

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 Police/Security Services 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 Police/Security Services	Campus telephone: 765-641-3333 Cellular telephone: 765-641-3333
Medical	Campus telephone: 765-641-3333 Cellular telephone: 765-641-3333
Fire/Ambulance	Campus telephone: 9-911

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Definitions

Active Shooter: A suspect whose activity is immediately causing death and serious bodily injury. The activity is not contained, and there is immediate risk of death and serious injury to potential victims.

Barricaded Suspect: A suspect who is in a position of advantage, usually barricaded in a room or a building, is armed and has displayed violence. This person may or may not be holding hostages, and there is no indication the suspect's activity is immediately causing death or serious bodily injury.

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 or an evacuation.

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

Hostage: A person or entity which is seized by a 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.

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.

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.

Suspect: A person authorities believe may be responsible for criminal acts.

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.

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

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

Lockdown Procedure

Our campus will practice two types of lockdown procedures. Both procedures are similar and both may be used during a campus emergency.

Soft Lockdown: A “Soft Lockdown” is used for training or when there is a potential threat that could affect the safety of a student. During a soft lockdown, buildings and classroom doors will be locked, and everyone will shelter-in-place. During training exercises, classroom activities could continue, but no one should be released until the threat is over. During threatening situations, updates on the incident would be provided by Raven Alert System. Anyone outside should find shelter by going to a building and showing their campus ID before being admitted.

Hard Lockdown: A “Hard Lockdown” is used when there is an imminent threat such as shots being fired. The same procedures will be used to lock buildings and classrooms, but students, faculty, and staff will need to use every resource to protect their safety. Everyone should go to a location in the room where they cannot be seen, and stay in place until they are notified the threat is over. Updates on the incident would be provided by Raven Alert System. Anyone outside should find shelter by going to a building and showing their campus ID before being admitted.

Communications: An emergency lockdown will be announced by all means available, which includes Raven Alert System (RAS), campus e-mail, voice messages on campus telephones, word of mouth, and emergency instant text messaging.

Procedures to Follow:

- Building managers and their support staff will lock outside doors when the threat is outside their building.
- Take shelter in the nearest classroom or office.
- Staff, students, and faculty direct other students/staff to secure locations.
- 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 after a lockdown has been announced, do not evacuate the building unless you have first-hand knowledge there is a fire in the building, or you have been advised by building managers or Police/Security Services to evacuate.
- 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 when possible.
- Faculty/staff are not allowed to open doors for ANYONE under ANY circumstances until instructed by Police/Security Services and/or administrative officials who display proper credentials.
- Students in outdoor areas should immediately take cover and/or leave campus.
- If the threat is outdoors on campus grounds, all outdoor activities should be cancelled.

Active Shooter

If an active shooter incident occurs on campus or a situation develops that may threaten your safety or the safety of others, follow the lockdown guidelines to help insure the safety of yourself and others. Please view “[Shots Fired on Campus](#),” a 20-minute video at www.anderson.edu/security for additional information.

What to do during an actual active shooter: Help will take time to arrive. You must take care of yourself. If you follow the four “A” you will be better prepared to survive.

Acept there is an actual active shooter. There is little time to act.

Assess the situation and develop a plan.

Take **Action** and go to a place of safety, shelter-in-place, or take out the shooter.

Alert others as you are putting your plan into action.

Room Lockdown Guidelines:

1. Notify others of the threat.
2. Close and lock office/classroom door (if possible) in area of danger.
3. Call campus police/Security at “765-641-3333” as soon as it is safe to call.
4. Take cover behind/under desk or other heavy furniture, stay calm and away from windows, turn off lights, and silence cell phones.
5. Do not open the door until threat is over. Only open the door if you know the person or you are satisfied it is the campus police/security.

Room Lockdown: A room lockdown is used when there is a threat inside a building that may cause harm, such as an active shooter. A lockdown requires everyone to go to the nearest room, close the door, lock the door if possible, and stay low and out of sight from windows.

Building Lockdown: Building lockdown is used when there is a harmful threat outside the building, such as a perpetrator of a crime being sought by police or an active shooter, and you are trying to prevent the person(s) from entering the building. On weekends and after 5:00 p.m. it may not be possible to lock the outside doors of a building.

Campus police/security will respond in the following ways:

1. Officer(s) will immediately go to the area of the threat
2. When shots are fired or there is a threat of some type of deadly weapon involved, the Anderson Police Department will be called for assistance.
3. Campus operator/dispatcher or police officer will immediately begin the Emergency Call Down Checklist and begin the building lockdown procedures.

