

Emergency Management Plan

University of Indianapolis

An outline of guidelines, procedures, and organizational structure for response to critical incidents.

The University of Indianapolis is committed to supporting the welfare of its students, faculty, staff, and visitors. The plan is fashioned in accordance with appropriate laws, regulations, and policies that govern crisis/emergency preparedness and reflects the best and most current thinking in this area.

Adopted October 2010

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University of Indianapolis Emergency Management Plan 2010–11**Table of Contents**

Emergency Notification List	2
Campus Map	4
Call Box Map	5
Scope/Authority	6
Purpose	6
Situations Involving Police Response	7
First Administrator on Scene	8
Definitions	9
Incident Command System	10
National Incident Management System Structure	11
Procedure	12
Emergency Response	13
Crisis Response:	
Active Shooter	15
Airborne Chemical or Biological Release	16
Bomb Threat	17
Bomb Threat Checklist	18
Civil Protest	20
Earthquake	21
Evacuation	22
Explosions	23
Fire	24
Flooding	25
Hazardous Materials	26
Lockdown	27
Natural Gas Leak	28
Power Outage or Failure	29
Severe/Hazardous Weather	30
Shelter in Place	33
Violent Criminal Behavior	34

University of Indianapolis

Emergency Management Contacts

President's Cabinet & Designee

VP Academic Affairs—Deborah Balogh	788-3212
VP Academic Affairs Designee—Patricia Jefferson	788-3393
VP Business & Finance—Michael Braughton	788-3308
VP Business & Finance Designee—Daniel Burns	788-3221
VP Student Affairs—Mark Weigand	788-6165
VP Student Affairs Designee—Kory Vitangeli	788-3530
VP Institutional Advancement—James Smith	788-3492
VP Institutional Advancement Designee—David Wantz	788-3297
VP Research & Planning—Mary Moore	788-3212
VP Research & Planning Designee—Cory Clasemann	788-2063

Director of Athletics—Sue Willey	788-3246
Director of Athletics Designee—Scott Young	788-3273

Chief Information Officer (IT)—Jeffrey Russell	788-4919
Chief Information Officer Designee—Robert Jones	788-3304

Other Key Individuals

Director, Public Safety, Chief of Police—Michael Reddick	788-3386
Deputy for Police Operations—Lt. Jeffrey Hammond	788-3356
Director, Physical Plant—Ken Piepenbrink	788-3258
Director of Human Resources—Stant Clark	791-5912
Executive Director of Communications—Mary Atteberry	788-3298
Director of Media Relations—Scott Hall	788-3298

Key Areas

Physical Plant	788-3258
Information Technology	788-4919
Emergency Procurement	788-3214
Telecommunications for Emergencies	788-3304
Emergency Budget Issues—Michael Braughton	788-3308
Emergency Budget Office—Daniel Burns	788-3221

Legal Counsel

Lowell Haines (through Michael Braughton)	788-3308
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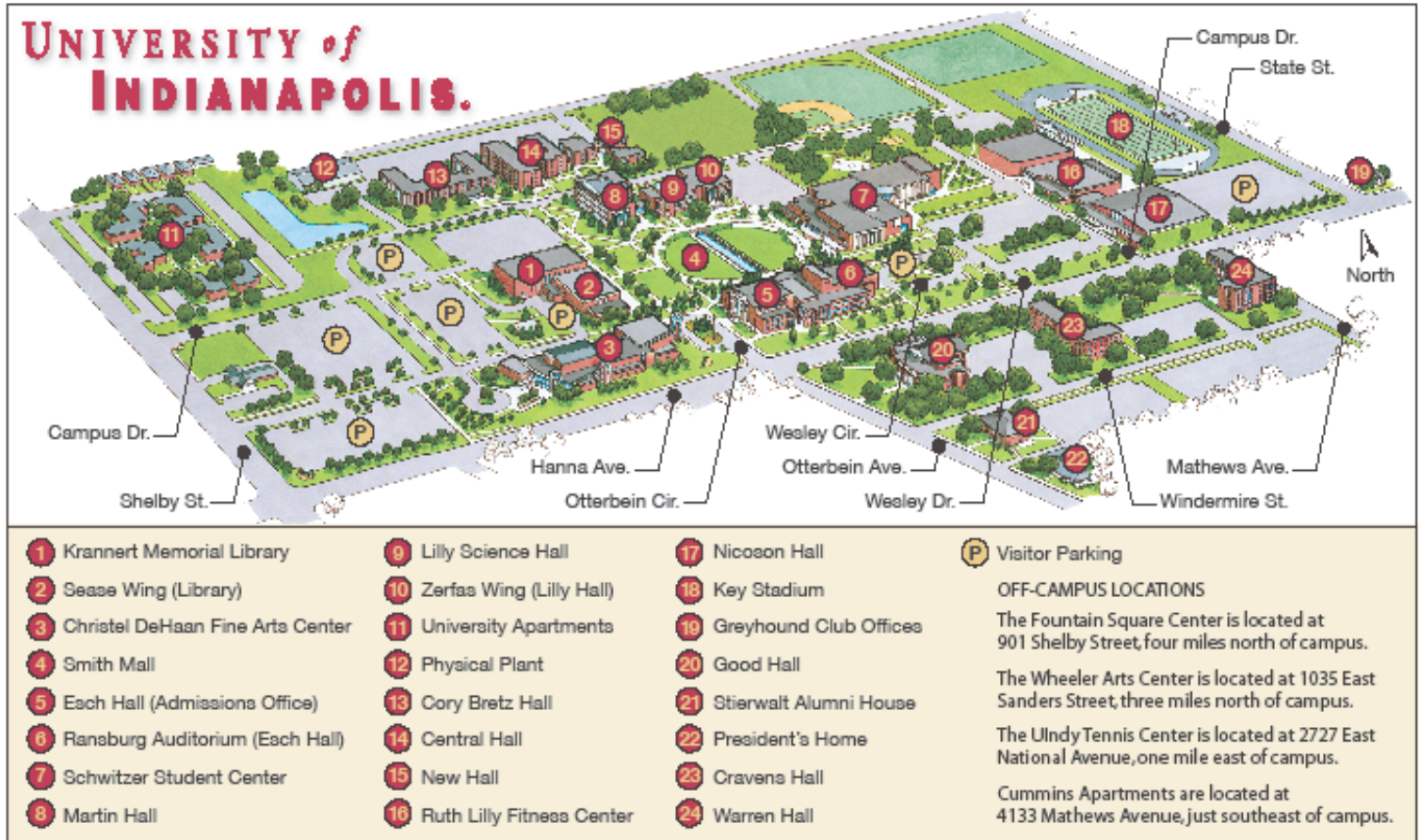
Support Areas

