

INDIANA UNIVERSITY NORTHWEST

EMERGENCY ACTION PLAN

In an emergency, call:

Campus Phone
6501

Non-Campus Phone
IUPD-Northwest
(219) 980-6501 or 911

PURPOSE

The purpose of an Emergency Action Plan is to protect Indiana University (IU) employees from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but is not limited to: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate university or municipal responders take over.

SCOPE

For the protection of employees, an Emergency Action Plan is a requirement of OSHA's 29CFR1910.38. It is also necessary and prudent for the protection of our students and visitors. It is a requirement that the employer review with each employee upon their initial assignment, and when the plan changes, those parts of the plan that the employee must know to protect him/herself in the event of an emergency. In addition, the written plan shall be made available for employees to review and plan for their evacuation.

STATEMENT OF LIMITATIONS

There is no guarantee implied or expressed by this document that a perfect response to an emergency or crisis situation is possible or practical. Building personnel will be trained and provided information necessary to take actions to protect themselves during emergency incidents.

GENERAL PRINCIPLES

This plan is a guide for employees to familiarize themselves with basic emergency planning, response and evaluation. This section provides basic guidance and general principles to be used before, during, and after an emergency or crisis situation that impacts building occupants.

Planning

Preparation is required to facilitate both building evacuation and sheltering-in-place activities. This preparation may include, but is not limited to, the following:

1. Training employees to current protocols and standards for building safety with assistance from IU Emergency Management and Continuity (IUEMC).
2. Informing employees on how to communicate during an emergency.
3. Assigning specific tasks and responsibilities to selected building staff to ensure there is a means to identify, accommodate, and move personnel from the building should an evacuation be required.
4. Developing, disseminating and maintaining an EAP for all building personnel.
5. Assisting in the development of building-specific drills and exercises.
6. Reviewing the plan annually and making it available to all building occupants.
7. Posting evacuation route maps throughout the building in visible locations. As a general rule, all building personnel should be able to identify two (2) evacuation routes from the building. These evacuation maps will contain:
 - Emergency and accessible exits
 - Clearly marked routes of evacuation
 - Location of fire extinguishers
 - Location of fire alarm pull stations
 - Areas designated as safe locations for tornado sheltering
 - Evacuation Point First Searched—locations designated for persons with access and functional needs

Notification of Emergency Warning

In the event of an emergency or disaster, warning to building personnel may come from a variety of different sources, which includes, but is not limited to the following:

- IU-Notify
- NOAA all-hazards radios
- Building smoke/heat detection or sprinkler system
- Outdoor warning sirens
- Indiana University Police Department (IUPD)
- Internet
- Social media
- Other building occupants

It is recommended that several sources be monitored to assist in determining when emergency situations exist since no one system can cover all circumstances. A person receiving notification of a possible disaster or a building emergency should immediately sound the alarm to notify employees and IUPD (e.g. Yell “Fire!,” pull building alarm, call other offices, etc.). Then inform immediate supervisor who will continue notification up the chain of command.

NOTE: The building emergency alarm system is reserved for total evacuation of the building.

Review of Emergency Action Plan

Supervisors must review the EAP with each employee:

- When the plan is developed or when the employee is assigned initially to a job;
- When the employee’s responsibilities under the plan change; and
- When the plan is changed.

Rescue

It takes more than just willing hands to save lives. Untrained individuals may endanger themselves and those they are trying to rescue. For this reason, it is generally wise to leave rescue work to those who are trained, equipped and certified to conduct rescues. Therefore, IU personnel will not perform rescue duties (exception: IUPD).

ASSIGNMENTS AND RESPONSIBILITIES

In order to facilitate actions to be taken within a building during emergencies or crisis situations, each building has designated personnel with specific roles and responsibilities. These positions include the campus-wide Emergency Control Committee Members, building Emergency Control Committee Members, and individuals tasked with assisting people with access and functional needs known as “Buddies.”

Emergency Control Committee Members

Emergency Control Committee Members are individuals who assist the Emergency Responders with emergency preparedness and response for buildings on campus. While the Emergency Responders are responsible for an entire building, an Emergency Control Committee Member may be tasked to coordinate the emergency efforts of a single floor and performs the following:

1. Serve as an essential contact for the building in the event that emergency information must be distributed in a timely manner to building occupants.
2. Maintain building EAP and for making it available to all building occupants – either electronic or hard copy.
3. Attend the Emergency Control Committee training and other additional trainings offered, as necessary.
4. Participate in the planning, execution and evaluation of emergency-based exercises and drills.
5. Develop method of monitoring for emergencies and maintain a list of trained employees.

