

## EMERGENCY PROCEDURES

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## 2014 EMERGENCY PROCEDURES HANDBOOK

### Introduction

This handbook is for faculty and staff members at Marian University and has been designed for quick reference during emergency conditions on campus. Recipients of the handbook should:

- **know the contents and specific procedures**
- **review and discuss** emergency procedures relevant to your laboratories or work areas during faculty or staff meetings
- **place this handbook in a readily accessible location**, preferably near a telephone

In instances where emergency procedures given by the Marian University Office of Campus Safety and Police Services (campus police) differ from those in this document, such procedures will supersede the instructions in the document.

The **faculty and staff play a critical role** during emergency response procedures. Students and campus visitors are our primary concern, and they may not be familiar with the building they are in, the hazards presented in the building, or the procedures that should be followed to ensure their health and safety in the event of an emergency. They will depend on us for immediate direction and assistance.

#### Collaborative Aid/Assistance Plan

Because of our proximity to I-65 and downtown Indianapolis, we are part of a collaborative aid/assistance plan involving several agencies. **Our campus could be used in the event of a catastrophic emergency**; e.g. using the campus and its buildings as a shelter for families who have lost their homes in a tornado, a triage site for medical emergencies, or an evacuation site. In these instances, please await instructions and cooperate with university and emergency personnel.

#### Emergency Planning

Emergencies can occur at any time, without warning. A **well-coordinated response** helps prevent personal injury, property damage, and lessen the resulting confusion. **Careful planning, with an emphasis on safety**, can help departments on campus handle crises and emergencies with appropriate responses, and save lives. There is no guarantee that a perfect response to emergencies is practical or possible. Therefore, a plan should be considered a guide for building occupants to familiarize themselves with basic emergency planning, response, and evacuation.

## General Procedures for Emergency Planning

### **Building Coordinators**

**Complete the building-specific emergency plan on [page 4](#).** Keep a copy of it in a convenient location where anyone can get to it.

**Hold additional practice drills as often as necessary** to keep employees prepared.

### **Supervisors**

**Review** the emergency action plan with employees.

### **All Employees**

**Participate in all training sessions and drills.**

**Know who your building coordinator(s) is/are.** They are appointed by campus police and have the authority to make decisions during emergencies.

### Checklist: What Every Employee Should Know

- where campus emergency phone numbers are posted
- the location of a fire alarm manual pull station
- the location of two portable fire extinguishers
- at least two evacuation routes (an elevator is never a way out during a fire)
- the two nearest areas of refuge
- where emergency supplies are located
- to stay outside during an evacuation, until instructed otherwise by campus police
- to leave or seek shelter when an alarm sounds
- emergency shutdown procedures (if any)

Contact the Marian University Office of Campus Safety and Police Services (campus police) at 317.955.6789 if you have questions regarding this *Emergency Procedures Handbook*.

### **Emergency Phone Numbers**

Campus police (also fire, EMT, and HazMat)	<b>6789</b> or 911
Campus Operations (utility failures)	6362

### **Information Resources**

1. Voice mail (recorded announcement): **317.955.6600**
2. Related web pages: **[www.marian.edu](http://www.marian.edu)**
3. News and weather information
  - National Weather Service [www.nws.noaa.gov](http://www.nws.noaa.gov)
  - WISH CBS 8 [www.wishtv.com](http://www.wishtv.com)
  - WRTV ABC 6 [www.theindychannel.com](http://www.theindychannel.com)
  - WTHR NBC 13 [www.wthr.com](http://www.wthr.com)
  - WXIN FOX 59 [www.fox59.com](http://www.fox59.com)

**MY DEPARTMENT/BUILDING INFORMATION**

Direct Supervisor \_\_\_\_\_ Direct # \_\_\_\_\_

Cell # \_\_\_\_\_

Building Coordinator \_\_\_\_\_ Direct # \_\_\_\_\_

Building Coordinator \_\_\_\_\_ Direct # \_\_\_\_\_

Building Coordinator \_\_\_\_\_ Direct # \_\_\_\_\_

Assembly Area for FIRE \_\_\_\_\_

Assembly Area for BOMB THREAT \_\_\_\_\_

Protective Area for TORNADO \_\_\_\_\_

Report to Building Coordinator or Alternate

at Assembly Area for Headcount \_\_\_\_\_

Other Numbers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Emergency Phone Numbers**

