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INTRODUCTION AND PHONE NUMBERS

The *IPFW Emergency Procedures Handbook* is prepared by University Police, Campus Safety, and Radiological and Environmental Management to assist members of the campus community in dealing with emergency situations appropriately. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies and those that are most likely to occur in the future.

Your judgment often determines whether or not an incident is an emergency. If you consider a situation to be an emergency, then it is an emergency and the procedures in this booklet should be followed. If in doubt, err on the side of safety.

Dial **9-911** from any campus telephone if you have an emergency situation. You do **NOT** need any coins to dial **911** from a pay telephone. Lift the handset and dial. Call **911** if using a cell phone.

University Police is staffed 24 hours a day for your assistance and protection. This service is provided seven days a week on a year-round basis.

Emergency Call Boxes are placed in various locations around campus. Each call box is equipped with a push button that activates a dial tone and dials an emergency services dispatcher at University Police.

Any questions regarding emergency procedures should be addressed to the chief of university police at **260-481-6827** or the manager of campus safety at **260-481-0678**.

EMERGENCY PHONE NUMBERS (from campus phones)

Fire Department	911, 9-911 or 16827
University Police	911, 9-911 or 16827
Ambulance	911, 9-911 or 16827
Hazardous Materials Emergency	911, 9-911 or 16827

BUILDING EVACUATIONS

- A. Activate the building's alarm if necessary or if directed to do so by emergency personnel.
- B. Evacuate the building when an alarm sounds continuously or if directed to do so by emergency personnel.
- C. Leave the building immediately using the shortest route possible in all crisis situations.
- D. **DO NOT USE ELEVATORS** during an emergency evacuation. Emergency personnel may use an elevator for evacuation after a review of the circumstances.
- E. Head to the nearest marked exit quickly and ask others to do the same when an evacuation alarm is sounded or when told to leave by emergency personnel.
- F. **MOVE CLEAR OF A BUILDING** once you have evacuated it, allowing others to exit freely.
- G. **DO NOT** return to an evacuated building until advised to do so by emergency personnel.
- H. **IF YOU HAVE A DISABILITY AND ARE UNABLE TO USE STAIRWAYS:**
 - 1. Stay calm and take actions to protect yourself. Call **9-911** if you have access to a campus telephone or **911** if you have access to a cell phone.
 - 2. Follow these suggestions if you must move from your location:
 - A. Move to an enclosed stairway exit if possible.
 - B. Request persons exiting the building to notify University Police of your location.
 - C. Seek evacuation assistance only from people with emergency assistance training unless you are in immediate danger.
 - D. Familiarize yourself with your department's evacuation plan ahead of time.

EMERGENCY ACTION

1. Alert others to the emergency situation and ask if they need help with the evacuation.
2. Leave the building immediately when the alarm sounds.
3. Do not use elevators unless instructed to do so by emergency personnel.

FIRE/SMOKE

Notify University Police or the fire department immediately if you become aware of smoke or a fire.

- A. Activate the building's fire alarm at a pull station as you evacuate the building.

**FIRE ALARMS FEATURE
FLASHING STROBE LIGHTS AND
HORNS THAT SOUND
CONTINUOUSLY.**

- B. Call **911** from a safe location or use an Emergency Call Box to report the exact location of the fire. Provide the following information if possible:

1. Name of the building
2. Location of the fire within the building
3. A description of the fire and (if known) how it started

- C. Evacuate the building following the established building evacuation procedures (see **BUILDING EVACUATIONS**, page 2).

- D. Identify each building's fire exits.

- E. Find the alarm pull stations in your area of the building and know how to use them.

- F. Make certain the building's alarm has been sounded, and call University Police or the fire department.

- G. If you become trapped in a building during a fire:

1. Stay calm and take the steps necessary to protect yourself.
2. Move to a room with an outside window if possible.
3. Call **911** or **9-911** if you have access to a telephone and tell the police dispatcher where you are. Do this even if you can see emergency personnel from a window.
4. Stay where rescuers can see you through a window, and wave a light-colored item to attract their attention.

EMERGENCY ACTION

1. Activate the building's fire alarm at a pull station as you evacuate the building.
2. Call **911** from a safe location or use an Emergency Call Box to report the exact location of the fire.

5. Stuff clothing, towels, or paper around the cracks of the door to keep smoke from reaching you.
6. Open the window at the top and bottom if possible. Be ready to shut the window quickly if smoke rushes in.
7. Be patient. Rescue efforts will take time within large structures.