6. Know the location of all exits, fire alarm pull stations, fire extinguishers, designated safe areas, and areas of rescue assistance on their assigned floor.
7. Maintain a working NOAA all-hazards radio.
8. Assist the Emergency Responders in activating the EAP for their building. Their primary purpose is to accomplish a full evacuation of their floor, if possible or practical.
9. During an emergency, and an evacuation is called for, the Emergency Control Committee Members, Buddies and any other assisting staff should quickly check rooms on their floor as they exit the building. They should advise anyone they see of the need to evacuate to the predetermined emergency evacuation meeting area. They should meet outside of the building to determine if personnel remain in the building and where they might be located. This information should then be relayed to the Emergency Responders who are responding to the incident.
10. For incidents requiring shelter-in-place or moving personnel to a designated safe location within the building, Emergency Control Committee Members and Buddies must determine if those shelter-in-place locations are safe, and if not, help identify an alternate safe location.
11. Keep occupants from re-entering the building until advised by Emergency Responders that re-entry is allowed.
12. Following any incident or drill, conduct an evaluation with other Emergency Control Committee Members and Buddies. Other university entities such as, IUEMC, and Insurance, Loss Control and Claims (INLOCC) may also be involved in the evaluation.
13. In any emergency situation, the Emergency Control Committee Chairpersons or their designee shall have initial authority to coordinate procedures, and amend, modify or supersede any provisions of this plan in order to ensure employee safety. He or she has the authority to do all the of the following:
 - Obtain volunteers to carry out specific actions.
 - Develop systems to assist persons who need assistance.
 - Order evacuation, if deemed necessary.
 - Take any other action necessary to protect life.

NOTE: Emergency Control Committee Members are not expected to place themselves at risk by attempting to extinguish a fire or by moving into areas of a building that may be potentially dangerous.

Buddies

Buddies are building personnel who have been identified to provide assistance and support to people with disabilities or other access and functional needs during building emergencies. In this role, Buddies should also take on the following responsibilities:

1. Be familiar with their building EAP, especially the section marked “Assisting People with Access and Functional Needs.”
2. Be familiar with the particular needs of the people for which they are providing assistance.
3. Know their designated evacuation routes, location of the nearest stairwell or those areas of rescue assistance where a person with access and functional needs can wait safely to be rescued during an evacuation.
4. Assist persons with disabilities out of the building to safety, to a safe stairwell or to an area of rescue assistance. The choice as to which of these actions will be selected will depend upon the precise nature of the incident, the specific needs of the individual being evacuated, and the time required to move people from the building.

NOTE: Buddies are not required to stay inside the building with the person(s) they are assisting but should report to their Emergency Control Committee Member the exact location inside the building of the person(s) to be rescued.

ASSISTING PEOPLE WITH ACCESS & FUNCTIONAL NEEDS

In an emergency, each person has different skills and abilities. Prior to any emergency or crisis, individuals with access and functional needs should discuss their emergency needs with their supervisor. A discussion of the building EAP should follow and should include information about the location of exits, stairwells, areas of refuge and other pertinent data that will assist persons with access and functional needs. The supervisor will then communicate those needs to the Emergency Control Committee Chairpersons in order to integrate this information into the EAP. This information, however, is considered sensitive and will only be released to the person's supervisor and emergency responders (see APPENDIX III).

The individuals should become acquainted with the availability of the Buddy system and encouraged to take advantage of this assistance. Since using the Buddy system is optional, no one should be pressured in any way to utilize a Buddy as a means of evacuating from a building. It is important not to assume that persons with obvious disabilities need assistance, or to assume what type of assistance they may need.

1. **Know the location of the designated area for persons who may need assistance when evacuating.** The area for rescue assistance will have direct access to an exit, where those who are unable to use stairs or who are unable to navigate the emergency route remain.
2. Department heads should discuss with individual employees who have obvious disabilities, those who have informed them of any special needs, and all newly hired, what assistance they may need and determine how they will communicate.
3. If a person requests a Buddy, one should be appointed by the employing department after consultation with the Emergency Control Committee Chairpersons and at least one Buddy (two would be better) should meet with the person with special needs to discuss evacuation procedures. The Buddy should assist the person to whom they are assigned at the time of emergency evacuation. A discussion should follow each emergency evacuation to allow input from both parties and to allow the fine-tuning of the EAP.
4. If a person remains in an area to await rescue, then he/she must inform evacuating building occupants of his/her location.
5. Emergency Control Committee Members and Buddies should be vigilant when there are guests with special needs or new people in their area. Emergency Control Committee Members should make these persons aware of evacuation procedures. Persons trained to assist those with special needs should do so.
6. **IU Northwest employees are not expected to endanger their own lives to assist** with the evacuation of an employee, student or visitor. However, if an employee assists a person with an access or functional need, or is informed of a person remaining in a designated area, he/she must immediately inform Emergency Control Committee Members of the last known location of the person.