Chaplain's Office	788-2106
Health & Counseling Center	788-3437

Polk Food Service
Follett Bookstore

788-3229
788-3228

Welcome to UIndy



- 1 Krannert Memorial Library
- 2 Sease Wing (Library)
- 3 Christel DeHaan Fine Arts Center
- 4 Smith Mall
- 5 Each Hall (Admissions Office)
- 6 Ransburg Auditorium (Each Hall)
- 7 Schwitzer Student Center
- 8 Martin Hall

- 9 Lilly Science Hall
- 10 Zerfas Wing (Lilly Hall)
- 11 University Apartments
- 12 Physical Plant
- 13 Cory Bretz Hall
- 14 Central Hall
- 15 New Hall
- 16 Ruth Lilly Fitness Center

- 17 Nicoson Hall
- 18 Key Stadium
- 19 Greyhound Club Offices
- 20 Good Hall
- 21 Stierwalt Alumni House
- 22 President's Home
- 23 Cravens Hall
- 24 Warren Hall

- P Visitor Parking
- OFF-CAMPUS LOCATIONS**
- The Fountain Square Center is located at 901 Shelby Street, four miles north of campus.
- The Wheeler Arts Center is located at 1035 East Sanders Street, three miles north of campus.
- The UIndy Tennis Center is located at 2727 East National Avenue, one mile east of campus.
- Cummins Apartments are located at 4133 Mathews Avenue, just southeast of campus.

University of Indianapolis Call Box Map



Locations

Box #1—North side of CDFAC

Box #2—South side of Hanna Avenue by Cravens Hall

Box #3—South side of Cory Bretz Hall

Box #4—South side of Schwitzer Student Center

Box#5—South side of Nicoson Hall by lot 17

Box #6—Courtyard of Campus Apartments

Introduction

Scope/Authority

This manual establishes the **Emergency Management & Continuity of Operations Plans** for the University of Indianapolis and assigns responsibilities for the development, implementation, and maintenance of the plan.

The Emergency Management Plan applies to all units of the University and, as applicable, the University's off-campus facilities. It is designed to be compliant with the NIMS (National Incident Management System) of the federal Department of Homeland Security.

This plan is the basic framework for critical incident preparedness. It is not intended to cover every unit's individual needs. Therefore, we encourage each unit to add unit-specific information while remaining in compliance with this plan.

Individual plans for each department are to be submitted to the Chief of Police/Director of Public Safety to ensure there is no conflict with the University plan.

Departmental plans will be maintained as supplements to the University Plan. The Chief of Police/Director of Public Safety may submit any departmental disaster plan to his emergency planning team for further review and approval.

All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the Chief of Police/Director of Public Safety.

This plan is intended as a guide. The University reserves the right to modify its actions prior to and during an emergency to ensure proper functioning of the University during the emergency.

Purpose

The University of Indianapolis Emergency Management Plan establishes guidelines, procedures, and organizational structure for response to critical incidents that may occur. To this end, the University shall conduct continuous planning in an effort to minimize the risk of personal injury and property loss from critical incidents; cooperate with public bodies and agencies charged with disaster control; and take necessary and prudent steps to assure continuity of operations and restoration of normal activities as quickly as possible following an emergency or a disaster.

The University of Indianapolis is committed to supporting the welfare of its students, faculty, staff, and visitors. Preparing a campus Emergency Management Plan and allocating resources to respond to possible emergencies is one way in which the University offers this support. The plan is fashioned in accordance with appropriate laws, regulations, and policies that govern crisis/emergency preparedness and reflects the best and most current thinking in this area.

The plan's primary purpose is to safeguard life and property of University personnel, students, and guests. The intent is to respond quickly in a coordinated manner with a minimum of confusion and wasted effort.

Additionally, a coordinated response to campus critical incidents should provide the following outcomes:

- a more rapid response to critical incidents;
- a more systematic and routine approach to critical incidents;
- a venue for promptly identifying and supporting University decision makers;
- a system for evaluating all critical incidents with the goal of providing improved plans to protect lives and property;
- a seamless integration with the National Incident Management System; and
- improved management of public information.

All departments of the University should become familiar with this plan. As appropriate, the plan shall be reviewed for revisions annually and modified as necessary. University Police will maintain a copy of all plans from all departments.

Goals of the Emergency Management Plan include:

- protecting the lives and property of the University community.
- preserving orderly function of the University community.
- establishing clear lines of authority and communication among University departments.
- identifying the University role with outside agencies for coordinating emergency operations.