FIRE LIFE SAFETY EQUIPMENT

Sprinkler systems and water flow detection devices are present in most of the buildings on campus. Water pressure in these detection devices is monitored by University Police and changes in them automatically triggers a response by the fire department.

Smoke detectors are provided where required. Battery-powered smoke detectors in on-campus student housing with a low-battery signal (a chirping sound at approximately one-minute intervals) should be reported to residence hall management at **14180** or **260-481-4180**.

Manually activated alarm pull stations are located at the exit points in all buildings.

If any sprinkler, heat detector, or alarm pull station is activated, an alarm will sound throughout the building. A strobe light above the fire alarm will flash to alert people with hearing impairments. Most smoke detectors will also activate the building's alarm. The location and type of device that was activated will be indicated on the central station monitoring equipment at University Police. This will reduce the amount of time spent locating an emergency area.

Fire alarm systems may cause elevators to come to a halt on the main floor. **DO NOT** use the elevators to evacuate a building.

Emergency lighting is provided in some buildings. The lighting will activate automatically in a power failure and will stay lit for a minimum of 20 minutes.

Illuminated exit signs are provided throughout the buildings.

MEDICAL EMERGENCIES

Report any medical emergencies occurring on campus to University Police.

ILLNESS OR INJURY

Treatment for illnesses and injuries is available at the IPFW/Parkview Health and Wellness Clinic in the Walb Student Union, Room 234. Call the clinic at **15748** or **260-481-5748** or visit www.ipfw.edu/clinic for the current hours of operation. Faculty, staff, and students with minor illnesses or injuries may be referred to the clinic.

EMERGENCY ACTION

1. Call **911** or **9-911** or use an Emergency Call Box to report an incident.
2. Do not move an ill or injured person unless safety dictates.
3. Administer first aid or CPR if you have been trained to do so.

ILLNESS OR INJURY PROCEDURES

Call University Police at **911** or **9-911** immediately. University Police will dispatch the appropriate emergency response personnel. They can secure an ambulance if necessary. Stay on the phone with the emergency dispatcher as long as possible to answer questions and provide updates.

1. Be prepared to answer the following questions:
 - A. Exact location of the people involved (building and room number)
 - B. Chief injury(ies) and the number of people injured
 - C. Approximate age(s) of the injured
 - D. Is the person breathing?
 - E. Is the person conscious?
 - F. Is the person experiencing chest pain?
 - G. Is the person experiencing severe bleeding?
2. Notify a supervisor immediately if the injured person is an IPFW employee.

An IPFW First Report of Injury form must be completed by the employee's supervisor for **ALL** employee job-related illnesses and injuries. Download the form at

www.hr.ipfw.edu/benefits/compensation.shtml#report and call Human Resources at 16840 or 260-481-6840 for more information.

DANGEROUS, THREATENING, OR INTIMIDATING BEHAVIORS

HOW TO REPORT

Call **911, 9-911**, or use an Emergency Call Box if the crime constitutes an emergency situation and a medical response is needed immediately.

Report on-campus crimes that are not in progress to University Police at **260-481-6827**. Report crimes that occur off campus to the Fort Wayne Police Department at **260-427-1222**.

EMERGENCY ACTION

Incidents in progress:

1. Call **911, 9-911**, or use an Emergency Call Box and give your name, location, and other pertinent information. The emergency dispatcher should be told if the incident is in progress or not.

REPORTING ON-CAMPUS CRIMES IN PROGRESS

Report any crime to which you are a victim or witness as soon as possible to University Police at **911** or **9-911**. Provide as much of the following information as possible:

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

Stay on the line with the dispatcher until help arrives if possible. Keep the emergency dispatcher updated on any changes, so responding emergency personnel can be updated. Keep the line open even if you cannot communicate. The emergency dispatcher may be able to hear what is happening and trace the call.

REPORTING ON-CAMPUS CRIMES NOT IN PROGRESS

Report any crime to which you are a victim or witness at your earliest opportunity to University Police at **260-481-6827**. Provide as much of the following information as possible:

1. Your name
2. Your address
3. Your telephone number
4. A brief synopsis of what occurred
5. Your exact location at the time of the call (room #, apartment #, campus building, etc.)

EMERGENCY TELEPHONE SYSTEM

Emergency Call Boxes are located at more than 50 locations on campus. These call boxes are either on a pole with a blue light or are painted yellow and are marked "**EMERGENCY.**" Push the red button to activate the Emergency Call Box and an emergency dispatcher will answer.