TRAINING & EXERCISES

All Emergency Control Committee Members will participate in a ECC training session and any other additional training offered, as necessary.

Fire drills and tornado drills will be conducted periodically in conjunction with INLOCC and/or IUEMC.

EVACUATION ROUTES & EMERGENCY MEETING AREAS (ASSEMBLY POINTS)

Every building on campus contains a number of evacuation maps or signs posted in visible locations on all floors, which display the routes to the nearest exits as well as the locations of emergency equipment such as fire extinguishers, fire alarm pull stations and tornado safe areas.

IUEMC shall verify that the signs are in place and up to date.

Emergency Control Committee Members should work with all departments within their designated areas to ensure they know where these maps are located and that all staff have an understanding of where to go if they are asked to take shelter or leave the building. It is the responsibility of the first-line supervisor to inform their employees of these evacuation routes and evacuation meeting areas.

It is at these meeting areas (see APPENDIX I and APPENDIX II) where supervisors shall conduct a roll call to determine if any of their staff is absent. Missing or unaccounted for employees shall be reported to Emergency Control Committee Members.

FIRE PREVENTION AND WORKPLACE HAZARDS

Employee Responsibility

It is the responsibility of **ALL** campus employees to work toward maintaining a safe and healthy working environment. For all buildings on campus, the following general guidelines apply to fire and workplace hazard prevention.

1. Follow general guidelines listed in this plan. You may also refer to the Staff and Faculty Emergency Procedures Handbook.
2. Smoking is not allowed on IU property. Extinguish all cigarettes in proper receptacles.
3. Do not put any type of hot object, such as cigarette butts, in trash cans.
4. All employees should be familiar with the workplace evacuation routes and areas of safety within their buildings.

Listing of Typical Fire and Workplace Hazards

Call IUEHS at (219) 981-4230 with specific fire/safety questions.

1. **Electrical circuits** – wiring and extension cords worn and frayed
2. **Electrical appliances** – such as coffee pots, microwaves and portable heaters left unattended or on at the end of the day
3. **Flammable solvents** – such as gasoline, paint thinner or degreaser, in amounts greater than maintenance quantities
4. **Flammables and combustible liquids** – not stored in a designated area or storage cabinet (refer to laboratory safety standards)
5. **Restricted access to and from working environments** – such as the following:
 - Fire doors and/or emergency exits blocked or held open
 - Storage and trash in stairwells and hallways
 - Combustible storage closer than 18 inches from the ceiling in sprinklered areas, 24 inches in non-sprinklered areas
 - Walkways in office areas or hallways less than 36 inches wide
6. **Oil-soaked rags** – not stored in in a metal container with a lid and removed from the workplace daily

Housekeeping

Good housekeeping is the responsibility of **ALL** employees.

1. Waste materials are to be discarded in their proper place.
2. Heat producing equipment shall be maintained in good working order and a minimum of 36 inches from combustible items.
3. Personnel are responsible to keep their work areas neat and orderly.
4. All aisles and exits are to be kept clear of boxes, equipment, personal belongings and other materials.
5. Access to fire extinguishers, fire alarm pull stations and AEDs are to be kept clear.
6. Emergency telephone number, 911 or (219) 980-6501, is to be posted on all telephones.
7. Each supervisor will ensure their employees have the appropriate level of training as required to handle, store and maintain hazardous materials.
8. All fire/smoke doors are to remain closed and unobstructed from their intended function of retarding the spread of fire and smoke.

Maintenance of Fire Equipment and Systems

Refer questions and problems regarding the fire sprinkler and/or smoke/heat detection systems to IUEHS (219) 981-4230.

RESPONDING TO EMERGENCIES— GENERAL PROCEDURES

Each emergency requires a different response. In bomb threat, hazardous material spill or tornado emergencies, employees may be sheltered-in-place. At other times, building evacuation is the appropriate action. The following are general procedures to follow for various emergency conditions.

Medical Emergency

Emergency Medical Service (EMS) personnel or those individuals who are trained by the American Red Cross (or equivalent) will provide first aid. Until rescue personnel arrive, administer first aid in the building or, in the event of a complete evacuation, at a designated safe meeting area.

1. **CALL IUPD at 911 or (219) 980-6501** immediately if the injury is life threatening. Provide the following information:
 - Nature of medical emergency.
 - Location of the emergency (address, building, room number).
 - Your name and phone number from which you are calling.
2. Do not move victim unless absolutely necessary.
3. If personnel trained in first aid are not available, as a minimum, attempt to provide the following assistance:
 - Stop the bleeding with firm pressure on the wounds (NOTE: avoid contact with blood or other bodily fluids).
 - Clear the air passages using the Heimlich Maneuver (abdominal thrusts or chest compressions) in case of choking.
 - When rendering assistance to personnel exposed to hazardous materials, consult the SDS and wear the appropriate personal protective equipment. Attempt first aid **ONLY** if trained and qualified.