Situations Involving Police Response

In the case of a perceived University-level emergency, University Police should be notified and will in turn alert the Associate Vice President for Student Affairs/Dean of Students. The AVP/Dean of Students will in turn notify the Executive Director of Communications and Marketing, who is the designated Public Information Officer. Additionally, the Associate Vice President will notify the Vice President and the President or assigned designee, who will work with key individuals to determine whether a University-level state of emergency exists and activation of the plan is in order.

The Incident Command System shall be activated under the following circumstances:

- when civil authorities declare a State of Emergency that affects the University.
- when the President or assigned designee declares a University Emergency.
- when overall operation of the University is interrupted or the health or safety of members of the University community is threatened.

Unless otherwise directed by the University President or designee, operational management of emergencies that do not seriously affect the overall functioning of the University will be handled by University Police in conjunction with University Physical Plant. They will consult with related department heads in accordance with established protocols.

If the University declares an emergency, the Incident Commander will notify key individuals. In a declared emergency, key individuals will report to the Incident Commander at the Emergency Operations Center or, if not accessible, at the identified secondary Emergency Operations Center as soon as possible.

Once a major emergency or disaster is declared by the President or assigned designee and emergency responders are on the scene, it is likely that only students, faculty, and staff will be authorized to be on campus or to enter University-owned or -operated buildings. In such cases, those who cannot present proper identification, showing their legitimate business on campus or in a building with restricted access, will be required to leave.

Unauthorized persons remaining on campus may be subject to arrest. In addition, only those faculty and staff members who have been assigned CERT (Campus Emergency Response Team) duties or issued an emergency pass by University Police will be allowed to enter the immediate disaster site.

In case of a State of Emergency declared by civil authorities, all designated emergency personnel should attempt to report for duty and assume their defined roles if permitted by civil authorities, whether or not they have received official notification from the University.

The Incident Commander or assigned designee will keep an accurate NIMS-compliant log of all actions and when they were taken.

First Administrator on the Scene

If the emergency occurs during non-office hours, the individual assuming the most responsibility will be, in the following order,

- a member of the President's Cabinet (or designee on the scene)
- the Chief of Police/Director Public Safety (or duty officer in charge)

Definitions

Critical Incident. Any situation to which the emergency services organization responds to deliver emergency services, including rescue, fire suppression, emergency medical care, special operations, law enforcement, and other forms of hazard control and mitigation.

Emergency Responders. A group of individuals properly trained and equipped to handle the emergency for which it is called. The unit provides, on a 24-hour basis, immediate response in order to bring the emergency under control. Emergency Units include, but are not limited to:

- University of Indianapolis Police Department
- Indianapolis Metropolitan Police Department
- Indianapolis Fire Department
- Beech Grove City Police Department
- Beech Grove City Fire Department
- Wishard Memorial Hospital, County Hospital Ambulance
- Indianapolis HAZMAT Team
- Marion County Sheriff's Department
- Marion County Emergency Management
- Indiana Department of Homeland Security

Resource Unit. A unit that provides assistance to emergency units in the form of information, expertise, and/or procurement of materials and services. The unit may or may not respond immediately to an emergency site. Examples of Resource Units are:

- Business Services
- Facilities Management
- Environmental Health and Safety Office
- IT Services
- University Communications
- Marion County Emergency Management
- Indiana Homeland Security & Emergency Management
- University of Indianapolis Campus Emergency Response Team

State of Emergency: A declaration that is made when a critical incident has resulted in substantial disruption of University functions, likely to last long-term, and it becomes necessary for continuity of normal operations and/or the well-being of the University community to modify normal functions and established procedures and policies without submitting to a formal process.

Emergency Operation Center (EOC): The designated location where the responding members or their designee(s) will manage the response and recovery process related to the incident or crisis situation. The LEVA Lab, located in the lower level of Sease Wing, Krannert Memorial Library, will serve as the University's primary EOC.

Incident Commander (IC): The individual in overall command of an emergency situation. Different individuals may take on the role of Incident Commander at various times, depending on the type of crisis and level of severity

National Incident Management System (NIMS): A consistent nationwide approach for federal, state, and local governments and private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for, respond to, and recover from domestic incidents, regardless of the cause, size, or complexity.

NIMS includes a core set of concepts, principles, and terminologies and is designed to provide for interoperability and compatibility among federal, state and local capabilities. This system was established by Homeland Security Presidential Directive 5 (HSPD-5).

This Emergency Management Plan incorporates NIMS components, principles, and policies including planning, training, response, exercises, equipment, evaluation, and corrective actions as applicable.

Incident Command System (ICS)

A chief component of NIMS is the Incident Command System.

