Threat

**By Phone:** Keep the caller on the phone to gain as much information about the bomb and caller as possible.

**All bomb threats must be treated as a serious matter.** To ensure the safety of the faculty, staff, students, and general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision for anyone to make except the proper authorities.

If a suspicious object or potential bomb is discovered, do not handle the object. Clear the area and call Campus Police/Security at 3333. Be sure to include the location and appearance of the object. If a bomb threat is received, ask the caller the following questions and record the answers:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Talk to the caller as long as possible and try to determine and record the following information:
  - Time of call.
  - Speech pattern, accent, etc.
  - Emotional state of the caller.
  - Background noise.
- If an evacuation notification is given, follow established building evacuation directions in each hallway.

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**Bomb Threat** *(continued)*

**By Mail:** If you receive a suspicious package, touch it as little as possible.

**Report It:** Notify Campus Police/Security by calling 3333.

**Avoid Panic:** Keep the threat strictly confidential.

**Evacuation:** If asked to leave the building, open all the doors and windows on the way out.

See the **BOMB THREAT RECORDING FORM** on page 32 of this booklet.

## Lockdown Procedures

**This procedure is used when there is an immediate and imminent threat to the Anderson University campus population.**

University faculty and staff are to lock their classrooms and offices and no one should be allowed to leave until the situation has been curtailed. The lockdown procedures allow the university to secure students, faculty, and staff while removing them from the immediate danger. The lockdown procedure is most commonly used for an intruder or a weapon-carrying individual who has entered a campus building or is on university property.

### Communication

- An emergency lockdown will be announced by all means available, which includes campus e-mail, voice messages on campus telephones, word of mouth, telephones, and emergency instant text messaging.
- If a situation requires an emergency lockdown, the individual making the discovery shall immediately contact Campus Police/Security and provide as much information as possible.
- **Fire evacuation alarms are not to be sounded.**

### Procedures

- Take shelter in the nearest classroom or office.
- Staff, students, and faculty direct other students/staff to rooms.
- Lock classroom and office doors.
- Close windows and window blinds or curtains.
- Turn off lights.
- Remain quiet and do not enter hallways.
- Should the fire alarm sound, do not evacuate the building unless you have first-hand knowledge that there is a fire in the building, or you have been advised by Campus Police/Security to evacuate.

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**Lockdown Procedures** *(continued)*

- Crouch down in areas that are out of sight from doors and windows.
- Students in hallways are to seek shelter in the nearest classroom.
- Faculty/staff take attendance and record students who are in the rooms.
- Faculty/staff are not allowed to open doors for ANYONE under ANY circumstances until instructed by Campus Police/Security and/or administrative officials who display proper credentials.
- Students in outdoor areas should immediately take cover and evacuate to an off-campus location.
- If the threat is outdoors on campus grounds, all outdoor activities should be cancelled.

**Students:** If a crime is observed, follow the below Emergency Notification Plan

1. Protect yourself first
2. Call 3333 (cellular 765-641-3333)
3. Stay on the telephone and give as much information as possible
  - a. Nature of incident
  - b. Location of incident
  - c. Description of suspect(s)
  - d. Injuries that have occurred
  - e. Type of weapon(s)
  - f. Type of property being taken

**Campus police will respond in the following ways:**

1. If shots are fired or some type of deadly weapon is involved, the Anderson Police Department will be called for assistance.
2. Campus officers will immediately go to the area.
3. Campus operator/dispatcher or police officer will immediately activate the Emergency Notification Plan and initiate campus lockdown procedures.

## **Suicide**

### **Suicide Threat**

- **Consider any reference to suicide as serious.**
- Do not leave the individual alone.
- Notify Campus Police/Security at extension 3333, the dean of students at extension 4070, or the building manager immediately.
- Stay with the individual until suicide intervention staff arrives.
- Do not allow the individual to leave campus without a friend, parent, co-worker, guardian, etc.

### **Suicide Attempt on Campus**

- Immediately notify Campus Police/Security at extension 3333, the dean of students at extension 4070, or the building manager.
- Try to calm the suicidal person.
- Stay with the suicidal person until suicide intervention staff arrives.
- Isolate the person for the safety of others.
- Initiate first aid as necessary.
- Do not allow the individual to leave campus without a friend, parent, co-worker, guardian, etc.