Fire

To evacuate the building upon seeing smoke/fire or hearing the fire alarm (other types of evacuation are covered elsewhere in this document):

1. Verbally warn employees in the immediate area, (such as, yelling “FIRE!”) and activate alarm upon discovery of smoke or fire. The signal for a building wide evacuation will be the sound of the fire alarm. All employees are required to evacuate the building, unless otherwise assigned or

- authorized to remain by the emergency agency in charge. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops. **CLOSE THE DOORS AS YOU LEAVE.** If necessary for a safe, orderly evacuation, activate fire extinguishers to clear a path to an exit.
2. **CALL IUPD at 911 or (219) 980-6501**, from a telephone in a safe area, to report the incident to IUPD-Northwest. The IUPD-Northwest dispatcher is responsible for contacting the appropriate department or agency.
 3. Give your name, building, room number and type of emergency.
 4. Stay on the line until you have given all necessary information.
 5. When out, move away from building to a prearranged evacuation meeting area (see APPENDIX I and APPENDIX II) for a head count. Leave walks and drives open for fire and emergency responders.
 6. Report to Emergency Control Committee Member:
 - If you suspect someone may be trapped inside the building.
 - Any other service, including emergency medical service, that may be needed.

Tornado or Severe Thunderstorm

In the event of a tornado or severe weather warning, the following procedure should be put into effect.

1. Listen for latest advisories on commercial and/or weather radio.
 - **Tornado or Thunderstorm Watch:** Weather conditions are favorable for the possible development of tornadoes or severe thunderstorms. Continue normal activities but have someone monitor the situation and notify others if conditions deteriorate. Post spotters at window to observe and report eminent weather changes during a tornado watch. Inform supervisor if deteriorating weather occurs or if tornado warning is issued.
 - **Tornado or Thunderstorm Warning:** A tornado or thunderstorm is occurring or sighted in the area. In addition to dark clouds and/or hail the emergency siren may sound. **See evacuation map(s) posted on the first floor (lowest floor) for tornado shelters.**
 - a. **Outdoor emergency siren:** The warning siren is a steady wail. It sounds when there is a tornado in the area. The siren typically sounds for two minutes. If you are outside when you hear the siren, take cover in a building close by.
 - b. **Indoor emergency notification:** At this time, there is no dedicated tornado or thunderstorm warning for building occupants. You may be alerted via IU-Notify, your NOAA all-hazards radio, or other notification of emergency warning of adverse weather. If so, check your floor to make sure that everyone is aware of the warning. Then immediately move to the designated safe tornado shelter area, such as the lowest level of the building without windows (for example, a restroom, center stairwell, hallway or office). Close the door. Stay sheltered until the National Weather Service gives the all-clear.
2. If necessary, initiate emergency shutdown procedures.
3. After tornado passes, restore calm and check for injuries.
4. Report injuries and damage to IUPD.

NOTE: Outdoor Emergency Sirens

When you hear a *steady wail*, it means that a tornado has been sighted in the local area or the National Weather Service has issued a tornado warning. Take cover immediately. Tune to a NOAA all-hazards radio, local cable TV or radio station to monitor situation and wait for "ALL-CLEAR."

Weather permitting, this siren is tested at 3 p.m. on the third Friday of each month. The test is two, four-second blasts of the siren.

Blizzard

1. If indoors:
 - Stay calm and await instructions from the designated official.
 - Stay indoors!
 - If there is no heat:
 - a. Close off unneeded rooms or areas.
 - b. Stuff towels or rags in cracks under doors.
 - c. Cover windows at night.
 - Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
 - Wear layers of loose-fitting, lightweight, warm clothing, if available.
2. If outdoors:
 - Find a dry shelter. Cover all exposed parts of the body.
 - If stranded in a vehicle:
 - a. Stay in the car or truck.
 - b. Run motor about ten minutes each hour. Open the window for a little fresh air. Make sure exhaust pipe is not blocked.
 - c. Make yourself visible to rescuers.
 - d. Exercise to keep blood circulating and to keep warm.

Earthquake

An earthquake usually occurs without any type of warning. Due to the suddenness, all personnel should attempt to get under a table or desk, or any place that the employee feels is safe. After an earthquake has stopped, initiate the following procedure:

1. Stay calm and await instructions from the designated official.
2. Keep away from overturned fixtures, windows, file cabinets, and electrical power.
3. Check for injuries and provide assistance as needed.
4. Maintenance department should check for fires and shut off utilities to control gas and water leaks.
5. If major structural damage has occurred, the Emergency Control Committee Chairperson, or his/her designee, should order a complete evacuation. Facilities Services staff should inspect the building for damage before re-entry.
6. Facilities Services staff then notify proper agencies, companies or departments as needed.

