



VINCENNES UNIVERSITY  
**Jasper Campus**

# **EMERGENCY RESPONSE GUIDE**

**PREPARED BY  
VINCENNES UNIVERSITY JASPER CAMPUS  
EMERGENCY MANAGEMENT PLANNING COMMITTEE**



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**EMERGENCY CONTACT NUMBERS**

**Jasper Campus** *(note: office phones do not function during power outage)*

Jasper Main Number .....	812-482-3030
Jasper Dean .....	Office 812-481-5907, Cell 812-827-9303
Jasper Maintenance Director .....	Cell 812-630-3582
Jasper Dean’s Administrative Assistant .....	Office 812-481-5904, Cell 812-630-1831
Jasper Director Student Services .....	Office 812-481-5905
Jasper Fiscal Officer .....	812-481-5908
Jasper Campus Security (after 6:00pm Mon-Thurs, office Admin. 209) .....	Cell 812-630-5582
Jasper Counselor.....	Office 812-481-5917

*Note that when using courtesy phones you just need to dial extension number. Use 9 for outside calls.*

**Off Campus Emergency Agencies**

Jasper Emergency Dispatch <i>(follow this call with a call to the main office or security officer)</i> .....	9-911
Jasper City Fire Dept <i>(follow this call with a call to the main office or security officer)</i> .....	9-911
Jasper City Police <i>(follow this call with a call to the main office or security officer)</i> .....	9-911
Jasper Municipal Utilities.....	812-482-9131
Jasper Mayor’s Office .....	812-482-4255
Memorial Hospital, Jasper.....	812-996-2345
Dubois County Emergency Management .....	812-482-2202
Dubois County Health Department .....	812-481-7055
Dubois County Sheriff’s Office .....	812-482-3522
Dubois County Highway Dept. ....	812-482-5505
American Red Cross.....	812-481-0072
Center for Disease Control.....	770-488-7100
CHEMTREC (Hazmat) .....	800-262-8200
State Emergency Management Agency (Indiana) .....	812-886-5524
National Response Center (Chemical spills, 24 hr) .....	800-424-8802
Poison Control (24 hr) .....	800-222-1222

**Vincennes Campus**

Vincennes Campus Main Number .....	812-888-8888
Vincennes University Police .....	812-888-5555
President’s Office .....	812-888-4208, 4201
Provost’s Office, Dean of Faculty .....	812-888-4262, 4025
Asst. Provost for Academic Affairs .....	812-888-4480
Asst. Provost for Student Affairs .....	812-888-4241
VP Financial Services .....	812-888-5101, 4343
VP Workforce Development, Community Service.....	812-888-4309
Director Marketing/External Relations.....	812-888-4141

University Relations .....	812-888-4164
External Relations .....	812-888-4358
Dean of Students .....	812-888-4301, 4102
Director of Counseling Services.....	812-888-4374
Environmental and Safety Services .....	812-888-5397, 4227, or 4207
Health Office Coordinator.....	812-888-4277, 5523
Physical Plant.....	812-888-4227, 4207, or 5555 (night)

## **EMERGENCY MANAGEMENT PLAN PROCEDURES**

Due to unexpected changes in the University faculty and staff which can occur at any time and because of the constant change in student population, it is imperative that:

1. faculty and staff are well acquainted with the prescribed EMP and building evacuation plans;
2. building evacuation plans are communicated to students during orientation and the first day of classes; and
3. building evacuation plans and maps showing campus buildings, streets, and surrounding areas are posted at all buildings.

The following outline provides Vincennes University faculty and staff basic emergency procedures and guidelines. It must be emphasized that the very nature of an emergency may necessitate on-scene modifications to these procedures.

### ***Radio Procedures***

#### **Weather Radios**

The emergency weather-band radios in each building should be turned on and kept ready to receive bulletins from the Weather Service. When alerts are received indicating severe weather threats to the campus, the information should be disseminated through the campus as quickly as possible.

#### **Communication Radios**

Communication radios (Motorola BPR40, UHF) are available to enable personnel to talk between buildings during power outages or other emergencies. The handheld radios are located in the following areas:

Security office (Admin 209)	Library
Habig office	Student Services office
Evening Secretary's office (Admin 213)	Ruxer office
Academic Classroom Bldg. office	Campus Dean's office

The following procedures shall be followed:

- Radios shall be stored in their chargers with the power on and the channel selector set to Channel 1.