### **Administration**

- Call parent, guardian, or designated person if the suicidal person is a student. Call family or emergency contact if suicidal person is a staff member.
- Notify the dean of students or appropriate level administrator.

## Workplace Violence

### Abusive or Threatening Situation

- **STAY CALM** and collect your thoughts. Assess the level of threat. Don't risk staying in a situation if you think physical attack is possible.
- If the situation, at any point, appears dangerous, go to a safe place and call for assistance from Campus Police/Security at extension 3333 and/or call local authorities at 9-911 if the situation warrants.
- In all situations, whether you can talk or not, do not hang up the telephone. This will allow the responding officer to monitor the conversation in your area. If the intruder is in your office and you do not feel safe calling campus police directly, you could do one of the following.
  - Dial campus police (extension 3333) and lay the telephone on its side so the officer can listen to the conversation. From 8 a.m. to 5 p.m., the emergency telephone is answered in the security office and the telephone number is displayed when it is received.
  - Dial campus police (3333) and state, "I need you to come to (name location) as soon as possible." The officers have been asked not to ask any questions and respond quickly.
  - If the situation is critical and you have time, call campus police (3333) and say, "There is a critical situation at (name location)." If there is a weapon or a threat to the officer upon arrival, try and provide this information.
  - It is recommended for each office or department to agree upon a word or phrase that will alert others in their work area to the possibility of a threatening situation. If the workers are alerted to a critical incident, someone may be able to go to an isolated area and call campus police.

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## Workplace Violence *(continued)*

If the situation **DOES NOT** appear to be dangerous, take steps to de-escalate the conflict.

- Move the individual away from bystanders.
- Use a clear, calm, strong voice.
- Keep your body language non-threatening.
- Do not use words that threaten or intimidate.
- Be respectful — do not shame, blame, or judge the individual.
- Listen to the individual and allow him or her to vent.
- Empathize with the individual — imagine yourself in the same situation.
- Ask the individual how the problem may be solved.
- Think about the possible ways to solve the problem.
- If you are unable to solve the problem, call Campus Police/Security at extension 3333 for help.
- Thank the individual for bringing the concern to your attention.
- **Document the events**, even if you resolve the problem. Give documentation to the director of Campus Police/Security.
- Campus Police/Security will notify the associate dean of students or appropriate administrative official.

## Hostage Situation

- Follow the instructions of the hostage taker.
- Do not try to disarm or negotiate with the hostage taker.
- Do not offer yourself as a hostage.
- Do focus your attention on what is happening and make mental lists of events and a description of the specific moments during the situation.
- When feasible, contact Campus Police/Security at extension 3333 and/or local authorities at 9-911 as the situation dictates.
- **Remain calm.**

**Follow all instructions by law enforcement authorities.**

## Safe Havens

Safe havens are located at building entrances and allow a student to enter into an airlock and lock the outside door(s) quickly. Some safe havens are secured by turning a dead bolt lock on the door entered, and others are locked by pressing a red panic button located next to the door entered. All safe havens have telephones and emergency telephone numbers that will allow a student to call campus police. Some safe havens have surveillance cameras and will automatically notify the campus officer when the red button is pressed.

All safe havens are identified with a red plaque on the door that reads, “If there is an emergency when this building is closed, students can lock themselves inside this entrance by locking the outside door. The officer on duty can be reached by dialing “3333” on the campus telephone.”

### Safe Haven Locations:

1. Wellness Center north entrance
2. Wellness Center south entrance
3. Wellness Center west entrance (near natatorium)
4. Fair Commons parking lot entrance
5. Old Wilson Library north entrance facing University Boulevard
6. Publications/Smith House south door entrance under the carport

### Future Safe Haven Locations:

1. Hardacre Hall north entrance on Fifth Street
2. Counseling Services east entrance on porch
3. Decker 133 south door entrance
4. Myers Hall east door entrance
5. Hartung Hall north and south door entrances
6. Student Center north door entrance
7. Hardacre Hall south door entrance

## **Emergency Alert System**

A communication system is in place to notify and update students, faculty, and staff in the event an emergency situation occurs on campus. Reasons for this notification might include an incident that may pose a threat, severe weather conditions, or the closing of campus for heavy snow, electrical failure, or other problems. Methods of communication could include all-campus e-mails, voice messages on campus telephones, university Web page, our campus radio station WQME 98.7 FM, other radio and television stations, and a cellular telephone emergency instant text message system. Other methods of notifying the campus include posting notices, word of mouth, and having campus police and security officers canvassing the campus in an effort to alert individuals in danger.