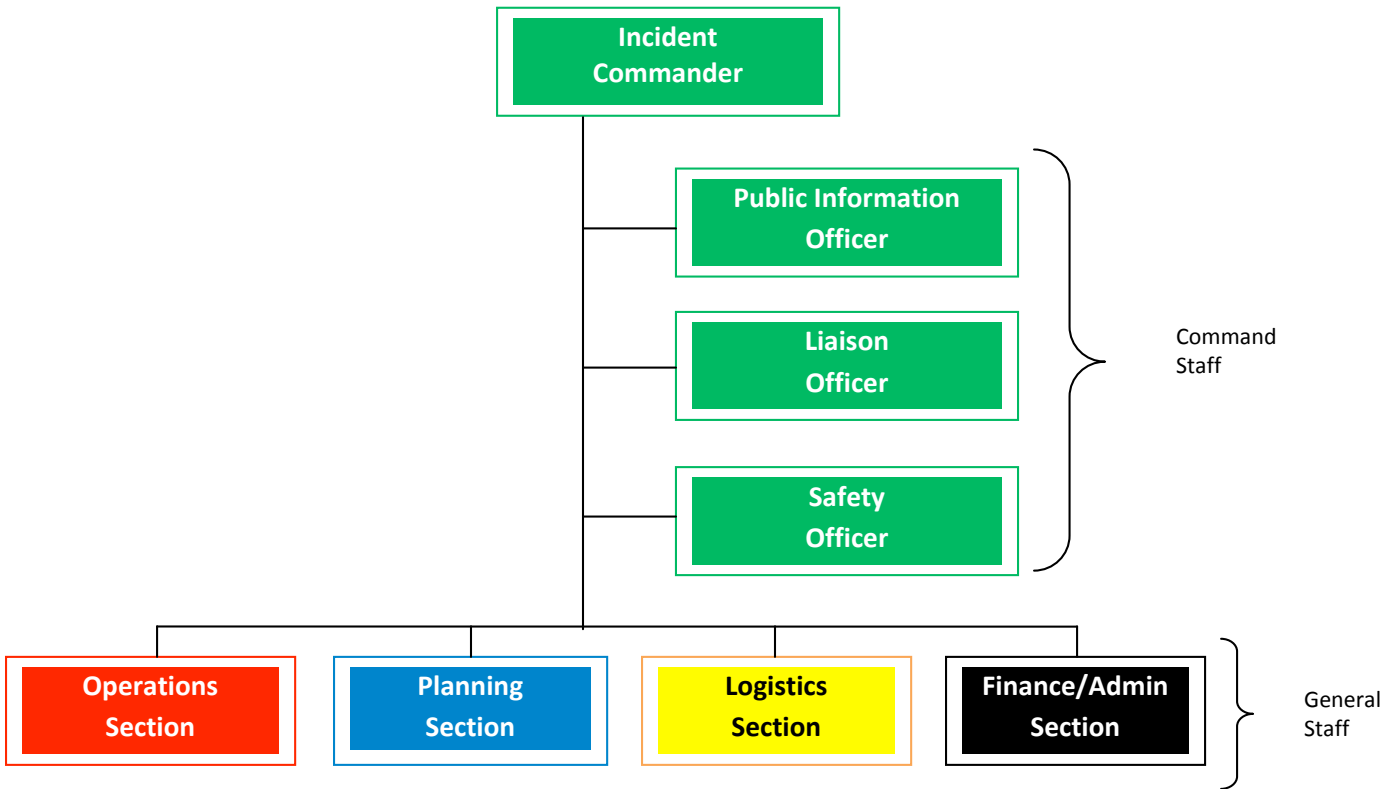
ICS is a standardized on-scene incident management construct that can be applied to emergencies and non-emergencies (such as large public events). It is easily scalable to meet the complexity and demands of single or multiple incidents. This uniform system removes barriers that could arise as a result of jurisdictional boundaries.

ICS integrates facilities, equipment, personnel, procedures, and communications into a common organizational structure that enables the efficient and effective management of resources during incidents.

It is used for all emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

The President's Cabinet and their designees, as well as appropriate members of the University of Indianapolis Police Department, shall be trained on NIMS and the Incident Command System or familiarized with the concepts behind them.

National Incident Management System Structure



Procedure

Faculty, Staff, and Students—Report Emergencies by Dialing 911 (Dial 9-911 from a Campus Phone)

When using 911, the telephone number you are calling from will appear on a computer screen in the 911 dispatch center. The 911 call will result in responses from the Indianapolis Metropolitan Police Departments and the Fire Department.

After calling 911, **for on-campus response by the University Police, call 3333 from a campus telephone or (317) 788-3333 from a cell or off-campus telephone.**

In the event of an emergency, the University of Indianapolis Police Department has primary responsibility for immediate response and shall cooperate and coordinate with official emergency response authorities and the University administration in accordance with established policies and procedural guidelines.

1. The LEVA Lab facility (lower level of Sease Wing) will serve as the Emergency Operations Center for the University during a critical incident requiring ongoing management.
2. The Incident Commander is in charge at the scene of the incident unless such responsibility is transferred to another unit (for example, the Indianapolis Fire Department in the event of a fire or Indianapolis HAZMAT in the event of a chemical incident). When the situation is brought under control, responsibility is transferred back to the University.
3. Decisions to close and evacuate a building or to isolate an area immediately after an incident may be made by the Indianapolis Fire Department, Indianapolis HAZMAT Team, the University of Indianapolis Police Department, or other emergency responder, possibly in consultation with the University's Emergency Management Team, Facilities Management, and/or others as needed.
4. Decisions to reoccupy a building will be made by the agencies identified in number three above or the Incident Commander on the scene. The primary consideration for reoccupying, after consulting with additional resources, will be the safety of the occupants.

Emergency Response

In the event of a crisis incident, the Incident Commander will convene appropriate individuals in the form of an Emergency Management Team.

This EMT comprises representatives of the University's administration and the heads of certain relevant departments. The EMT will assemble to address the immediate crisis and disband when the crisis has ended and normal operating systems are in place.

The EMT's role is to support the emergency field operations from the Emergency Operations Center. The EMT will not respond to the scene nor will it manage the initial response to an incident. It is the responsibility of emergency responders at the scene to isolate, contain, and neutralize the incident.