Raven Alert System (RAS)

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 active shooter, incidents that may pose a threat, severe weather conditions, or the closing of campus for heavy snow, electrical failure, or other problems. To sign up for the Raven Alert System go to ras.anderson.edu.

Crime and Violent Behavior

The Anderson University Police/Security Services is staffed 24 hours a day, seven days a week for your protection.

How to Report: If a crime occurs on campus, call campus police/security by dialing extension “3333” on any campus telephone. If you are using a cellular telephone, dial “765-641-765-641-3333.” Campus police/security have direct radio contact with the Anderson police dispatchers if additional police resources are needed.

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

1. Protect yourself first and go to a safe location.
2. Call extension 3333 on a campus telephone or 765-641-3333 on your cellular telephone.
3. MAKE SURE the dispatcher understands that the incident is in progress!
4. Stay on the telephone and give as much information as possible
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of the suspect(s) involved
 - d. Injuries that have occurred
 - e. Description of any weapon observed
 - f. Description of property involved
 - g. Direction suspect(s) are going
 - h. Type of vehicle being used, if any

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

Crime Line: To report a crime and remain anonymous, call the Crime Line on a campus telephone by dialing extension 4819 or 765-641-4819 when using an off campus or cellular telephone. The caller should provide 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.

Timely Warning: When an emergency situation occurs the campus will be notified in several ways which 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 the Raven Alert 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

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 Police/Security Services at extension 3333 or outside phone at 765-641-3333 and/or call local authorities at 9-111 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/security directly, you could do one of the following.
 - Dial campus police/security (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/security (765-641-3333) 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 (765-641-3333) 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.

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

- Move the individual away from bystanders or bystanders away from the individual.
- 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 Police/Security Services 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 Police/Security Services.
- Police/Security Services will notify the associate dean of students or appropriate administrative official.

Hostage Situation

- Do not try to disarm or negotiate with the hostage taker.
- Do not offer yourself as a hostage.
- Take steps to de-escalate as previously listed.
- 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 Police/Security Services 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 near the door entered. All safe havens have telephones and emergency telephone numbers that allow a student to call campus police/security. 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 outside of the door, and a red plaque located inside the area 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
7. Counseling Services east entrance on porch
8. Decker 133 south door entrance
9. Myers Hall east door entrance
10. Hartung Hall south door entrance
11. Smith Hall east door entrance
12. Hardacre Hall north entrance
13. York Performance Hall east entrance

Future Safe Haven Locations:

1. Hardacre Hall south door entrance
2. Hartung Hall north door entrance

Classrooms Used As Safe Havens: Over 100 classrooms are equipped with inside door locks. If a campus emergency occurred, a student or faculty member could go inside and lock the classroom door. Once inside, you can contact campus police/security by using your cellular telephone by dialing 765-641-3333. Many of the classrooms have telephones that will allow you to call campus police/security by dialing 3333.

Fire Emergency

- **Fire Alarm Sounds:** When the alarm sounds and there are no signs of a fire, immediately call campus police/security (dial 765-641-3333) and report the alarm then exit the building.
- **Actual Fire/Smoke:** Call 9-911 for the fire department and notify Campus Police/Security at extension 765-641-3333 immediately. Give location of smoke/fire to fire department (*Example: Hartung third floor north room 316*).
- **Alert Others:** Activate alarm. Avoid panic.
- **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.

Remember the word “PASS” when using a fire extinguisher.

P = Point

A = Aim

S = Squeeze

S = Sweep

Buddy System

Make use of a “buddy system.” During the first week of classes or employment, individuals with medical conditions and/or disabilities who may require evacuation assistance during emergencies need to self-identify to Disability Services for Students (DSS), Police and Security Services, and their professors. Those requiring assistance should meet with a representative from DSS to develop evacuation plans. Disability Services for Students staff may be contacted by calling 765-641-4223. A buddy will be identified who will provide assistance during an emergency. When the fire alarm sounds, the “buddy” will either provide assistance to exit the building, or go outside to inform Police/Security Services or emergency personnel. Firefighters, police, or Police/Security Services will enter the building and help evacuate anyone needing assistance.

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 to stay or go for help 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 Police/Security Services 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 professor or building manager should be notified so additional buddies can be recruited and trained as necessary.

Medical Emergency

When a medical emergency occurs, immediately dial extension 3333 (765-641-3333). Advise emergency personnel of the nature of the injury. Depending on information provided, the responding officer may immediately call for an ambulance or ask you to call 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.

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 extensive first aid equipment.

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 Services 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 4130 for forms and assistance.