Campus police (also fire, EMT, and HazMat) **6789** or 911  
Campus Operations (utility failures) 6362

**Information Resources**

4. Voice mail (recorded announcement): **317.955.6600**

5. Related web pages: **www.marian.edu**

6. News and weather information

National Weather Service	<a href="http://www.nws.noaa.gov">www.nws.noaa.gov</a>
WISH CBS 8	<a href="http://www.wishtv.com">www.wishtv.com</a>
WRTV ABC 6	<a href="http://www.theindychannel.com">www.theindychannel.com</a>
WTHR NBC 13	<a href="http://www.wthr.com">www.wthr.com</a>
WXIN FOX 59	<a href="http://www.fox59.com">www.fox59.com</a>

## EMERGENCY PROCEDURES: GENERAL

- Always assess if anyone is injured and the severity of injuries. Immediately call 6789 or 911.
- Provide traffic control assistance to enable emergency vehicles to respond.
- Never speculate about the circumstances of an emergency.
- Follow directions given by law enforcement or emergency response personnel.
- Take a headcount as soon as possible; many times if the emergency is long-lasting.
- Remain calm, keep each other informed as much as possible, reassure others.
- **Do not speak to the media**; direct them to campus police or the media relations contact.

### Emergency Phone Numbers

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### Information Resources

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  - WRTV ABC 6 [www.theindychannel.com](http://www.theindychannel.com)
  - WTHR NBC 13 [www.wthr.com](http://www.wthr.com)
  - WXIN FOX 59 [www.fox59.com](http://www.fox59.com)

## ACTIVE SHOOTER

Armed assailants and “active shooters” create highly unpredictable situations. The following guidelines are based on federal training guidelines and best practices. An alternate response may be necessary depending upon the actual situation.

Notification will be interrupted blasts of tornado siren, building coordinator, campus voice mail, campus e-mail, text message. A fire alarm will indicate building evacuation.

### IMMEDIATE ACTION: IF YOU ARE **INSIDE** A BUILDING

- **And the shooter is not in your building**, begin EXTERNAL LOCKDOWN procedure.
- **And the shooter is also inside your building**, begin INTERNAL LOCKDOWN procedure.
- Close doors. Lock or barricade if possible.  
Close window blinds and move away from windows.  
**HIDE**: turn off computer monitors, radios, cell phones, and other audio devices. Stay quiet and out of view.  
DO NOT answer the door.
- **If you can, call campus police 6789 or 911**  
Give your name and location.  
Report on injuries.  
Give as much information as you can: number of shooters, physical description, type of weapon, and where the shooter is.

**Faculty and staff should make decisions about lockdown or evacuation on their own only in life threatening situations.**

- If the shooter’s location is known, consider evacuating **ONLY** if an exit is easily accessible, such as a window that can be opened or broken.
- If you are confronted by a shooter, consider using active resistance: fighting back with objects such as chairs, books, desks, etc. **This is a last resort.**

### IMMEDIATE ACTION: IF YOU ARE **OUTSIDE** A BUILDING

- Proceed to the DESIGNATE SAFE PLACE at the employee’s entrance of the Office Campus of Safety and Police Services located in the Ruth Lilly Student Center. This entrance will remain accessible throughout the incident.

### **POLICE RESPONSE**

*Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the assailant. Early in the incident it may be impossible to deliver medical treatment to victims, because the main goal is neutralizing the assailant. Try to remain as calm as possible so as not to interfere with police operations. Once the area has been secured, rescue teams will arrive to provide assistance.*

## CAMPUS/BUILDING LOCKDOWNS

Notification will be delivered by building coordinator, campus voice mail, campus e-mail, and/or text message of a lockdown. **DO NOT CALL CAMPUS POLICE.**

### **EXTERNAL LOCKDOWN**

- External lockdowns are ordered when the potential threat is outside the building. Building doors are locked and no one is allowed to enter or leave the building. Faculty, Staff, and students will continue their regular schedule without leaving the building.

### **INTERNAL LOCKDOWN**

- Internal lockdowns are ordered when a potential threat is known or suspected to be in the building. All classroom and office doors are secured. Faculty, Staff, and students must remain in the classrooms and offices until the lockdown is lifted.