ACTIVE SHOOTER SITUATION

Follow these actions:

If outdoors

1. Take cover as soon as possible.

If indoors

1. Leave building if possible.
2. Call **911** or **9-911**.
3. Find shelter in place immediately if you cannot leave.

Shelter in place

1. Take shelter in a room, closet, or other space.
2. Barricade the door if possible.
3. Turn off the lights.
4. Stay away from the door.
5. Spread out from others so you aren't clustered in the same space.
6. Call **911** or **9-911** if it is possible to do so safely.
7. Be sure cell phones and similar devices are silent or turned off.
8. Remain quiet and stay in place until cleared to do otherwise by emergency personnel.

PSYCHOLOGICAL CRISES

Psychological crises exist when individuals are dangerous to themselves or others (e.g., irrational behavior, threatening suicide, threatening others).

Call the University Police at 911 or 9-911 if a psychological crisis occurs.

Follow these suggestions in an unusual or potentially dangerous situation:

Never try to handle a situation you feel might be dangerous. Call University Police at **911** or **9-911**. State that you need immediate assistance. Give your name, location, and state the nature of the problem.

For non-emergency counseling and assistance:

1. **Students**

Contact the IPFW/Parkview Student Assistance Program at **260-373-8030** or **800-721-8809**. Monday – Friday 8 am to 4:30 pm.
www.ipfw.edu/counseling

2. **Employees**

Contact the CIGNA Assistance Program at 1-800-767-714, available 24 hours a day 7 days a week. www.cignabehavioral.com

EMERGENCY ACTION

Call **911** or **9-911** (If the situation appears violent or life threatening)

NON-EMERGENCY OPTIONS

IPFW/Parkview Student Assistance Program
260-373-8030 or **800-721-8809**,
Monday-Friday 8am to 4:30pm

After hours Crisis assistance: **260-373-7500** or **800-284-8439**.

Employees Contact the CIGNA Assistance Program at **800-767-7141**
Available 24/7

BOMB THREATS/SUSPICIOUS PACKAGES

All bomb threats must be treated as a serious matter until proven otherwise. They are meant to disrupt normal activities. A building evacuation is not a decision for anyone to make under these circumstance—only the proper authorities can make this call.

Implement the following procedures whether the bomb threat appears real or not:

EMERGENCY ACTION

1. Call **911, 9-911**, or use an Emergency Call Box to report the incident.

If a suspicious object is observed:

1. **Don't touch it!**
2. Evacuate the area immediately.

A. **Suspicious object or potential bomb discovered.** DO NOT handle the object. Clear the area. Call University Police at **911** or **9-911**. Be sure to include the location and appearance of the object when reporting it.

B. **Bomb threat is received.** Ask the caller the following questions (if possible) and write down the answers:

- | | |
|---------------------------------------|--------------------------------|
| 1. When is the bomb going to explode? | 4. What does it look like? |
| 2. Where is the bomb located? | 5. Why did you place the bomb? |
| 3. What kind of bomb is it? | |

Keep the caller talking as long as possible. Try to determine the following information:

- | | |
|--|----------------------------------|
| 1. Time of the call | 4. Emotional state of the caller |
| 2. Age and sex of the caller | 5. Any background noises |
| 3. Speech pattern, accent, possible nationality, etc., of the caller | |

Follow the established building evacuation procedures if advised to do so by administration or emergency personnel (See **BUILDING EVACUATIONS**, page 2).

EXPLOSIONS

Follow these actions in the event of an explosion or similar emergency:

- A. Leave the building/area immediately. If you are unable to get out, take cover under tables, desks, etc. This will provide protection from glass or debris. Evacuate the area as soon as it is safe to do so, following established building evacuation procedures (**BUILDING EVACUATIONS**, page 2).
- B. Call **911** or **9-911** as soon as possible.

EMERGENCY ACTION

1. Evacuate the building or take cover immediately.
2. Call **911, 9-911**, or use an Emergency Call Box to report the incident.
3. Assist the injured.

Give the emergency dispatcher the following information:

1. Location
2. Area where the explosion occurred
3. Cause of the explosion (if known)
4. Injuries

Wait until the emergency dispatcher tells you to hang up to ensure that all of the necessary information has been obtained.