Flood

1. If outdoors:
 - Climb to high ground.
 - Avoid walking or driving through floodwater.
 - If car stalls, abandon it immediately and climb to higher ground.
2. If indoors:
 - Be ready to evacuate as directed by the designated official.
 - Time permitting, move vital material and equipment to higher ground.

Suspicious Activity

It is the responsibility of **ALL** campus employees to be on the lookout for any suspicious activities or behaviors. If any employee notices anything out of the ordinary, they should **CALL IUPD at 911 or (219) 980-6501. If you see something, say something!**

Take note of the details and **SALUTE**.

1. **Size** – the number of people, ages, gender, and physical descriptions of each individual involved
2. **Activity** – describe exactly what they are doing
3. **Location** – provide exact location
4. **Uniform** – describe what they are wearing, including color of clothing and type of shoes
5. **Time** – provide date, time, and duration of activity
6. **Equipment** – describe vehicle, make, model, color, license plate, guns, camera, backpack, etc.

If you see something, say something! For more information, please visit www.in.gov/iifc.

Workplace Violence

1. Reporting and investigating threatening or violent behavior in the workplace
 - Any employee who experiences, observes, or has knowledge of threatening or violent behavior in the workplace has a responsibility to report the situation as soon as possible.
 - a. In all cases of an actual or imminent act of violent behavior, **CALL IUPD at 911 or (219) 980-6501.**
 - b. Report all cases of threatening or violent behavior to the employee's supervisor or department head and to the campus human resources office.
 - For more information, please visit <http://www.indiana.edu/~uhrs/policies/uwide/violence.html>.
2. Reporting non-work-related violence
 - Employees who are victims of domestic or other threatening or violent behavior outside the workplace, or who believe they are potential victims of such behavior, and fear it may enter the workplace, are encouraged to report the situation as soon as possible.
 - a. In all cases of an actual or imminent act of violent behavior, **CALL IUPD at 911 or (219) 980-6501.**
 - b. Report all cases of threatening or violent behavior to the employee's supervisor or department head and to the campus human resources office.
3. Active shooter
 - An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims.
 - In all cases of an actual or imminent act of violent behavior, **CALL IUPD at 911 or (219) 980-6501.**
 - a. **Evacuate**
 - Have an escape route and plan in mind
 - Leave your belongings behind
 - Keep your hands visible
 - b. **Hide out**
 - Hide in an area out of the active shooter's view
 - Block entry to your hiding place and lock the doors
 - c. **Take action**
 - As a last resort and only when your life is in imminent danger
 - Attempt to incapacitate the active shooter
 - Act with physical aggression and throw items at the active shooter

Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) Threat

Indiana University policy is to evaluate bomb/CBRNE threats in order to determine the appropriate action that must be taken. The threat that a bomb/CBRNE has been planted is usually made via the telephone. In the majority of cases, these threats have been proved to be false and no device or material was located. However, the potential for loss of human life and property is so great that each situation must be pursued and evaluated.

1. **Telephone Threat:** The person receiving a telephone bomb/CBRNE threat should remain calm and obtain as much information as possible by following the instructions and completing the **checklist** in APPENDIX IV. If your phone is equipped with caller identification, write down the number that is on the display screen. After the caller hangs up, if contact has not already been made, **immediately CALL IUPD at 911 or (219) 980-6501.** Give all available information. Notify IUPD and then your immediate supervisor.
2. **Written Threat:** Written threats can come in the form of a note, letter or fax, through the U.S mail or campus mail. Any document will become evidence at the trial of any perpetrator. It may, in fact, be critical to a successful prosecution and positive identification of the perpetrator. It therefore is extremely important that you:
 - **DO NOT** handle the envelope or letter/note any more than is necessary and limit the number of persons who touch these items. Know who the people are that have touched these items so elimination fingerprints can be obtained. Once proper notification has been made to IUPD, place the item(s) in a folder or large envelope to protect it (them) and tell others not to handle it (them).
 - **Immediately CALL IUPD at 911 or (219) 980-6501.**
 - Safeguard the received material until it is given to the proper authority.
3. **Suspicious Package:** If a suspicious package or device is found, **immediately CALL IUPD at 911 or (219) 980-6501. Do not touch or handle any suspicious item! Do NOT use the fire alarm.** Request all persons to leave the room the package is in.
 - **Appearance**
 - a. Powdery substance felt through or appearing on the package or envelope.
 - b. Oily stains, discoloration, or odor.
 - c. Lopsided or uneven envelope.
 - d. Excessive packaging material such as masking tape, string, etc.
 - e. Excessive weight.
 - **Handling Suspected Packages or Envelopes**
 - a. Do not shake or empty the contents of any suspicious package or envelope.
 - b. Do not carry the package or envelope, show it to others or allow others to examine it.
 - c. Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.
 - d. Alert others in the area. Leave the area. Close any doors and assemble outside the room's entrance. Take actions to prevent others from entering the area.
 - e. WASH hands with soap and water to prevent spreading potentially infectious material to face or skin.
 - f. **CALL IUPD at 911 or (219) 980-6501,** and then notify your supervisor.
 - g. If possible, create a list of persons who were in the room or area when the suspicious letter or package was recognized and a list of persons who also may have handled it.
 - h. Await arrival of assistance.
4. **Bomb/CBRNE Threat Evacuation:** A bomb/CBRNE threat evacuation is entirely different from a fire evacuation. The use of fire alarms is not recommended since it does not allow for a controlled evacuation. **The IUPD is responsible for ordering this type of evacuation.** If a decision to evacuate is made, a uniformed police officer, going room-to-room, will notify occupants of the decision to evacuate. If evacuation takes place, do not re-enter until the building has been searched and declared safe by the authority having jurisdiction. **Primary evacuation**