### **DESIGNATED SAFE PLACE**

- If you are on campus and unable to gain access to a building, proceed to the employees' entrance of the Office Campus of Safety and Police Services located in the Ruth Lilly Student Center. This entrance will remain accessible throughout the incident.

## **BOMB THREAT**

Most bomb threats are received by phone.

### **IMMEDIATE ACTION**

- Remain calm
- **Call campus police 6789 from another phone.**

### **DO**

**Pay attention to background noises**, such as running motors, music, or any other noises that may indicate the location from which the call is being made.

**Listen closely to the voice** to determine voice quality, accents, speech impediments, sex, or any unusual characteristics.

### **DON'T**



DO NOT put caller on hold or attempt to transfer the call.

DO NOT hang up the phone that the call came in on. Use another phone to call campus police.

## **BUILDING STRUCTURAL DAMAGE**

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Building will be restricted and notifications will be delivered via building coordinators, campus voice mail, campus e-mail, and text message depending upon the severity of the situation.

### IMMEDIATE ACTION

- **Call campus police 6789 or campus operations 6362.**

### DO

**Leave the building if you can.** Call 6789 if others are still trapped.

**Free others if you can** without endangering yourself or them.

### DON'T



DO NOT touch power lines or wiring. Gas utilities may be damaged and extremely dangerous.

DO NOT enter a damaged building.

In the event of an earthquake, be aware that **travel routes in the immediate area may be blocked, damaged, or unavailable**, requiring faculty, staff, and students to remain confined to campus temporarily. **Wait for campus evacuation instructions.**

## CRIMINAL ACTIVITY

### IMMEDIATE ACTION

- **Call campus police 6789.**

### DO

**Pay attention** to what they are doing and **convey the following** information to police:

- direction of travel when last seen
- location
- physical and clothing description
- vehicle description, license plate number
- weapons or tools

### DON'T



DO NOT approach or attempt to apprehend person(s) involved.

## DEMONSTRATION OR DISTURBANCE ON CAMPUS

Notification will be delivered by campus voice mail, campus e-mail, text message.



**IMMEDIATE ACTION**

- **Call campus police 6789.**
- **Stay inside.** Campus buildings may be locked down.

**DO**  
Avoid confrontations with aggressive individuals, people involved in a physical fight, or demonstrators.

If you are uncertain whether a demonstration or gathering is approved, call 6789.

**DON'T**



DO NOT evacuate building or campus. Wait for instructions from campus police, building coordinators, or local authorities.

DO NOT get involved in the event.

## EARTHQUAKE

Notification will be delivered by building coordinator, campus voice mail, campus e-mail, text message.

**IMMEDIATE ACTION**

- **If inside, stay there.**

**DO**  
**Get under** desk or table, or stand in a doorway or corner.  
**Stay clear of windows, bookcases, mirrors and fireplaces.**  
**Extinguish any open flames** or sources of ignition immediately.  
If in a multi-story building, **stay on the same floor.** An evacuation may not be necessary. Wait for instructions from safety personnel.

**DON'T**



DO NOT use elevators.

DO NOT rush for doors.

- **If outside, get into an open area** away from trees, buildings, walls, and power lines. If outdoors near tall buildings, step inside a doorway, drop down and cover your head and shoulders to protect yourself from falling glass and other debris.
- If driving, **pull over and stop.** Avoid overpasses and power lines. Stay inside the vehicle until the shaking is over. If the earthquake has been severe, do not attempt to cross damaged bridges, overpasses or damaged sections of road.

## EMERGENCY CLOSURE DUE TO SEVERE WEATHER CONDITIONS

Extreme cold, extreme heat, blizzard conditions, heavy snows, widespread flooding or other weather conditions could result in emergency conditions requiring cancellation of classes or operation on a reduced schedule.

Notification will be delivered by designated radio and TV stations, text message, university web site, and university Facebook page.

**DO**  
**Listen to radio or TV** to know whether classes are canceled, university is closed, or is operating under emergency conditions.

If classes are canceled and **the university offices are closed during an academic session, essential personnel in campus operations, campus police, and residence life are expected to report for work.**

## EVACUATION

This section covers four types of evacuation: a **building evacuation, campus evacuation, evacuation of disabled persons, and evacuation of large crowds.**

### Building Evacuation

Notification will be delivered by building coordinator, campus voice mail, campus e-mail, text message.