CHEMICAL, BIOLOGICAL, OR RADIOLOGICAL AGENT SPILLS OR RELEASES

Follow these steps for chemical, biological, or radiological agent spills or releases when the incidents are beyond the abilities of present personnel to control:

EMERGENCY ACTION

1. Call **911, 9-911**, or use an Emergency Call Box to report the incident.
2. Secure the spill or release area if you have the proper training.
3. Assist the injured.
4. Evacuate the area if necessary.

A. Notify those affected to evacuate the spill or release area immediately. Go to a fire alarm pull station if a building requires evacuation.

B. Call **911, 9-911**, or use an Emergency Call Box to report the incident.

C. Give the emergency dispatcher the following information:

1. Your name, telephone number, and location
2. Time and type of incident
3. Name and quantity of the material (if known)
4. Extent of injuries or damage (if any)

D. Evacuate the affected area at once and seal it off to prevent further contamination of others until the arrival of emergency personnel.

E. Avoid contact with others if you have become contaminated by a spill or release. Remain in the vicinity of the accident site, so emergency personnel can find you more easily. Seek first aid intervention immediately. Wash off all contamination residue if possible.

F. Make no effort to contain or clean up spills or releases unless you have the necessary training.

G. Take the appropriate steps to ensure that no one evacuates the building through the contaminated area.

H. Follow established building evacuation procedures if a fire alarm sounds (see **BUILDING EVACUATIONS**, page 2).

I. Keep clear of any emergency command post at the site unless you have official business there.

J. Do not re-enter the affected area until directed to do so by emergency personnel.

WEATHER EMERGENCIES

TORNADOES

A tornado is a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 m.p.h. or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornadoes may occur with little or no advance warning or siren activation. **Outdoor weather sirens will be activated and weather announcements will be sent out by text, phone and email using the Campus Emergency Notification System. The all clear signal will be given throughout the campus by the Emergency Notification System**

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a lower level shelter area or corridor.
3. Stay away from windows.
4. Do not call **911** or **9-911** unless you require emergency assistance immediately.

A. BEFORE THE STORM

1. Locate an accessible basement or corridor in the building. Designated shelter areas are marked “**SHELTER AREA.**”
2. Stay informed through local media sources on days when severe weather is expected.
3. Obtain a National Oceanic Atmospheric Administration (NOAA) Weather Radio to receive warnings. Maintain a back-up battery as well.
4. Keep a good-quality, reliable flashlight in your office/work area.
5. Contact University Police at **16827** or **260-481-6827** or Campus Safety at **16611** or **260-481-6611** for more information on tornadoes.

B. DURING THE STORM (POSSIBLE INDICATORS OF A TORNADO)

1. Dark, often greenish sky
2. Large hail
3. Loud roar (similar to a train)

4. Cloud of debris (the tornado may not be visible)
5. Wind becomes calm and still
6. Frequent lightning

C. WHEN TAKING SHELTER

1. Proceed to the basement or ground floor of any building that has a designated shelter area. Position yourself in the safest portion of the shelter area—away from windows. Be prepared to kneel facing a wall and cover your head.
2. Occupants of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building if possible. If this is not possible, go to the lower-level interior area, away from windows and glass.
3. Stay in the shelter until an all clear notice is relayed by emergency personnel.

DESIGNATED SHELTERS

Designated shelters are located in the lower level, basement, ground floor, and interior area of most buildings.

TORNADO WATCH

This alert means that conditions are favorable for a tornado in or near the watch area. Keep yourself informed of weather changes via radio or television updates.

TORNADO WARNING

This alert means that a tornado has been sighted, or one is imminent in the warning area. University Police will monitor all local radio frequencies and sound the on-campus tornado alarm if there is danger in the IPFW area.

WARNING SIGNALS

Outdoor weather sirens will be activated and weather announcements will be sent out by text, phone and email using the Campus Emergency Notification System. The all clear signal will be given throughout the campus by the Emergency Notification System.

SEVERE THUNDERSTORMS

The National Weather Service issues severe thunderstorm watches and warnings. Remember that tornadoes are spawned from severe thunderstorms.

WEATHER EMERGENCIES

EARTHQUAKES

Procedures to deal with earthquakes are much less specific than other emergencies. Everyone must initiate emergency precautions within a few seconds after an initial tremor is felt, assuming the worst possible case. The best earthquake precautions to take involve evaluating your work area (e.g., secure or remove objects above you that could fall during an earthquake). Emergency personnel will check all buildings immediately after a major quake. Priority is given to residence halls and buildings with elevators.