## Criminal Activity/Stalking

### Criminal Activity

- **Pay attention:** Observe suspects to gain accurate descriptions.
- DO NOT attempt to detain suspects.
- Observe the direction of travel, if they leave.
- **Report it:** Call Campus Police/Security at extension 3333 to report suspicious activity and emergencies.

### If you believe you are being stalked or harassed:

- Contact Campus Police/Security at extension 3333 or local law enforcement officials at 9-911.
- Tell the stalker to leave you alone clearly and firmly. Do not reason with the stalker.
- Keep your address and phone number confidential.
- Keep a log of all incidents, including date, time, names of witnesses, etc.
- Inform your employer, friends, family, and neighbors that you are being stalked.
- Provide a picture of your stalker (if you have one) to your school, employment, etc.
- Save and print e-mails, instant messages, presents, letters, or gifts. These materials may be used if prosecution is necessary.

Contact the Campus Police/Security Department for more information.

## **Weapon Possession**

**Faculty, staff, or students who are aware of a weapon brought to campus:**

Immediately notify Campus Police/Security at extension 3333 or local police at 9-911.

**Give the following information:**

- Description of the individual.
- If possible, provide the name of the person suspected of bringing the weapon.
- Location of the weapon.
- Whether the suspect has threatened anyone.
- Any other details that may help prevent the suspect from hurting someone or himself/herself.
- Instructors who suspect that a weapon is in the classroom:  
**STAY CALM.**
- Do not call attention to the weapon.
- Notify Campus Police/Security, administrator, or fellow instructor as soon as possible by any means available.
- Instructor should not leave the classroom.
- Separate students, staff, and faculty from the threat, if possible.

If the suspect threatens you with the weapon, **DO NOT** try to disarm. Back away with your hands up.

**STAY CALM.**

## Suspicious Mail

### Suspicious mail may include the following characteristics:

- Unusual weight based on size or lopsided or oddly shaped.
- Strange odors, stains, or protruding wires.
- No return address or one that cannot be verified as legitimate.
- Shows a city or state in the postmark that does not match the return address.
- The mail is unexpected or from a person or source unfamiliar to you.
- Addressed to someone no longer with your department or otherwise inappropriate.

### What you should do if you receive suspicious mail:

- Do not try to open it.
- Isolate the item.
- Call Campus Police/Security at extension 3333.

## Drugs and Alcohol

**Knowingly possessing, using, transmitting, or being under the influence of a controlled substance, unauthorized drug, or alcohol in university buildings, at university functions, or on university property is prohibited at all times.**

- The individual suspected to be under the influence of a controlled substance, alcohol, prescription or non-prescription drugs, whose behavior is disruptive to the educational or work process will be escorted off campus by the campus police or security officer.

**If the individual refuses to leave/continues to stay in the area:**

- Dismiss the class and leave the immediate area.
- Notify Campus Police/Security at extension 3333 with description of the person involved.
- After resolution, document the event and provide a copy to the director of Campus Police/Security and the associate dean of students.
- If the individual is not disruptive but suspected of being under the influence of a controlled substance, immediately report the individual to Campus Police/Security at extension 3333.

## Inclement Weather/Natural Disaster

(Tornado, Flooding, Earthquake, Winter Weather)

**Severe Thunderstorm Watch:** Weather conditions exist that may cause high winds, heavy rain, or hail that may cause damage to property or injury to people.

**Tornado Watch:** The National Weather Service or State Emergency Management is alerting specific areas that weather conditions may occur that would cause possible tornados.

**Tornado Warning:** When a tornado has been sighted or conditions exist that indicate the high probability of a tornado to justify activating the sirens. (If a weather warning is announced, the tornado sirens will go off on campus and in the community.)

If a tornado/severe thunderstorm WATCH has been issued in an area near campus:

- Monitor NOAA Weather Radio All Hazards (National Weather Service) or emergency alert radio stations.
- Bring all people inside campus buildings.
- Close windows.
- Review tornado warning procedures and locations of safe “Shelter-in-Place” areas.

Tornado safe areas are lower-level hallways or rooms away from exterior walls and windows. Stay away from large rooms with wide and long open-span ceilings.