In accordance with National Incident Management System, the EMT will be responsible for managing and directing the activities of the various departments that will be involved in crisis response and recovery. During the initial stages of the crisis, the EMT will be responsible for providing resources for field operations when requested. It is the responsibility of the person in charge of the scene to communicate with the EMT to provide status reports and to inform the team as to what resources are needed. The EMT will be responsible for managing and directing the activities of the various departments that will be involved in crisis response and recovery.

Critical incidents are defined as those situations having the potential to cause injury or loss of life, major campus disruptions, and property damage or loss. The following are examples of events that may be designated as a critical incident, which would activate the EMT. These are merely examples and do not constitute a comprehensive list of possible crisis events.

- Fire, explosion, hazardous substance spill or other damage to campus property that may require closing the site temporarily or permanently.
- Failure of utility systems to the extent that one or more buildings are without service.
- An incident resulting in or with the potential for fatality or major injuries.

Emergency Management Planning Prioritization Criteria

1. Protect human life; prevent or minimize personal injury
2. Prevent or minimize damage to physical assets, including structures, and research data
3. Protect the environment
4. Restore normal operations

Crisis Response:

Active Shooter	15
Airborne Chemical or Biological Release	16
Bomb Threat	17
Bomb Threat Checklist	18
Civil Protest	20
Earthquake	21
Evacuation	22
Explosions	23
Fire	24
Flooding	25
Hazardous Materials	26
Lockdown	27
Natural Gas Leak	28
Power Outage or Failure	29
Severe/Hazardous Weather	30
Shelter in Place	33
Violent/Criminal Behavior	34

ACTIVE SHOOTER

ACTIVE SHOOTER

- If you see or hear an active shooter, dial 9-911 from a campus phone immediately, or 911 from a cell phone, and then dial 3333 from a campus phone or (317) 788-3333 for Campus Police.
- The University Police will respond to the scene and notify Indianapolis Police and the Indiana State Police of the situation immediately.
- Follow the University lockdown procedures (see page 27).

AIRBORNE CHEMICAL OR BIOLOGICAL RELEASE

AIRBORNE CHEMICAL or BIOLOGICAL RELEASE

- University Police would be notified by the city/county in the event of a chemical or biological release in the community that would require protective actions to be taken by campus residents.

Outdoor Release

- Close doors and windows.
- Do not exit the building.
- If possible, move to a windowless interior room on an upper floor.
- Wet towels or other fabric items and jam them in the crack under the door.
- Turn off fume hoods, range hoods, air handlers, and all air conditioners. Switch inlets to the “closed” position.
- Seal off all vents, grills, or other openings to the outside to the extent possible.
- Do not use the elevators unless absolutely necessary.
- Hold a wet cloth over your nose and mouth.
- Do not evacuate the building unless told to do so by the Police Department or Fire Department.

Indoor Release

- Pull fire alarm and move away from release.
- Evacuate the building and remain with your group. (*See Evacuation procedures.*)

BOMB THREAT

Explosions can occur from improvised explosive devices, faulty equipment, or chemical reactions, creating life-threatening conditions.

Bomb Threat

- Take all bomb threats seriously.
- Report threats to University Police (not 911 as you would in an emergency, such as an actual detonation of a bomb) by dialing 3333 from a campus phone or (317) 788-3333 from a cell phone.
- Notify your supervisor immediately.
- Do not search for a device or touch suspicious objects.
- If you receive a bomb threat call, try to note:
 - caller's gender, age, unique speech attributes
 - indications about where the device is, when it is set to go off, what it looks like, why it was placed
- If a threat was delivered, describe messenger or any suspicious persons in the area.
- Evacuation decisions rest with University Police or the University Administration.
- Follow instructions precisely, as evacuation may be to another site.

Bomb Threat Checklist

Telephone Procedures

Date: _____

Time received: _____ a.m./p.m. Time concluded: _____ a.m./p.m.

- Remain calm, be courteous listen, and do not interrupt the caller.
- Get the attention of another person, and give that person a note saying “Call University Police—this is a bomb threat.”
- If your phone has Caller ID, record the number of the incoming call. _____
- Write down the exact words of the caller and the threat.
- Don’t hang up the phone. Leave the line open.
- Notify a supervisor if possible.
- Keep the caller on the line and ask the following questions, if possible:

1. When will it explode? What time?

2. Where is it located? (Floor, room.)

3. What does it look like?

4. What kind of bomb is it?

5. What will set it off?

6. Why are you doing this?

7. Who are you? _____

8. Are you aware that you could kill or injure innocent people in addition to those you intend to hurt?

Description of caller (check all that apply)

Sex: Male ____ Female ____ Unknown ____ Approximate Age ____

Caller's voice:

Calm Nasal Soft Angry Clearing Throat
 Loud Excited Lisp Laughing Cracking Voice
 Raspy Crying Rapid Deep Deep Breathing
 Distinctive Slurred Ragged Disguised Whispered
 Normal Slow Stutter Accented

Background sounds:

Street Noises Voices Factory Machinery
 Crockery (dishes) Clear Animal Noises
 PA System Static House Noises
 Music Local Long Distance
 Motor Booth Office Machinery
 Other (*Please specify*) _____

Bomb threat language:

Well spoken (educated) Incoherent
 Foul Message read by threat maker
 Taped Irrational

Name of person receiving the call _____

Number of the phone the threat was received on _____

Name of possible suspect _____

University Police dial 3333 on campus or (317) 788-3333 off campus or from a cell phone.

**Excerpted from the U.S. ATF Bomb Threat Checklist.*

CIVIL PROTEST

Civil Disturbance or Demonstrations

A peaceful student demonstration is permitted unless one or more of the following disruptions occurs because of the demonstration:

1. **Interference** with the normal operations of the University.
2. **Prevention** of access to offices, buildings, or other University facilities.
3. **Threat** of physical harm to persons or damage to University facilities.