routes must be searched prior to ordering an evacuation unless the on-scene police officer determines otherwise.

Hazardous Chemical Spill/Substance Release

All employees that work with hazardous substances must be trained to protect themselves in handling incidental releases per the training requirements of the Hazard Communication Standard (29CFR1910.1200) or the Lab Standard (29CFR1910.1450).

1. **Evacuate the immediate area.**
2. Anyone who has had a bodily contact with the hazardous material should remove any contaminated clothing immediately and **flush all areas of bodily contact** with copious amounts of water for 15 minutes (use emergency facilities available – safety showers, eyewashes, etc.).
3. **Obtain medical assistance** for those injured by calling **911 or (219) 980-6501**.
4. **Report the incident** to IUEHS at (219) 981-4230 or (219) 980-6501 (24-hours) and provide the following information:
 - Building name
 - Floor
 - Room number
 - Description of incident
 - Type of hazardous materials involved
 - Await further instructions
5. If advised, evacuate the building to a safe distance and leave sidewalks and entries clear for arriving emergency personnel. Do not return to the building until instructed to do so by the agency in charge.

PROCEDURE FOR EMERGENCY SHUTDOWN OF OPERATIONS

An emergency shutdown of the building can be ordered by the Emergency Control Committee Chairpersons or their designee in concert with Facilities Services, law enforcement, or local fire department. No employee should take any unnecessary risks when ordered to evacuate. However, if time permits, personnel should perform the following duties:

1. **An emergency shutdown of computers** should be accomplished in the event of a severe electrical storm. If time permits, exit the program and shut off the computer power supply.
2. **Utility controls** will be shut off by maintenance personnel who know the location and operation of main controls for gas and electrical supply leading into the building.
3. **Critical operations** will be shut down by assigned personnel.
 - Designated personnel involved in critical operations may remain on the site.
 - Campus-wide Emergency Control Committee Members must be advised of these critical operations employees and have documentation on file with the Emergency Control Committee Chairpersons including the following: name, job title, work area, and assignment.

NEWS INFORMATION

The Office of Marketing and Communications shall be the entity that releases information to the news media.

POST-EMERGENCY EVALUATION

Following any emergency, a post-emergency evaluation will be conducted to evaluate the cause, employee and outside department actions, and to determine what corrective or preventative actions are necessary.

FOR FURTHER INFORMATION REGARDING THIS PLAN

Contact any member of the building-specific Emergency Control Committees or the campus-wide representatives listed below.

Wayne James
Chief of Police
Phone: (219) 980-7222
wjames@iun.edu

Kathryn Manteuffel
Regional Director of University Environmental Health and Safety
Phone: (219) 981-4230
kmanteuf@iun.edu