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

- Police Vehicle
- Security Vehicles
- Wellness Center
- Fair Commons
- Smith Hall
- Rice Hall
- Fine Arts, Music
- Natatorium
- Sports Medicine
- Health Services
- Myers Hall
- Martin Hall
- Olt Student Center
- Reardon Auditorium
- Decker Commons
- Hartung Hall
- Hardacre Hall
- Morrison Hall
- Dunn Hall
- Nicholson Library
- Flagship Campus

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

Remember: All injuries, other than minor cuts, scrapes, etc., must be reported to Police/Security Services at extension 765-641-3333.

Bomb Threat

All bomb threats must be treated as a serious matter. To ensure the safety of our 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 go to another location and call Police/Security Services at extension 3333 (cellular 765-641-3333). Be sure to include the location and appearance of the object. In some situations, a cellular telephone signal may activate an explosive device.

By Phone: If a bomb threat is received, keep the caller on the phone to gain as much information about the bomb and caller as possible, and 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.

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

Report It: Notify Police/Security Services by calling 765-641-3333.

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 pages 28-29 of this booklet.

Suicide

Suicide Threat

- **Consider any reference to suicide as serious.**
- Do not leave the individual alone.
- Notify Police/Security Services at extension 765-641-3333, the dean of students at extension 765-641-4219, 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 Police/Security Services at extension 3333, the dean of students at extension 765-641-4219, 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.

Criminal Activity/Stalking

Criminal Activity: If you observe Criminal Activity, follow the below recommendations:

- **Pay attention:** Observe suspect(s) to gain accurate descriptions.
 - Height, weight, build, hair color and length, facial hair, tattoos and body piercings, clothing color and type, shoes, hats, shirt, eye glasses, clean or dirty.
- **DO NOT** attempt to engage in conversation or detain.
- **Observe** the direction of travel, if they leave.
 - Is the person(s) walking, using a skateboard or bicycle? If a vehicle is involved, tell what model, year, color, dirty or clean, damage, signs on vehicle, sound of vehicle.
- **Report it:** Call Police/Security Services at extension 3333 (765-641-3333) to report suspicious activity. Officers are trained on how to stop and interview persons involved in suspicious situations.

STALKING: If you believe you are being stalked, follow the below recommendations.

- If you believe you are being stalked, keep a record of every incident and notify campus police/security.
- If you are being followed, do not get out of your vehicle or leave the building. Stay in a secure location or around other persons if possible.
- Call Police/Security Services at extension 3333 or 765- 641-3333, report your suspicions and wait for the officer to arrive.
- It is best not to speak to a stalker. If you know the stalker and he confronts you, tell him 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.

HARASSMENT: If you feel you are being harassed, please review the following recommendations. The action you take will depend on the degree of seriousness of the harassment being experienced. The offender may consider their conduct a form of joking and not realize the seriousness of their actions.

- If you know the person harassing you, explain clearly to the person that his/her comments/actions are inappropriate and to stop.
- If the harassment continues, ask a mutual friend or possibly a parent or teacher to speak to the offender.
- Contact campus police/security and report what is occurring. The police or security officer will contact the offender and put him/her on notice. The officer may advise the offender that charges may be filed if their conduct continues. Student Life will also be advised of the offender's conduct.
- You can also report the incident to the university's Misconduct Reporting Hotline by calling (855) 270-3684 toll-free, or going to www.reportlineweb.com/anderson.

TELEPHONE HARASSMENT: Receiving unwanted calls can be frustrating and sometimes frightening. However, in most cases, using some simple but effective techniques can stop the calls.

HOW TO HANDLE HARASSING, ABUSIVE OR OBSCENE CALLS

These calls are made for any number of reasons, broken relationships, an unhappy employee or co-worker, neighborhood dispute such as a barking dog, or people who simply hang up if someone other than the person they are trying to call answers. Often someone you know places the calls.

The key to handling calls is NOT TO REACT TO THEM. Reacting often encourages the caller to continue. In addition, you should:

- HANG UP immediately when you realize the call is intended to harass you.
- KEEP TRACK of the date and time of the calls to determine the pattern. This can help you narrow the possible suspects.

HOW TO HANDLE THREATENING CALLS

- Immediately hang up the telephone when you realize the call is threatening.
- Document the date and time of the call.
- Call campus police/security immediately (765-641-3333) and follow their instructions. The officer may suggest for a display telephone to be installed in your room or office that will display the telephone number of the incoming call.
- For serious situations, a student may want to contact the Registrar's Office and have their name placed on the "Do Not Release Information List."