The University reserves the right to stop any demonstration that has the potential for escalation.

Procedures in the Event of Disruptions

- A. Demonstrators causing disruptions in normal campus operations may be asked to disperse.
- B. Failure to disperse could result in arrest.

EARTHQUAKE

When an Earthquake Occurs

- Take cover under a table or desk to avoid falling objects.

- Do not attempt to evacuate from the building until it is safe to do so.
- Stay away from windows or tall cabinets that could fall.
- When walking through the building, move cautiously to avoid damaged stairways, doors, or exposed electrical lines.
- If you are outside, move away from buildings, trees, and power lines.

Following an Earthquake

- Remain calm and be prepared for aftershocks.
- When evacuating a building, open doors carefully, watch for falling objects or exposed electrical lines, and be prepared for damaged stairways.
- Do not use the elevators.
- Do not use matches or lighters until outside.
- When it is safe, emergency personnel will conduct a search of the building for anyone who might be trapped or afraid to leave.
- Do not attempt to move injured persons unless there is a danger of further injury from collapsing structure, fire, etc.
- Report to a designated assembly area and ascertain if everyone in your group is accounted for.
- Do not attempt to re-enter the building until it is declared safe.

In the Event of a Minor Quake (brief rolling motion)

- Restore calm
- Report hazardous materials spills to 911 from a cell phone or 9-911 from a University phone, and to University Police at 3333 from a campus phone or (317) 788-3333 from a cell phone.
- Report any damage to your supervisor/emergency coordinator.
- Be alert for aftershocks and avoid potential falling hazards.
- Await instructions; evacuation is unlikely.

EVACUATION

Evacuation

In the event of an emergency, or upon notification of fire, whether by fire alarm or on orders of an authority having jurisdiction, occupants must evacuate the building immediately and relocate to an

assembly area in accordance with established plans. These measures are in accordance with policies of the Indiana State Fire Marshal's Office,

It is important for all occupants to gather in the designated evacuation assembly area, to be accounted for as well as to await instructions from designated emergency personnel.

When You Are Asked to Evacuate the Building

- Remain calm. Proceed immediately to the nearest emergency exit, leave the building, and proceed to the assembly area.
- Be alert to broken glass, particularly in the lobbies.
- As you evacuate, check for other employees, students, or visitors who may be disoriented, and assist them in exiting.
- Take only your keys, purse, or emergency supplies that you need. Do not attempt to take large or valuable objects that might slow your progress.
- Shut—but do not lock—doors behind you as you exit.
- Floor wardens should lock the building or monitor any open entrances if doing so does not jeopardize their own safety.
- Do not use elevators.
- In emergency stairwells, stay to the right side and use the handrails. Remove high-heeled shoes, if possible.
- Floor wardens for each department should ensure that all members of their department evacuate the building, and that they are accounted for at the assembly area.
- If it is determined that employees, students, or visitors remain inside the building, this information should be conveyed to responding emergency workers. Rescue teams may be sent in only if it is deemed safe to proceed.
- **Do not re-enter** the building until emergency personnel announce that it is safe.

EXPLOSIONS

Explosions

- Take cover immediately under tables, desks, or other objects that will give protection from falling glass and debris.

- After the initial effects of the explosion have subsided, activate the building's fire alarm.
- When fire alarm sounds, complete evacuation is required. Walk to the nearest stairway exit and proceed to ground level. If the stairway contains smoke or fumes, use a different stairway. Do not use an elevator. Remain calm.
- Evacuate the building. Leave the drives and walks open for arriving fire equipment, or remain at least 500 feet from the building.

FIRE

Whenever a fire alarm is activated on your floor, evacuate the building immediately via the nearest emergency exit.

- Remain calm and walk to the nearest exit.
- Call 911.

- If the fire is small, attempt to put it out with a fire extinguisher if you can do so safely. Use the P-A-S-S method:
 - Pull the pin in the extinguisher handle,
 - Aim at the *base* of the fire; and
 - Squeeze the nozzle, while employing a:
 - Sweeping motion.



- Never allow the fire to come between you and an exit path.
- If the fire involves electrical equipment that is active, attempt to unplug the device.
- If you are unable to put the fire out, evacuate by the nearest emergency exit.
- Touch closed doors with the back of your hand prior to opening. Do *not* open that door if the door is hot or if smoke is visible. Seek another exit path.
- If the door is cool, exit carefully.
- If there is smoke, crouch near the floor upon exiting.
- Confine fire as much as possible by closing doors and windows (do not lock the doors).
- Never use an elevator during a fire evacuation.
- Evacuate by going down stairs, or, as a last resort, to the roof.
- Do not open or break windows unless it is necessary to alert emergency personnel to your location or to escape.
- Once outside, move to a clear area that is at least 500 feet away from the affected building(s).
- Keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.
- **Important:** After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken.
- Do not re-enter building until authorized by emergency personnel.

FLOODING

If a Water Leak Occurs

- Notify Physical Plant at ext. 3258 or (317) 788-3258 or building personnel to report the exact location of the leak and if any equipment is in imminent danger.

- If there are submerged electrical appliances or outlets near the water, evacuate students, staff, and guests.
- If you can stop the source of the flooding safely, do so cautiously.
- Alert occupants on floors beneath the water leak of the potential flooding of their areas.
- Notify the administrator for your department and/or the building manager of any damage as soon as possible.