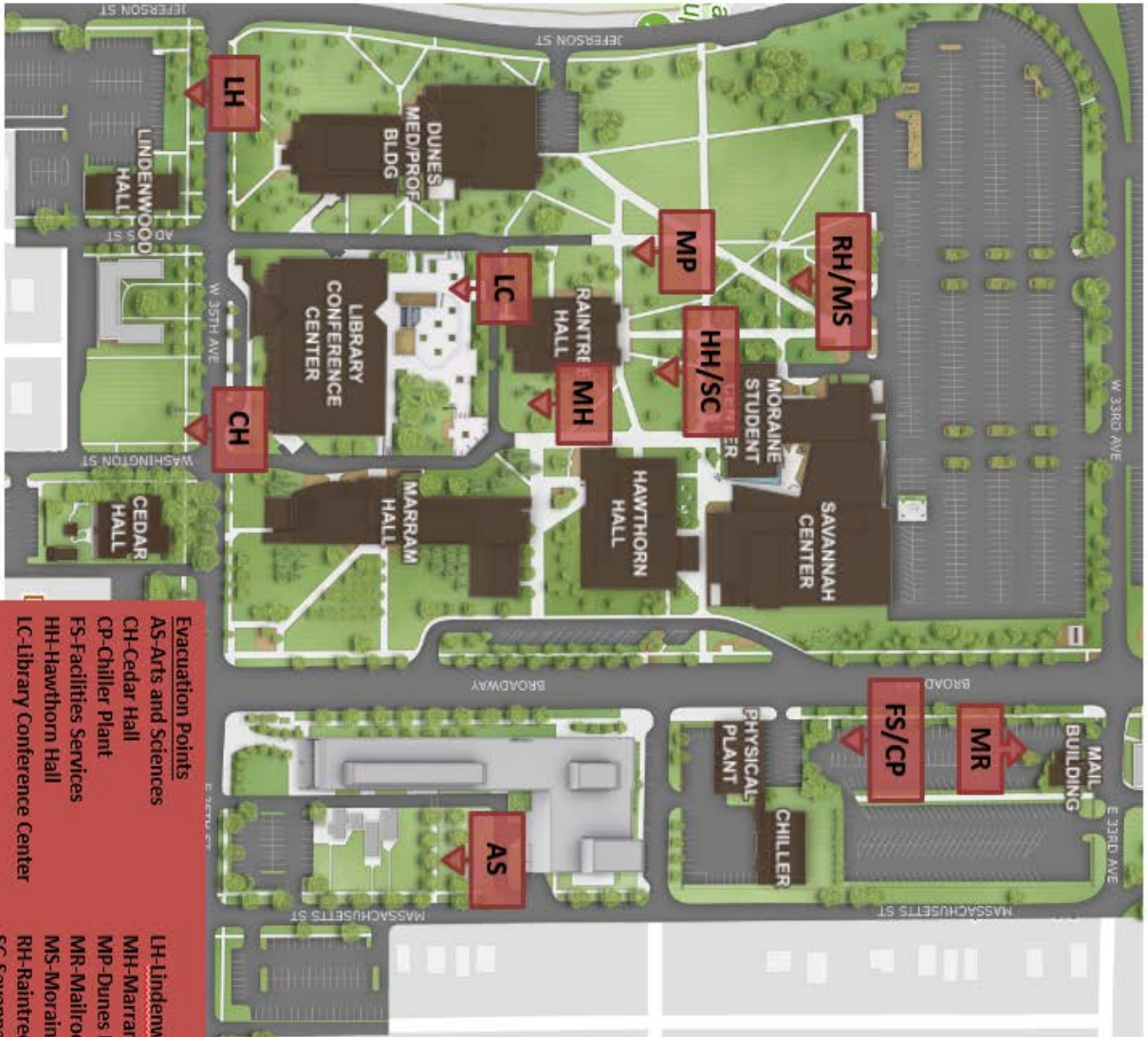
APPENDIX I: EVACUATION MEETING AREAS

Building	Primary Meeting Place	Inclement Weather Meeting Place (Please do not proceed to this location until roll call has been completed and you have been accounted for.)
Arts & Sciences	east of building-sidewalk that leads to Massachusetts	Savannah Center gymnasium
Cedar Hall	southwest corner of Washington and 35 th	Library Conference Center lobby
Chiller Plant	north of the Facilities Services/Chiller Plant-south of the Mailroom	Moraine Student Center lounge
Dunes Medical/Professional Building	northeast of the building-near north side of Raintree Hall	Savannah Center gymnasium
Facilities Services	north of the Facilities Services/Chiller Plant-south of the Mailroom	Moraine Student Center lounge
Hawthorn Hall	in courtyard-west of building-near Raintree Hall	Library Conference Center lobby
Library Conference Center	on north side of the building-north of the fountain	Savannah Center gymnasium
Lindenwood Hall	northwest of Lindenwood Hall-grassy area north of parking lot	Library Conference Center lobby
Mailroom	south of the mailroom (parking lot)	Moraine Student Center lounge
Marram Hall	northwest of Marram Hall	Savannah Center gymnasium
Moraine Student Center	in courtyard-west of the building	Library Conference Center lobby
Raintree Hall	in the courtyard-north of the building	Savannah Center gymnasium
Savannah Center	in the courtyard-southwest of Savannah Center	Marram Hall lobby
3223 Broadway (Facilities Services Annex)	north of the building	Moraine Student Center lounge

APPENDIX II: PRIMARY EVACUATION MEETING AREAS MAP

Evacuation Points for IU NORTHWEST

Revised
6/27/2018
IUHS-NW



- | | |
|------------------------------|-------------------------------|
| Evacuation Points | AS -Arts and Sciences |
| CH-Cedar Hall | MH-Marram Hall |
| CP-Chiller Plant | MP-Dunes Medical/Professional |
| FS-Facilities Services | MR-Mailroom |
| HH-Hawthorn Hall | MS-Morraine Student Center |
| LC-Library Conference Center | RH-Raintree Hall |
| | SC-Savannah Center |

APPENDIX III: ASSISTING PEOPLE WITH ACCESS & FUNCTIONAL NEEDS

**CONFIDENTIAL
DOCUMENT**

BUILDING NAME:	
DATE:	

Following is a list of individuals with special needs, either temporary or permanent, who indicate they may need assistance in evacuation of the building.