HOW TO HANDLE OTHER UNWANTED CALLS

- DON'T ANSWER QUESTIONS on the phone that you wouldn't answer if asked by a stranger on the street.
- ALWAYS FIND OUT WHO IS CALLING. Ask for the person's name and the company or organization he/she represents.
- IF YOU'RE NOT INTERESTED in taking the call, SAY SO. Or, ask the caller to mail you the information so you can read it at your leisure.
- Tell them you will CALL THEM BACK or HAVE THEM CALL YOU BACK AT A LATER DATE. Then check the firm or organization with the Better Business Bureau.
- HANG UP if the caller is rude or won't end the conversation.
- Have the sales representative REMOVE your name from the calling list and request they NOT CALL AGAIN.

MOST CALLS STOP: The majority of calls stop on their own. However, if the calls persist and are regular in pattern, the university police/security may request assistance from Ameritech's Annoyance Call Bureau. As you report future annoying calls, the campus police/security will attempt to identify the exact source of those calls.

WHAT NOT TO DO:

- Never give a caller your name, address or telephone number.
- Never give out another person's telephone number to someone you do not know.
- Never answer personal questions.
- Never talk to a person who refuses to identify themselves.
- Never listen to obscene, harassing, abusive language
- Never attempt to identify an obscene or harassing caller by asking questions.
- Never let a person trap you into a conversation because the caller claims to be lonely, is having hard luck, his wife left him, has questions about religion, or wants you to prove you're a Christian.

DISPLAY TELEPHONES: If you are receiving threatening or harassing calls, you may request a display telephone to be installed in your room or office. If a display telephone is placed in your room or office, please follow the below guidelines:

- Prior to answering the telephone, write down the number that appears on the display. After you pick up the telephone, the number will go away.
- Normally a display telephone will be left in your office for one week unless other arrangements were made.
- The campus telephone technician must make changes on the system that will permit the display telephone to work. The technician will install and remove the telephone.

Weapon Possession

Weapons: Any type of weapon is not allowed on campus. The only exception would be law enforcement officers or with the approval of the Director of Police/Security Services. Please review the Personnel Manual at hr.anderson.edu and the Student Handbook at <http://www.anderson.edu/sites/default/files/migrate/studentlife/handbook.pdf>.

Persons with self-protection permits are not allowed to have weapons on campus.

Faculty, staff, or students who are aware of a weapon brought to campus should immediately notify Police/Security Services at extension 3333.

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.
- If there is a threatening situation, any information that may help the officer better understand what is taking place.

Instructors who suspect that a weapon is in the classroom:

- **STAY CALM**
- Do not call attention to the weapon
- Assess the situation to determine if this may be a threat.
- Find a way to notify Police/Security Services
- Instructor should not leave the classroom
- If there is a threat, separate students, staff, and faculty from the person, if possible.
- If the suspect threatens you with the weapon, **DO NOT** try to disarm. Back away with your hands up.

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 Police/Security Services at extension 765-641-3333.

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 or to student life representative by the campus police or security officer. In extreme situations, the individual may be arrested and held for further evaluation.

If the individual refuses to leave the area:

- Dismiss the class and leave the immediate area.
- Notify Police/Security Services at extension 3333 with a description of the person involved.
- After resolution, document the event and provide a copy to the director of Police/Security Services 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 Police/Security Services at extension 3333.

If a residential student is found to be intoxicated on university property, the police or security officer will take a blood alcohol test to determine the extent of drunkenness. If the student is at a level of .01-.07 and is cooperative, they may be turned over to the Resident Director at the officer's discretion. If the alcohol level is .08 or above and the student is cooperative, the student may be placed with a Resident Director or arrested also at the officer's discretion. If a person registers any blood alcohol level and is uncooperative, they may be arrested and taken to jail at the officer's discretion.

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, the sirens may be activated. When 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 for the campus, follow the below procedures.

- 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 tornado shelters.

Tornado Warning

A **tornado warning** means that a tornado is actually present and moving in the vicinity. Faculty, staff, and students should take immediate shelter during a tornado warning. Emergency management will activate the 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 for the campus, or a tornado has been spotted near campus:

- Move students and staff to tornado shelter.
- Close classroom and office doors and windows.
- Instructors take class attendance (accountability).
- Instruct students, staff, and faculty to take a self-protection position (tuck, protect neck, head area) if a tornado hits the building.
- Remain in safe area until the warning expires or emergency officials have issued an all-clear.

Flooding

- Police/Security Services will monitor the NOAA Weather Radio and emergency alert radio stations. Police/Security Services will also stay in contact with emergency management officials.
- Review evacuation routes with students, staff, and faculty.
- Check other campus locations to see if they are flooded. Utilize other campus areas if they are not flooded.
- Use transportation resources (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 Police/Security Services at 765-641-3333.