## **Tornado Warning**

A **tornado warning** means that a tornado is actually present and moving in the warning vicinity. Faculty, staff, and students should take immediate shelter during a tornado warning. Emergency management will activate siren for two minutes.

Tornado shelters are areas in buildings that are considered the strongest part of the building. These locations are normally in the lowest level and away from glass. Areas under ground level, inner hallways, rooms without windows, and restrooms are often the safest areas of a building.

If a **tornado warning** has been issued in an area near campus, or a tornado has been spotted near campus:

- Move students and staff to safe areas.
- Close classroom and office doors and windows.
- Instructors take class rosters (accountability).
- Ensure that students, staff, and faculty take a self-protection position (tuck, protect neck, head area).
- Remain in safe area until warning expires or emergency officials have issued an all-clear.

## **Flooding**

- Campus Police/Security will monitor the NOAA Weather Radio and emergency alert radio stations. Campus Police/Security will also stay in contact with emergency management officials.
- Review evacuation routes with students, staff, and faculty. (Posted in each main hallway.)
- Check other campus locations to see if they are flooded. Utilize other campus areas if they are not flooded.
- Use transportation resources (shuttle bus, city bus, etc.) to evacuate the area as necessary.

**If evacuation is advised, do so immediately.**

## Earthquake

- **Stay Put:** Do not attempt to enter or leave buildings during an earthquake.
- **Indoors:** Stay near inside walls or doors or under a desk if possible. Stay away from windows or outside doors.
- **Outdoors:** Stay in the open, away from buildings.
- If driving, stop and stay in your vehicle.

**Report injuries to Campus Police/Security at extension 3333.**

## Winter Weather

Winter weather can impact all aspects of society, such as travel, commerce, and utilities, which can be life threatening. Anderson University will close when travel becomes dangerous and will not reopen until conditions are safe. Weather related closings can be found via the local media outlets:

- WTHR Channel 13
- WISH Channel 8
- WRTV Channel 6
- WXIN Channel 59
- WQME radio – 98.7 FM
- WIBC radio – tune in to 1070 AM

## **Shelter-in-Place Procedures**

Sheltering-in-place provides refuge for students, faculty, staff, and the public inside buildings during an emergency. Shelters are located in the areas of buildings that maximize the safety of inhabitants. Sheltering-in-place is used when evacuation would put people at risk (i.e. tornado, environmental hazard, blocked evacuation route).

### **Shelter areas may change depending on the emergency.**

- Identify safe areas in each campus building.
- Administrators, faculty, or Campus Police/Security officials will announce that students and staff must go to shelter areas.
- Bring all students, staff, faculty, and visitors inside buildings.
- Close all exterior doors and windows, if appropriate.
- All students, staff, faculty, and visitors remain in shelter areas until it is determined by campus officials that it is safe to leave.

### **If all evacuation routes are blocked:**

- Stay in room and close door.
- Seal door by placing fabric, clothing, etc., below doorway.
- Open or close windows as appropriate.
- Limit movement and talking in room.
- Notify Campus Police/Security at extension 3333.

## Power Failure

- **REMAIN CALM!** Gather your personal belongings and proceed to the nearest exit if the outage lasts longer than **five minutes**.
- **DO NOT** use the elevators.
- Prior to leaving, turn off all light switches, computers, and all electrical devices.
- Faculty and staff are asked to assist with building evacuation and to assist individuals with disabilities. Individuals in wheelchairs should proceed to the nearest stairwell/safety zone and wait for assistance to be evacuated.

## Elevator Emergency

- Press the alarm bell to notify building and Campus Police/Security officials.
- If the elevator stops between floors and the door opens, stay in the car. Do not climb out or jump to the floor below. Do not try to pry open the doors — it may cause other damage to the equipment that could prolong the emergency.
- Stay calm and wait for help to arrive. If the emergency lasts an extended period of time, sit on the floor and either look up or ahead so that you will feel less confined.
- After the incident, follow-up on details of the occurrence with Campus Police/Security at extension 3333.
- Use the elevator phone to call Campus Police/Security. Stay on phone until officials arrive or instructed to hang up.

## Chemical Spill

### Before using any chemical

- Become familiar with the chemical or product you are using, including spill cleanup procedures.
- Review the material safety data sheet for information about proper handling, storage, and use of the chemical.