EMERGENCY ACTION

1. Take cover.
2. Call **911**, **9-911**, or use an Emergency Call Box if assistance is needed immediately.
3. Evacuate the building if an alarm sounds or if told to do so by emergency personnel.
4. Assist the injured.

A. DURING THE EARTHQUAKE

1. Remain calm and **ACT**, don't react.
2. Seek shelter under a desk or table or in a doorway frame and hold on. Stay away from windows, shelves, and heavy equipment.
3. Move away from buildings, utility poles, overhead wires, and other structures if outdoors. Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by emergency personnel.
4. Stop in the safest place available if you are in an automobile, preferably an open area away from power lines and trees. Stop as quickly as safety permits, and stay in the vehicle for the shelter it provides.

B. AFTER THE INITIAL SHOCK

1. Be prepared for aftershocks. (Aftershocks are usually less intense than the main quake, but they can cause further structural damage to buildings.)
2. Protect yourself at all times.
3. Evaluate the situation and call **911** or **9-911** for emergency assistance if necessary.
4. Do not use lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.

5. Open windows, etc., to ventilate a building. Watch out for broken glass.
6. Implement the fire protocol if the earthquake causes a fire (see **FIRES**, page 4).
7. Determine whether or not anyone has been caught in the elevators or was trapped by falling objects. Call **911** or **9-911** immediately if this has happened.
8. Evacuate a building if its structural integrity appears to be deteriorating rapidly.

DO NOT USE A TELEPHONE UNLESS IT IS ABSOLUTELY NECESSARY FOR EMERGENCIES. Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.

- C. Report building damages to the IPFW Physical Plant at **16832** or **260-481-6832**. (Gas leaks and power failures create special hazards (see **LOSS OF BUILDING UTILITIES**, page 17).
- D. Follow established building evacuation procedures if a fire alarm sounds (see **BUILDING EVACUATION**, page 2).
- E. **DO NOT PANIC** if you become trapped in a building.
 1. Place an article of clothing (e.g., shirt, coat) outside a window as a marker for rescue crews.
 2. Tap on a wall at regular intervals to alert emergency personnel of your location if there is no window in the room.

LOSS OF BUILDING UTILITIES

Call University Police at **911** or **9-911** if you discover a water leak, gas leak, or other major utility failure. Do not attempt to correct the problem on your own. University Police will notify the necessary maintenance personnel, clean up, and insurance representatives. Do not call University Police for information concerning a utility failure unless you have an emergency.

Call the IPFW Physical Plant at **16832** or **260-481-6832** for non-emergency repairs or information.

Electrical/Light Failure

Do not call University Police unless you have an emergency or you have information that could help identify the source of the utility failure.

Consider keeping a flashlight and a portable radio in your office/work area.

Plumbing Failure/Flood/Water Leak

Cease using all electrical equipment. Call University Police at **16827** or **260-481-6827** if you discover leaking water or know the source of the leak.

Natural Gas Leak

Cease all operations, exit the area immediately, and call University Police at **911** or **9-911**. Do not attempt to correct the problem yourself. Do not concern yourself with appliances or equipment. Leave the area immediately.

EMERGENCY ACTION

1. Remain calm.
2. Call University Police at **911** or **9-911** if you discover a water leak, gas leak, or know the source of a utility failure.
3. Do not call University Police for information concerning utility failures unless you have an emergency.
4. Call **911** or **9-911** if you are injured or require emergency assistance.

ELEVATOR FAILURE

Use an elevator's emergency telephone or activate the emergency bell if you become trapped. (All elevators on campus are equipped with an emergency telephone or bell.) Call **9-911** if you have access to a cell phone. Elevators have mechanical safety brakes that will operate in all situations, even during power failures.

A. Give the emergency dispatcher the following information:

1. Name of the building
2. Location within the building of the malfunctioning elevator
3. Where the elevator car has stopped (if known)
4. Medical emergency that may exist

EMERGENCY ACTION

1. Remain calm.
2. Activate the elevator's on-board emergency telephone or bell.
3. Call **911** if you hear an elevator alarm and have access to a cell phone.
 - Give the building name.
 - Tell which floor the elevator car has stopped on.
 - Mention any medical emergencies that may exist.

Make sure the emergency dispatcher has all of the necessary information before hanging up.

B. Keep the calm and wait for help to arrive.

Never use an elevator in an emergency situation when the building's structure or power supply is affected.