This list is confidential and will be available only to the individual's immediate supervisor, emergency responders, and the Chairpersons of the building's Emergency Control Committee.

Completed forms are NOT to be posted on the Internet as part of this building's Emergency Action Plan.

Name	Building/Room #	Buddy Name	Buddy Phone #

Instructions for supervisors:

1. Please fill out this Emergency Action Plan Appendix III with the names and locations of individuals with special needs and the name and phone number of the assigned Buddy.
2. Make a copies and forward them to:
 - a. Wayne James, Chief of Police, Moraine Student Center, IU Northwest.
 - b. Kathryn Manteuffel, Regional Director of UEHS, Raintree Hall, IU Northwest
3. Keep your original copy in a secure place to ensure confidentiality.

Instructions for Emergency Action Plan Chairpersons:

1. Keep completed Appendix III in a secure place to ensure confidentiality.
2. Make copy available to emergency response personnel only.

APPENDIX IV: TELEPHONE BOMB/CBRNE CHECKLIST

INSTRUCTIONS

1. *Be calm and courteous. Do not interrupt the caller.*
2. *Keep caller talking, if caller is agreeable to further conversation (If possible, get the attention of a co-worker and have him/her contact the IUPD immediately.).*
3. *Do not hang up your phone. The call may be traceable.*
4. *After the call is taken, notify the IUPD and your supervisor immediately.*

QUESTIONS TO ASK CALLER

- When is the bomb going to explode?
- Where is it?
 - What building?
 - What floor?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Why?
- What is your address? Name? Phone #?
- Can we help you?

EXACT WORDING OF THREAT

Sex of caller: M / F Race: _____ Approximate age: _____ Length of call: _____

Telephone # at which call received: _____ Time received: _____ Date call received: __/__/__

Nationality: _____

CALLER'S VOICE

___ Calm	___ Nasal	___ Soft	___ Angry	___ Stutter
___ Loud	___ Excited	___ Lisp	___ Laughter	___ Slow
___ Raspy	___ Crying	___ Rapid	___ Deep	___ Normal
___ Distinct	___ Slurred	___ Whispering	___ Clearing Throat	___ Ragged
___ Deep Breathing	___ Disguised	___ Cracking Voice	___ Accent	

BACKGROUND SOUNDS/NOISES

___ Street Noise	___ Voices/Talking	___ Wildlife Sounds	___ PA System	___ Music
___ Static	___ Motor	___ Factory Machinery	___ Clear	
___ Radio/TV	___ Long Distance	___ Local	___ Office Sounds	___ Weather
___ Cell Phone	___ Restaurant Sounds	Other (Specify) _____		

CALLER'S ATTITUDE & LANGUAGE

___ Well Spoken (education)	___ Incoherent	___ Profane/Foul	___ Irrational
___ Taped Message	___ Message Being Read		

REMARKS

Your name: _____ Your position: _____

Your telephone: _____ Date/Time checklist completed: _____

APPENDIX V: ACRONYMS

ACRONYMS AND THEIR MEANINGS

AED.....	Automated External Defibrillator
CPR.....	Cardiopulmonary Resuscitation
EAP.....	Emergency Action Plan
ECC.....	Emergency Control Committee
Emergency Assembly Point.....	Designated safe area for gathering groups of people during an emergency. Contingent on the type of emergency, may be indoor or outdoor.
EMS.....	Emergency Medical Service(s)
FEMA.....	Federal Emergency Management Agency
IDHS.....	Indiana Department of Homeland Security
IIFC.....	Indiana Intelligence Fusion Center
IUEHS.....	Indiana University Environmental Health and Safety
IUEMC.....	Indiana University Emergency Management and Continuity
IU-Notify.....	The mass notification system used by IU to inform faculty, staff and students of any emergencies or urgent situations requiring immediate attention and action.
IUPD.....	Indiana University Police Department
MSDS/SDS.....	Material Safety Data Sheet/Safety Data Sheet
NIMS.....	National Incident Management System
NOAA.....	National Oceanic and Atmospheric Association
OSHA.....	Occupational Safety and Health Administration
PPE.....	Personal Protective Equipment