### Steps to be taken in the event of a chemical spill:

- Spill kits must be available when working with hazardous chemicals (caustic, corrosive, flammable, or toxic).
- If the spill is potentially hazardous to human health or the environment, call 9-911, evacuate the area, and notify Campus Police/Security at extension 3333.
- If the spill poses little or no risk, call Campus Police/Security at 3333 for cleanup notifications.
- If you are unsure about any substance, contact your supervisor, call Campus Police/Security at 3333, or call the director of facilities at 4000.
- Contact the director of facilities for disposal of waste at extension 4000.

## Gas Leak

- Open doors and windows, and leave the immediate area.
- Notify Campus Police/Security with location information at extension 3333.
- Evacuate the building by the nearest exit. Alert other building occupants to evacuate. If a person cannot safely evacuate the building, assist them to an area of refuge. Alert Campus Police/Security and/or emergency response officials of their location. Move away at least 200 feet from the building.

## Buddy System

Make use of a “buddy system.” During the first week of classes or employment, make several acquaintances with fellow students, class members, faculty, or staff. Inform them of any special assistance that may be required in the event of a fire alarm (hearing the alarm, guidance during evacuation, etc.). When the fire alarm sounds, the “buddy” will document the location of the person with disability, then go outside and inform Campus Police/Security or emergency personnel. Firefighters, police, or Campus Police/Security will then enter the building and evacuate the person.

If conditions allow, the “buddy” may choose to assist the person with disability during the evacuation of the building.

### Buddy Duties

Buddies should have a good working knowledge of the building. They should be familiar with stairwells and potential areas of refuge where people who need assistance can safely await rescue when necessary.

Buddies are not required to wait with people who are disabled. Whether or not to do so will be an individual decision based upon the circumstances that exist at the time. Buddies should always be mindful that if they wait, they are adding another person for the fire department to rescue.

Buddies should report to building managers and Campus Police/Security the exact location of individuals awaiting rescue.

Buddies should be aware of guests and/or visitors as well as new students, staff, or faculty who are present in their area on a daily basis. If the number of people with special needs increases, the building manager should be notified so additional buddies can be recruited and trained as necessary.

## **Disability Evacuation Information**

### **Mobility Impaired (Wheelchair)**

People using wheelchairs should proceed to designated safety zones and/or utilize some type of horizontal evacuation with their buddy when an alarm sounds. The evacuation buddy should immediately proceed to the evacuation assembly point outside the building and advise emergency personnel of the location of the person with disability. If the person with disability is alone, he/she should dial 3333 and advise Campus Police/Security of his/her location.

### **Mobility Impaired (Non-Wheelchair)**

People with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with disability may choose to remain at designated safety zones until emergency personnel arrive.

### **Hearing Impaired**

The white emergency strobe lights are for hearing impaired individuals. Individuals with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations.

### **Visually Impaired**

Buildings on campus are equipped with fire alarm horns/strobes which sound the alarm and flash white strobe lights. The horn is for sight-impaired people. Since the emergency evacuation route could be different from the commonly traveled route, individuals who are visually impaired may need assistance in evacuating a building. A buddy should offer assistance to the individual with visual impairments and guide him/her through the evacuation route.

## Mobility Assistance

Faculty and supervisory staff who have individuals with disabilities under their direction shall meet with them as soon as possible to discuss evacuation procedures in case of fire or other emergencies. Faculty members are encouraged to place the following statement on their syllabi:

**If you need accommodations because of a documented disability, you are required to register with Campus Police/Security at the beginning of each semester. If you require assistance during an emergency evacuation, notify your instructor immediately.**

**Evacuation of people with disabilities who are ambulatory, such as those who have vision or hearing impairments:**

- Should take place normally with other building occupants.
- A buddy should be assigned from within the class or work area at the beginning of the semester.

**People who are dependent upon equipment for their mobility:**

- Should not use elevators unless directed to do so by emergency personnel.
- Remain in a protected place to await arrival of emergency personnel. Individuals who cannot evacuate the building due to mobility problems should proceed to the designated safety zone stairway in the building, accompanied by a pre-arranged buddy. Emergency personnel are trained to look for individuals with mobility difficulties in these designated areas.
- Once the stairs have cleared of all evacuating people, the buddy and the person needing mobility assistance should enter the stairway and remain on the landing near the door.