#### IMMEDIATE ACTION

- **Leave the building** and go to the assembly area listed on [page 4](#).

### Campus Evacuation

Notification will be delivered via building coordinators, campus voice mail, campus e-mail, text message, and information on the web site.

#### IMMEDIATE ACTION

- **Follow instructions given by campus police or emergency personnel.** They will direct you to campus staging areas.

**DO**  
**Give priority to persons with disabilities and all emergency personnel.**

#### DON'T



DO NOT call campus police.

DO NOT leave campus until evacuation instructions and routes are given.

## EVACUATION (continued)

### Evacuation of Persons with Special Needs

**NOTE:** Individuals with special needs must inform the building coordinator, campus police, and immediate supervisor of the accommodations needed.

#### IMMEDIATE ACTION

- **Call campus police 6789**
- Inform police and emergency responders of the location of all persons who remain in a building

#### DO

Persons who require assistance to evacuate a building **must be provided that assistance by those trained to do so**, if possible.

Protect those individuals in a safe place while awaiting rescue, normally inside a stairway entry. If there is smoke and fire on the floor preventing access to a stairwell, **persons requiring assistance should be placed in a room away from the area of greatest smoke or fire concentration.**

#### DON'T



DO NOT use the elevator with someone in a wheelchair unless directed to do so by the fire department.

### Evacuation of Large Crowds

Notification will be delivered by Lake Sullivan Sports Complex, P.E. Center, or St.Vincent Health Field (stadium) public address system, bullhorns.

#### IMMEDIATE ACTION

Follow the instructions given by the public address announcer. **Crowd management personnel will be stationed at the entrances and exits** to direct and assist the patrons in evacuating and will have radio contact with campus police.

#### DO

**Assist** crowd management personnel with patrons with disabilities who may require assistance in evacuating. If they cannot be evacuated, relocate them immediately to an area where they will not block exits.

**Maintain egress paths and exits.**

#### DON'T



DO NOT call campus police.

DO NOT re-enter Lake Sullivan Sports Complex, P.E. Center, or St.Vincent Health Field.

## FIRE

Notification will be delivered by building fire alarms, text message, building coordinators.

**IMMEDIATE ACTION**

- **Pull fire alarm**
- Call campus police 6789
- Evacuate the building, close the doors, and go to the assembly area listed on [page 4](#).

**DO**

**Smother or douse a small, minor fire** if you feel you can control it without endangering **others**. Call 6789 even if the fire is out.

**If fire is small AND you have extinguisher training, use a portable fire extinguisher to put out the fire.** Call 6789 even if the fire is out.

If you have doubt about the size of the fire or your ability to extinguish it, do not try. **Evacuate!**

**DON'T**



DO NOT attempt to extinguish a fire if you doubt the size or your ability.

DO NOT use elevators.

## HAZARDOUS MATERIAL SPILL

A hazardous spill could occur off-campus and affect the campus community; in this case you will be advised by police and emergency personnel if you should enact the [SHELTER-IN-PLACE](#) procedure.

Notification will be delivered via building coordinator, campus voice mail, campus e-mail, text message, information on web site, designated radio and TV stations.

### IMMEDIATE ACTION: ON CAMPUS SPILL

- Call campus police 6789

#### DO

**Provide the following information** to campus police:

- Location (building name, room number, place on campus)
- Type of incident
- Name of material or description of odor involved
- Estimate of volume of material involved.

If material contacts your skin, immediately flush the affected area with copious amounts of water for at least 15 minutes, and **seek medical attention**. Remove and discard contaminated clothing and shoes. This should take place while **someone else makes the appropriate phone calls** from a safe location.

Consider extinguishing a naked flame or fire hazard

**Evacuate the immediate area**, avoid the area of the spill, and close doors behind you. If you are outside, move upwind of the spill.

#### DON'T



DO NOT attempt to clean up the spill yourself.

### IMMEDIATE ACTION: OFF CAMPUS SPILL

- Follow directions given by police and emergency responders
- If the hazardous material is airborne, you may be asked to enact the shelter-in-place procedure.

#### DO

Move upwind of the area if you see people suffering from signs of exposure to chemicals (choking, tearing)

#### DON'T



DO NOT leave campus until the authorities have given campus evacuation procedures.