If Flooding Occurs

- Notify Physical Plant at 3258 or (317) 788-3258; during non-business hours call ext. 3333 (317-788-3333). Give the call-taker the information about the flooding to include building name, floor, corridor, room number, area name, source (if known), and nature and extent of flood (color, odor, texture).
- If safe to do so, turn off or disconnect electrical devices in the flood area to reduce risk of electrical shocks. **Do not attempt to do this if the devices' plugs are submerged. Stay out of the water.**
- If it is safe to do so, protect or remove valuable property that is susceptible to water damage.
- Close doors and seal openings to minimize the spread of water.
- Remain in a safe adjacent area to direct response personnel to the site and others away from the site.
- If liquid is contaminated, the area must be secured.

HAZARDOUS MATERIALS

HAZMAT (including Biohazard) Spills

Minor Spills in Labs

- Always wear protective equipment (goggles, gloves, shoe covers) when working with chemicals and biohazards.

- Follow lab procedures for eyewash, rinse, or shower.
- Evacuate persons in the immediate area if necessary.
- Notify the lab manager, department administrator, and/or building manager and report the location of the spill and type of chemical involved.
- Clean-up of the spill must be undertaken *only* by those with suitable training and equipment (Material Safety Data Sheets and spill kits are available in each lab; use these sheets for information and correct procedure).
- Use the appropriate kit to neutralize and absorb the spill.
- Collect waste—seal in proper container and label it clearly.
- Notify the appropriate agency or office for waste pickup.

Major Spills in Labs

- Call 911.
- Identify yourself, the location/phone, material spilled, and possible injuries.
- Assist injured persons. Isolate contaminated persons.
- Avoid contamination or chemical exposure of yourself and others.
- Control access to spill site.
- Communicate critical spill information to first-responders.
- Follow evacuation instructions.

Area-Wide Toxic Cloud or Other HAZMAT Incident (Campus or Community)

- Remain calm.
- If indoors, ensure that windows and doors remain closed.
- Tune to news media and University information sources (Web, Watchdog, e-mail, etc.).
- Follow instructions precisely; an indoor or alternative outdoor evacuation site may be necessary.

LOCKDOWN

A lockdown occurs when occupants of the facility are directed to remain confined to a room or area with specific procedures to follow regarding locking of doors, closing of windows, seeking cover, etc. This procedure is implemented when a criminal element is believed to be on the premises and officials expect that these measures will minimize risk exposure. Lockdowns necessitate a law enforcement response and immediate intervention.

Room Lockdown

- Remain calm and quiet, and stay with your group.
- Lock room doors and windows, and close shades immediately.
- Call 9-911 from a University phone or 911 from a cell phone as soon as possible without endangering yourself.
- Notify police of the type of disturbance, its location, the number of people causing it, who is involved, any weapons involved, and your name. Provide as much information as possible, including any need for medical treatment.
- If a gunshot is heard, keep people down near the floor and shielded under or behind room furniture as much as possible.
- Conduct a count of all persons and report any missing person to police.
- Remain in the secure room until released by police.
- If gunshots are fired and fleeing is necessary, run away in a zigzag manner, not in a straight line.
- A lockdown will be initiated by police by directing occupants of a facility to remain confined to a room or area with specific procedures to follow regarding locking of doors, closing of windows, seeking cover, etc.

A broader building or campus lockdown will be initiated by police, if necessary.

Building or Campus Lockdown

- Respond immediately to any lockdown order issued by police or a University official.
- A campus lockdown consists of moving all students, faculty, staff, and visitors off the grounds and into the buildings, securing all entrances, and denying access to any unauthorized persons.
- No person should leave a building under a lockdown order.
- If a gunshot is heard, keep people down near the floor and shielded under or behind room furniture as much as possible. Stay away from windows.
- Follow any instructions issued by police and remain tuned to all sources of information from local media and University Communications.
- The building or campus lockdown is to remain in effect until cancelled by police.

NATURAL GAS LEAK

Natural Gas Leak

- If you smell or suspect a leak, cease all operations. Do not turn on or off any electrical equipment or switches, including cell phones. Take appropriate actions to ensure your personal safety.
- Leave the area at once and pull the nearest fire alarm to initiate evacuation of the building.
- Call 9-911 from any University phone or 911 from a cell phone that is not in the gas leak vicinity.

- Give your name and exact location of the leak, as well as any other information you think would be useful. Be sure to stay on the phone until you are released.
- Leave the sidewalks and roadways clear for responding emergency personnel.
- Do not use elevators.
- **Do not re-enter** the building until emergency personnel announce that it is safe.

POWER OUTAGE OR FAILURE

Note: To be prepared in the event of a power failure, keep a small flashlight on your person or in your desk. Most power outages are resolved quickly, without the need for evacuation.

If a Power Failure Occurs

- Remain calm.

- Provide assistance to visitors and other staff members in your area.
- If you are in an area with no lights, proceed cautiously to an area that has emergency lights.
- Use flashlights to search for guests or staff members caught in unlit areas.
- In public areas, assist guests and escort them to the exits.
- If you are in an elevator, remain calm and press the button with the phone receiver icon at the bottom of the elevator panel.
- Stand by for instructions from emergency personnel to evacuate the building in the event that the power cannot be restored in a timely manner.
- Wait for instructions; be patient.
- Do not open the doors of refrigerators and freezers unless absolutely necessary so that they will maintain their temperature for longer periods.

SEVERE/HAZARDOUS WEATHER

Weather Conditions

A *watch* indicates conditions are ripe for a designated weather system to develop.

A *warning* indicates a weather system actually has been detected by radar and contact is imminent.