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## **Mobility Assistance** *(continued)*

- An Anderson University staff member should be advised before leaving the area that there is a person needing assistance who is still in the building, and their location.

### **If the stairway becomes smoke-filled or unsafe before the arrival of emergency personnel:**

- Move back into the building and proceed to another usable stairway.
- If another stairway is not available, find a room that is safe and close the door.
- Wave a coat or similar object in a window to gain attention.
- If there is potential for fire, explosion, biohazards, or gas in the area where the person needing mobility assistance is located, a buddy will need to assist the person leaving the building.
- Faculty and staff who have individuals needing mobility assistance under their direction are responsible for notifying emergency personnel about the location of these people within the building. Call Campus Police/Security at 3333.

**Follow all instructions provided by law enforcement authorities.**

## Evacuation and Non-Evacuation Options

Use of the following procedures will help to ensure the safety of individuals with a disability.

### **Stay in Place:**

Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Call Campus Police/Security at 3333 and give your name, location, and reason you are calling. The dispatcher will notify on-campus emergency staff. Phone lines normally remain in service during most building emergencies. If the phone lines fail, use a cell phone if one is available or signal from the window by waving a cloth or other visible object.

### **Area of Refuge:**

If the person with a disability cannot get far enough away from danger by using horizontal evacuation procedures, then that person should seek an area of refuge. Such an area should have the following: 1) telephone communication, 2) a sprinkler system, and 3) one-hour fire-rated assembly (i.e., fire-rated door, walls, ceiling).

### **Horizontal Evacuation**

Move away from the area of imminent danger to a safe distance such as another wing, adjoining building, opposite end of the corridor, or outside if on the ground level.

### **Vertical (Stairway) Evacuation**

Those who are able to evacuate with or without assistance can use the stairways. Individuals with sight disability may require the assistance of a sighted person. Individuals who must use crutches or other devices such as walking aids will need to use their own discretion, especially when several flights of stairs are concerned.

## **Building Evacuation Planning Worksheet**

Building \_\_\_\_\_

Floor \_\_\_\_\_

Room # \_\_\_\_\_

Department \_\_\_\_\_

Telephone \_\_\_\_\_

What is our primary evacuation route?

What is our secondary evacuation route?

Where do we shelter-in-place?

Where will individuals with disabilities find refuge? (2 places)

Who will keep track of refuge locations and personnel awaiting rescue?

Where do we meet outside the building?

To whom do I report individuals left behind?

To whom do I report important information?

Where is the nearest manual fire alarm on the wall?

Where is the nearest fire extinguisher? Where is a second?

What are campus emergency telephone numbers?

What should I take with me in an evacuation?

Miscellaneous information I need to know:

## Evacuation Worksheet

Building \_\_\_\_\_

Building Manager \_\_\_\_\_

Phone # \_\_\_\_\_ Room # \_\_\_\_\_

Assistant Building Manager \_\_\_\_\_

Phone # \_\_\_\_\_ Room # \_\_\_\_\_

Buddy \_\_\_\_\_

Phone # \_\_\_\_\_ Room # \_\_\_\_\_

Buddy \_\_\_\_\_

Phone # \_\_\_\_\_ Room # \_\_\_\_\_

Buddy \_\_\_\_\_

Phone # \_\_\_\_\_ Room # \_\_\_\_\_

Buddy \_\_\_\_\_

Phone # \_\_\_\_\_ Room # \_\_\_\_\_

## **Bomb Threat/Threatening Call Recording Form**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Phone # Called: \_\_\_\_\_

Location: \_\_\_\_\_

EXACT WORDING OF THREAT

QUESTIONS TO ASK:		
1.	When will the bomb explode?	
2.	Where is the bomb?	
3.	What does the bomb look like?	
4.	What kind of bomb is it?	
5.	What will cause it to explode?	
6.	Did you place the bomb?	
7.	Why?	

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**Bomb Threat/Threatening Call Recording Form** *(continued)*

CALLER'S VOICE AND MANNER DESCRIPTION:  
(CIRCLE ALL THAT APPLY)

Female	Male	Familiar*	Accent	Distinct	Disguised
Calm	Angry	Loud	Soft	Slow	Rapid
Excited	Sobbing	Laughing	Profane	Incoherent	Nasal
Slurred	Lisp	Raspy	Cracking	Stutter	Deep
* If familiar, who did the caller sound like?					