- Once per month each radio shall be removed from its charger and the battery allowed to discharge for a full workday.
- The radio repeater only utilizes Channel 1, which provides the strongest signal. Channel 2 may be used as appropriate to facilitate communication between selected personnel.



## ***Weather/Natural Disaster***

### **Tornado/High Wind**

A tornado is defined as 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 mph or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornadoes may occur with little or no warning or siren activation.

#### ***Before the storm***

VU personnel should:

1. Know the location of the building's weather radio.
2. Be familiar with any pre-assigned safe locations.
3. Locate accessible building basement or corridor location.
4. Stay informed through local media sources and University weather radios on days that severe weather is expected.
5. Be aware of the civil defense alarm (siren and public address system).
6. Keep a good reliable flashlight and battery operated radio in each office/work area.

#### ***Storm is Imminent:***

1. Possible Indicators of a Tornado
  - a. Dark, often greenish sky
  - b. Large hail
  - c. Loud roar, similar to a train
  - d. Cloud of debris (the tornado may not be visible)
  - e. Wind becomes calm and still
  - f. Frequent lightning
  - g. Tornadoes generally occur near the trailing edge of a storm

#### ***Tornado sighted:***

1. All building occupants should proceed to the lowest possible floor, according to the building evacuation plan. Move to areas without window glass.
2. Occupants of light steel shelled buildings (i.e. maintenance shed) should leave the building and go directly to a more substantial concrete building, preferably with a basement.

## Earthquake

1. If indoors, take refuge under a desk or table or in a doorway and hold on. Stay away from windows, shelves, and heavy equipment. Proceed according to the building evacuation plan.
2. If outdoors, move quickly away from buildings, utility poles, overhead wires, and other structures. CAUTION: Avoid downed power or utility lines as they may be active. Do not attempt to enter buildings until you are advised to do so by the proper authorities.
3. If in an automobile, stop in the safest location available, 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.
4. Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage.
5. Evaluate the situation and call 911 for emergency assistance if needed.
6. Do not use the 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.
7. Use megaphones, walkie-talkies, and public address systems to facilitate communication.
8. Do not use light switches, lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
9. Open windows and doors to ventilate buildings. Watch out for broken glass.
10. If a fire is present call 911.
11. Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.)
12. Open doors carefully. Watch for falling objects.
13. Do not use elevators.

## Snow/Ice Emergency

1. Emergency Declaration
  - a. All offices and facilities shall remain open unless the University President or designee declares an emergency condition.
2. Snow Routes
  - a. The city of Jasper has designated snow routes. It is imperative that all University personnel observe these routes and not park their cars along these streets.
  - b. The University may designate additional campus streets and parking lots as snow routes.
  - c. Based on information provided by the Office of Disability Services, sidewalk snow routes will be determined each semester after reviewing residence and class location of mobility impaired students. Priority for clearing sidewalks will be given to the indicated routes.
3. Occurrence of Snow/Ice Emergency
  - a. If snow/ice storm occurs during normal working hours, personnel must use their own judgment as to whether or not they can reach the campus safely. Listen to the local radio and TV stations for the latest weather conditions. Note: A battery-operated radio should be kept in case of power outages.
  - b. All personnel must notify their supervisor if weather conditions prevent the use of roads and streets.
  - c. If snow occurs during normal working hours, the President or designee will make the decision regarding University closings.
4. Physical Plant
  - a. Physical Plant personnel will clear parking lots and walkways on the campus.

## **Fire**

1. In the event of a fire alarm, all individuals will be automatically evacuated from the facility. Emergency 911 should be called immediately whenever a fire alarm is activated.
2. The following procedures will be followed in the event of a fire.
  - a. Small fires (trash cans, bulletin boards, toilet paper, etc.) may be extinguished by staff. The incident must be reported to the Campus Dean.
  - b. Initiate building evacuation plan and notify the Fire Department via 911.
  - c. The Fire Department and/or Police will give clearance to allow individuals back in the building. The fire alarm system will be reset by campus maintenance staff. If the alarm cannot be reset, Physical Plant will be notified.
  - d. Individuals will be directed to an alternate location as determined.
3. Other items of note:
  - a. All fire alarms are to be considered real.
  - b. Physical Plant will conduct monthly checks of the system.
  - c. All staff will assist with evacuation.
  - d. Mobility impaired students will be identified by staff and assisted with evacuation.
  - e. Staff will be trained regarding evacuation procedures through in-services as described in Annual Preplanning Assessment. Each building's personnel will be trained in the specific building's evacuation plan.
  - f. Every time emergency procedures are activated, Vincennes University Police must be notified. Vincennes University Police will keep logs to document activation of emergency responses; locations, time of day, date, etc. will be duly noted.