## SHELTER-IN-PLACE

Events that trigger shelter-in-place could include an airborne [HAZARDOUS MATERIAL SPILL](#), severe weather or [TORNADO](#), or other dangerous situations.

Notification will be delivered by interrupted blasts of tornado siren, building coordinator, campus voice mail, campus e-mail, text message. **DO NOT CALL CAMPUS POLICE.**

**IMMEDIATE ACTION**

- **STAY INSIDE.** Remain sheltered until you are given further instructions or the all-clear is announced.
- **Move away from windows and doors** to the interior space of buildings. Take an emergency radio and flashlight, if available

If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you should:

- Close exterior doors and windows.
- Campus procedures are in place that will initiate the shut-down of air handling systems for buildings so outside air is not brought into the building.
- If specifically told to evacuate or seek medical treatment, do so immediately.

**DON'T**



DO NOT use elevators.

## **MEDICAL EMERGENCIES, AMBULANCE**

**IMMEDIATE ACTION**

- **Call campus police 6789**

**DO**

Give as much information as possible regarding the nature of the illness or injury:

- victim's location
- victim is conscious? breathing? bleeding? Other injuries
- chemicals or radioactive materials involved?

**Stay with the person** and send someone else to meet the ambulance.

**DON'T**



DO NOT move a seriously injured person unless they are in a life-threatening situation.

## **SUSPICIOUS OBJECT/PACKAGE/LETTER**

Mail and package delivery to each department should be screened for suspicious letters and/or packages. Common features of threat letters/packages are:

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## Indianapolis

- No return address
- Handwritten or poorly typed address
- Misspelling of common words
- Restrictive markings such as Confidential, Personal, etc.
- Excessive weight and/or feel of a powdery or foreign substance

Notification will be delivered by building coordinators, campus voice mail, campus e-mail, text message

### IMMEDIATE ACTION

- **Call campus police 6789.** Include the location and appearance of the object when reporting.
- Evacuate the area.

### DON'T



DO NOT touch the object.

If you have **opened a suspicious letter or package** that claims to have contaminated you, but there is no substance visible, chances are **you have not been contaminated.**

- **Call campus police at 6789** and tell them exactly what you have done and what information was contained in the letter.
- **Do not handle the package or letter** anymore and do not let anyone else touch it.

If you have opened a suspicious letter or package and there **is a foreign substance:**

- Place the letter back into the envelope/package, close it back up, and place it in a plastic bag and seal it.
- Immediately wash your hands with soap and water.
- Call campus police 6789

If you are covered with a significant amount of the substance, **stay put and call campus police 6789.**

## TORNADO

Notification will be delivered by campus and community tornado sirens, text message. **DO NOT CALL CAMPUS POLICE.**

**IMMEDIATE ACTION: INSIDE**

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Indianapolis

- Go to the assembly area indicated on [page 4](#) (designated shelter, interior hallway, or small room at lowest level). Move below ground, if possible. **Begin SHELTER-IN-PLACE.**

## DON'T



DO NOT open windows.

DO NOT stand or sit near windows and exterior doors.

DO NOT attempt to turn utilities or equipment on or off.

After the all-clear, leave badly damaged buildings and **DO NOT** attempt to return to the building unless directed to do so by the campus police.

## IMMEDIATE ACTION: **OUTSIDE**

- Seek a safe structure. If shelter is unavailable, lie flat in a ditch or low area.

## DO

**Watch** for downed power lines and call campus police 6789.

**Wait** for all-clear signal before leaving safe area.

## DON'T



DO NOT stay in your car.



## UTILITY FAILURE

Notification will be delivered by building coordinator, campus voice mail, campus e-mail, text message.

### IMMEDIATE ACTION IN ALL CASES

- Campus police 6789 (gas) or campus operations 6362 (electrical/plumbing).

#### Electrical/Light Failure

##### DO

**Remain** in building until evacuation orders are given.

**Locate** exit stairs or doors and evacuate the building while emergency lights are on.

##### DON'T



DO NOT use candles or open flame.

DO NOT enter the building until power is restored.

#### Plumbing/Floor/Water Leak

##### DON'T



DO NOT walk through standing water due to the potential for electrocution hazards.

#### Natural Gas Leak

##### DO

**Leave** area immediately.