EXACT WORDING OF THREAT

--

BACKGROUND NOISES:  
(CIRCLE ALL THAT APPLY)

Street noises	Trains/ airplanes	Whistle sounds	Animal noises	House noises
Music	Radio	Television	Office machines	General office
Cell phone	Static	Party noises	PA system	Clear

## **Campus Safety Tips**

- Study or work with a friend in buildings at night.
- Use stairs in well-lit and populated sections of a building.
- Keep personal belongings in view while in class, the library, or lab.
- When in an elevator, position yourself next to the controls.
- Don't be reluctant to report illegal activities and suspicious loitering.
- If an unknown person asks you for a ride in your vehicle, say no and drive on. Always report anything suspicious to campus police at extension 3333.

### **ATM Safety**

- Use indoor ATM machines whenever possible.
- Bring a friend when using the ATM, especially at night.
- Be alert and cautious of anyone loitering around the ATM/night deposit box.
- Complete your transaction quickly and leave immediately.
- Protect the Personal Identification Number for your ATM by covering the screen while you enter the numbers

### **Exercise Safety**

- Always exercise with a friend when outdoors at night.
- Stay in well-lit and populated areas at all times.
- Reserve public park use for daylight hours.
- Carry a personal safety device, such as a sound siren, mace, or red pepper gas.

### **On the Street**

- Accept rides only from people you know.
- Take a friend with you for late night excursions.
- Walk on the part of the sidewalk closest to the street, as far away as possible from shrubs, trees, and doorways.
- Stay near people. Whenever possible, appear to be with a group of people.

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**Campus Safety Tips** *(continued)*

- Stay in well-lit areas.
- Avoid shortcuts through unpopulated areas.
- Walk at a steady pace; appear to be confident and purposeful.
- Be alert! Listen for footsteps and voices nearby.

**Remain calm and report suspicious activity.**

## Sexual Assault Prevention

- **Be Alert:** Don't assume that you are always safe. Think about your safety everywhere. Your best protection is avoiding dangerous situations.
- **Trust your instincts:** If you feel uncomfortable in any situation, leave.
- Always walk, drive, or park your car in well-lit areas.
- Walk confidently at a steady pace on the side of the street facing traffic.
- Walk close to the curb. Avoid doorways, bushes, and alleys.
- Wear clothes and shoes that allow freedom of movement.
- Walk to your car with keys in your hand.
- If you have car trouble, raise the hood and stay inside your car. If a stranger wants to help, have him or her call for help.
- **Don't leave your car.**
- Keep your car doors locked and never pick up hitchhikers.
- Make sure all windows and doors in your home are locked, especially if you are home alone.
- Never give the impression that you are home alone if strangers telephone or come to the door.
- If a stranger asks to use your phone, have him wait outside while you make the call.

If you come home and find a door or window open or signs of forced entry, don't enter the premises. Go to the nearest phone and call law enforcement authorities (911).

## Identity Theft Prevention

### **At Home:**

Start by adopting a “need to know” approach to your personal data. Your credit card company may need to know your mother’s maiden name, so that it can verify your identity when you call to inquire about your account. Your financial institution should have your pertinent information; therefore, it is unadvisable to share personal data over the phone. Also, the more information that you have printed on your personal bank checks — such as your Social Security Number or home telephone number — the more personal data you are routinely handing out to people who may not need that information.

If someone you don’t know calls you on the telephone and offers you the chance to receive a “major” credit card, a prize, or other valuable item, but asks you for personal data — such as your Social Security Number, credit card number or expiration date, or mother’s maiden name — ask them to send you a written application form. Review the application carefully when you receive it and make sure it’s going to a company or financial institution that’s well-known and reputable. The Better Business Bureau can give you information about businesses that have been the subject of complaints.

### **Travel:**

If you’re traveling, have your mail held at your local post office, or ask someone you know well and trust — another family member, a friend, or a neighbor — to collect and hold your mail while you’re away. If you have a telephone conversation while you are traveling, and need to pass along personal financial information, don’t do it at an open telephone booth where someone can listen to what you are saying.

## Campus Safety Programs

**Escorts:** Campus police and security officers are available to provide escorts for students for safety reasons and medical assistance 24 hours a day.

**Shuttle Bus:** Between fall break and spring break, shuttle bus services are available for students Sunday through Thursday, between 5 p.m. and 1 a.m. Shuttle bus maps are located at the entrance of all residence halls, inside most buildings, and on the Police/Security Web site.