Winter Weather

Winter weather can impact all aspects of society, such as travel, commerce, and utilities, and 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 and will be issued on the campus alert system (RAS):

- 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. An emergency may be weather related, or it could be an active shooter or other type of dangerous situation. Shelters are located in the areas of buildings that maximize the safety of inhabitants. Shelter-in-place is used when evacuation would put people at risk (i.e. tornado, environmental hazard, blocked evacuation route, active shooter, and safety emergency).

Shelter areas may change depending on the emergency.

- Identify safe areas in each campus building. Often classrooms will be used.
- Administrators, faculty, or Police/Security Services 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 if a fire were to occur.
- Open or close windows as appropriate.
- Limit movement and talking in room.
- Notify Police/Security Services 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

- Use the elevator phone to call Police/Security Services. Stay on phone until officials arrive or you are instructed to hang up.
- 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, provide details of the occurrence to Police/Security Services, 765-641-3333.

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 Police/Security Services at extension 3333.
- If the spill poses little or no risk, call Police/Security Services at 3333 for cleanup notifications.
- If you are unsure about any substance, contact your supervisor, call Police/Security Services at 765-641-3333, or call the director of facilities at extension 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 Police/Security Services with location information at # 765-641-3333.
- 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 Police/Security Services and/or emergency response officials of their location. Move away at least 200 feet from the building.

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 765-641-3333 and advise Police/Security Services 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 the 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:

Assistance: If you need accommodations because of a documented disability, you are required to register with the department of DSS (Disability Services for students, 641-4223, each semester. The department of DSS will notify police/security services which students will need assistance during emergency evacuations.

Evacuation: 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.
- An Anderson University staff member should be advised before leaving the area that there is a person needing assistance 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 Police/Security Services at 765-641-3333.

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.

Shelter-In-Place:

Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Call Police/Security Services at 765-641-3333 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 then that person should seek an area of refuge. Such an area should have telephone communication and a sprinkler system.

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 a concern.

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 who 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 # _____

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?

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

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/security at 765-641-3333.

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 outside 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 safety whistle, 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. Walk toward on-coming traffic.
- Stay near people. Whenever possible, appear to be with a group of people.
- 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 aren't sure it is a real police or security officer offering their help, stop in a well-lit area unless you are with another person.

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.

Blue Light Emergency Telephones: The campus has emergency blue light telephones placed around campus. 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 several safety telephones located outside campus buildings and at the entrance to residence halls. The telephones are located inside red and beige boxes, can be used to make campus calls or to notify campus police/security (dial 3333) about a campus crime or an emergency situation.

Safe Havens: A safe haven is a secure location at the entrance of a locked building that permits a student to enter and lock the door behind them. Inside the safe haven is a telephone and emergency numbers the student can call for assistance. Some safe haven doors must be locked by turning a thumb lock, but others are locked by pressing a red button. Some safe havens have surveillance cameras and will automatically notify the campus officer when the red button is pressed. Safe havens are identified by a red plaque with the words "Safe Haven" located on the door. Classrooms with a locking door and a telephone can be used as a safe haven.

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
7. Counseling Services east entrance on porch
8. Decker 133 south door entrance
9. Myers Hall east door entrance
10. Hartung Hall south door entrance
11. Smith Hall east door entrance
12. Hardacre north entrance
13. York Performance Hall east entrance

Safety Classes: During the school year the Police/Security Services offers safety classes for female students. The programs are normally offered twice each semester. Check your campus planner or call the Police/Security for information when S.A.F.E. classes are offered.

Timely Warnings: When incidents occur on or near the campus that could pose a threat, the Police/Security Services 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.

Raven Alert System (RAS): Students are encouraged to sign up to receive RAS messages designed to alert students to severe weather conditions, campus closings or delays, and emergency alerts. To sign up go to ras.anderson.edu.

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 and Annual Fire Report: 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 the Department of Student Life, Police/Security Services, Human Resources, the Admissions Office, and other locations. University Police & Security have jurisdiction in the area from White River to Scatterfield Road and White River to Lindberg Road.

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

Severe Weather Procedures: During severe weather conditions, the Police/Security Services 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/security. 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. 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. Police officers are emergency medical technicians (EMT) or have advanced first responder training.

Defibrillators: All major buildings and most residence halls have defibrillators. Locations of defibrillators are listed on the parking permit regulations map.

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

Police/Security Services (Non-Emergency).....	4154
Police/Security Services (Emergency).....	3333
Student Health Services	4222
Lost and Found (Mail Center).....	4135
Vice President for Student Life	4072
Dean of Students	4219
Vice President for Academic Affairs and Dean.....	4541
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