Emergency Weather Policy

The following policy will be implemented under severe/hazardous weather conditions. Severe/hazardous weather conditions are defined as those that endanger students, faculty members, or staff on-site or en route to the classroom or workplace.

The President and members of the President's Cabinet (or designees), with input from University Police, will decide if severe/hazardous weather conditions exist and if they warrant a change in the University's operating hours.

Watchdog Notifications

Watchdog, the University's emergency notification system, will be used to disseminate information about changes in operations. Watchdog is not a substitute for other modes of communication but is intended to augment those. Emergency information will be relayed through the University's website, through My UIndy, and through the regular e-mail system, in addition to local news media.

Watchdog Alerts during Severe Thunderstorms

When a severe thunderstorm system is anywhere in Marion County, sirens may go off, even in the absence of a tornado warning. University officials will attempt to determine whether a danger exists for the area around and including campus; if so, the Watchdog emergency notification system will be used to alert faculty, staff, and students via e-mail and telephone.

Because dangerous conditions can develop rapidly, please tune to local weather stations immediately upon hearing a siren to monitor the situation, and be prepared to seek shelter if a tornado warning is issued or a funnel cloud is sighted.

The University will make every effort to monitor conditions and issue an alert.

Tornadoes

Note: One clue that a tornado could develop is when a thunderstorm produces hail. The larger the hailstone, the more likely that a tornado will occur.

When a Tornado is Sighted or a Warning Is Announced

1. Your best protection is an underground shelter (or basement) or a substantial steel-framed or reinforced concrete building.
2. If your residence hall or campus building has no basement, take cover under heavy furniture on the ground floor in the center of the building, an interior hallway, or in small rooms on the ground floor that are away from outside walls and windows.
3. Stay away from windows to avoid flying debris.
4. If you are outside and there is not enough time to get into a building, lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine. Cover your head if possible.
5. **Avoid auditoriums and gymnasiums** with large, poorly supported roofs.

Emergency notifications regarding tornadoes may be issued by:

- the local NOAA Siren System.

- University officials
- local radio and television stations.
- Watchdog via voicemail and e-mail messages.

Blizzards/Heavy Snow

- Blizzards produce winds of 35 mph or more with temperatures below 20 degrees and dry, blowing snow creating zero visibility.
- Blizzards usually last only a couple of hours. If it is not absolutely necessary, *do not* go out.
- If you are caught in a blizzard or blizzard-like conditions, look for a place to go inside out of the weather or stay in your vehicle.

Suggestions for a Winter Emergency Road Kit:

- traction mat or snow chains
- flashlight
- snow shovel
- wool blanket
- sign calling for help
- jumper cables

Flooding/Heavy Rainstorm

- a. Be prepared to move out of low-lying areas if a flood crest is expected.
- b. Be aware that flooding may occur along rivers and even small tributaries.
- c. If you are traveling during heavy/severe rainstorms, you should drive more slowly than normal and avoid areas where the roadway is not visible. Do not drive through standing water. Flooding may cause wash out roads and bridges, and deep water may obstruct the view of fallen trees and washed-out manhole covers.
- d. During severe storms it is best to stay indoors, if possible.

Thunderstorms

- a. Stay indoors and away from electrical appliances while the storm is overhead.
- b. If lightning catches you outside, keep yourself lower than, and a safe distance from, the nearest high-conductive object.

SHELTER IN PLACE

Shelter in Place is similar to lockdown in that the occupants are to remain on the premises but may be required to move to a different location as a result of an environmental event outside the facility.

Why You Might Need to Shelter in Place: Chemical, biological, or radiological contaminants can be released into the environment accidentally or intentionally.

Follow instructions of local campus authorities and know what to do if they advise you to shelter-in-place.

- Stay in the building. Close and lock all windows and exterior doors.
- Bring everyone into the room(s). Shut and lock doors(s).
- If there are faculty, staff, students, or visitors in the building, provide for their safety by asking them to stay, not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Write down the names of everyone in the room.
- Keep listening for officials who may call for evacuation in specific areas at greatest risk in your community.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- Do not use elevators.
- If you are told there is a danger of explosion, direct that window shades, blinds, or curtains be closed.
- Remain in shelter until you are notified by emergency personnel that it is safe to leave. *Do not* contact parents or friends to come to campus to pick you up.

VIOLENT/CRIMINAL BEHAVIOR

Violent or Criminal Behavior

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and reporting them promptly.
2. If you witness a violent crime on campus, call 9-911 immediately from a University phone line (911 from a cell phone), then call University Police at (317) 788-3333.

3. If you are a victim of or a witness to any nonviolent on-campus offense, notify the University of Indianapolis Police Department promptly at extension 3333 and report the incident, including the following:
 - A. nature of incident.
 - B. location of incident.
 - C. description of person(s) involved.
 - D. description of property involved.
4. Assist the officers when they arrive by supplying them with additional information and asking others to cooperate.

Gunfire

Should you hear or witness any gunfire or discharged explosive on campus, you should take cover immediately using all available concealment. Call 9-911 from a campus phone or 911 from a cell phone and then call University Police at (317) 788-3333.

What to Do if Taken Hostage

1. Be patient. Time is on your side. **Avoid** drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor is emotionally unbalanced. Do not make mistakes that could threaten your well-being.
3. Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible, but do not stare. Treat the captor like royalty.
4. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
5. Be observant; you may be released or escape, and the personal safety of others may depend on your memory.
6. Be prepared to answer the police on the phone. Be patient; wait. Attempt to establish a rapport with the captor. If medications, first aid, or rest room privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them.
7. **Do not panic. Stay as calm as you possibly can.**