**Blue Light Emergency Telephones:** The campus has eight emergency blue light telephones. If a threatening situation occurs, students are to press the red button. The blue light will flash on the top of the telephone and a call will automatically be made to the officer on duty. If the black button is pressed, students can make a regular campus call. Also displayed on the column poles are campus maps and other safety information.

**Safety Telephones:** The campus has 25 safety telephones located at the entrance to residence halls and most buildings. The telephones, located inside red boxes, can be used to make campus calls or to notify campus police (dial 3333) of a campus crime or an emergency situation.

**Safe Havens:** Safe havens are located at building entrances and allow students to enter into an airlock and lock the outside door(s) quickly. Some safe havens are secured by turning a dead bolt lock on the door entered, and others are locked by pressing a red panic button located next to the door entered. All safe havens have telephones and emergency telephone numbers that allow a student to call campus police. Some safe havens have surveillance cameras and will automatically notify the campus officer when the red button is pressed.

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## Campus Safety Programs *(continued)*

### Safe Haven Locations:

1. Wellness Center north entrance
2. Wellness Center south entrance
3. Wellness Center west entrance (near natatorium)
4. Fair Commons parking lot entrance
5. Old Wilson Library north entrance facing University Boulevard
6. Publications/Smith House south door entrance under the carport

**Safety Classes:** During the school year the Campus Police/Security Department offers safety classes for female students. The programs are normally offered twice each semester. Check your campus planner for S.A.F.E. classes offered this school year.

**Timely Warnings:** When incidents occur on or near the campus that could pose a threat, the Campus Police/Security Department will contact the Department of Student Life and jointly develop an all-campus notice that will include all available information about the potential threat, nature of the crime, description of the suspects, and suggested safety measures for students, faculty, and staff. The information will also be available to students by e-mail, posted notices, the campus newspaper, and word of mouth.

**Fire and Tornado Drills:** Each semester the residence halls will have fire and tornado drills to help students become familiar with evacuation procedures. Announced drills will be held in residence halls during evening hours.

**Campus Safety and Crime Statistics:** On October 1 of each year the federal government requires all college campuses to publish an annual campus crime report. Students will be notified of the Web site where they may access the report. Paper copies of the report will be available at

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**Campus Safety Programs** *(continued)*

the Department of Student Life, Campus Police/Security Department, Human Resources, the Admissions Office, and other locations.

**Lighting Surveys:** Once each month campus police officers check the outside campus lights and provide a report to the Physical Plant.

**Severe Weather Procedures:** During severe weather conditions, the Campus Police/Security Department initiates a campus call down that alerts building managers and residence hall directors of pending severe weather conditions. All building managers, residence hall directors, and various key administrators have portable radios that communicate with campus police. Weather updates are provided as needed, and critical information is distributed quickly when conditions require emergency action.

**Residence Halls and Building Door Checks:** All residence halls are required to be locked 24 hours a day. To help ensure doors are not propped open, campus police and security officers check all residence halls several times each evening to help ensure all doors are locked. In addition, all other campus buildings are checked each night to be sure they are properly locked.

**Medical Assistance:** All campus police and security officers have medical training, and police officers are emergency medical technicians or have advanced first responder training.

## Note Page

## Important Phone Numbers

**Telephone Numbers:** All telephone numbers listed can be called from a campus telephone. If someone is calling from an off-campus telephone, they will need to add 641- before the number listed. If you are calling from a cellular telephone purchased from another area, you will need to dial 765-641- before the number listed.

### ANDERSON UNIVERSITY

Campus Police/Security (Non-Emergency) . . . . .	4154
Campus Police/Security ( <b>Emergency</b> ) . . . . .	3333
Student Health Services . . . . .	4222
Lost and Found . . . . .	4135
Vice President for Student Life and Dean of Students . . .	4070
Associate Dean of Students . . . . .	4190
Vice President for Academic Affairs and Dean . . . . .	4021
Physical Plant . . . . .	4240

### ANDERSON, INDIANA

Anderson Police Department . . . . .	648-6700
Anderson Fire Department . . . . .	648-6600
Anderson Emergency Management . . . . .	642-8727
Anderson Red Cross . . . . .	643-6621

**POLICE / FIRE / AMBULANCE . . . . .** 9-911