## ***Bomb Threat***

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision for anyone to make except the proper authorities. The procedures described below should be implemented regardless of whether the bomb threat appears to be real or not.

1. All personnel should acquaint themselves with the following procedure:
  - a. If a suspicious object or potential bomb is discovered, **DO NOT HANDLE THE OBJECT. CLEAR THE AREA AND CALL 911.** Be sure to include the location and appearance of the object when reporting.
  - b. If a bomb threat is received, remain calm. Listen carefully and show interest. Try to keep the caller talking so that you can gather more information.
  - c. Use the BOMB THREAT DATA RECORD to question the caller.
  - d. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about a device, the validity of the threat, or the identity of the caller.
  - e. Upon completion of the call, immediately notify the Campus Dean and the 911 Emergency Dispatch and complete the BOMB THREAT DATA RECORD as soon as possible while the incident is fresh in your memory.
  - f. If another individual has received a threat and he/she is relaying this information to you, use the BOMB THREAT DATA RECORD to get as much information from them as possible.

**BOMB THREAT DATA RECORD SHEET**

\_\_\_\_\_ Caller ID number (if available) \_\_\_\_\_ Number at which call received  
\_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Length of call

**EXACT WORDING OF THE THREAT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THREAT LANGUAGE**

\_\_\_\_\_ Well Spoken                      \_\_\_\_\_ Taped                      \_\_\_\_\_ Race/Nationality  
\_\_\_\_\_ Incoherent                      \_\_\_\_\_ Foul Language                      \_\_\_\_\_ Age  
\_\_\_\_\_ Educated                      \_\_\_\_\_ Caller Gender

**QUESTIONS TO ASK**

- 1. When is the bomb set to explode? \_\_\_\_\_
- 2. Where is it right now? \_\_\_\_\_
- 3. What does it look like? \_\_\_\_\_
- 4. What will cause it to explode? \_\_\_\_\_
- 5. Are you the person who placed the device? \_\_\_\_\_
- 6. Why? \_\_\_\_\_
- 7. What is your address? \_\_\_\_\_
- 8. What is your name? \_\_\_\_\_

**CALLER'S VOICE**

\_\_\_\_\_ Calm                      \_\_\_\_\_ Loud                      \_\_\_\_\_ Deep                      \_\_\_\_\_ Familiar  
\_\_\_\_\_ Angry                      \_\_\_\_\_ Laughter                      \_\_\_\_\_ Ragged                      \_\_\_\_\_ Slurred  
\_\_\_\_\_ Excited                      \_\_\_\_\_ Nasal                      \_\_\_\_\_ Disguised                      \_\_\_\_\_ Normal  
\_\_\_\_\_ Slow                      \_\_\_\_\_ Stutter                      \_\_\_\_\_ Breathly                      \_\_\_\_\_ Clearing  
\_\_\_\_\_ Rapid                      \_\_\_\_\_ Lisp                      \_\_\_\_\_ Accent                      \_\_\_\_\_ Crying  
\_\_\_\_\_ Soft                      \_\_\_\_\_ Raspy                      \_\_\_\_\_ Distinct                      \_\_\_\_\_ Cracking

**BACKGROUND SOUNDS**

\_\_\_\_\_ Voices                      \_\_\_\_\_ Static                      \_\_\_\_\_ PA System                      \_\_\_\_\_ Factory Machinery  
\_\_\_\_\_ Music                      \_\_\_\_\_ Clear                      \_\_\_\_\_ Phone Booth                      \_\_\_\_\_ Office Machinery  
\_\_\_\_\_ Animal                      \_\_\_\_\_ Street Noise                      \_\_\_\_\_ House Noise                      \_\_\_\_\_ Other

**Notes** \_\_\_\_\_

**IMMEDIATELY CALL THE JASPER CAMPUS DEAN AND 911 EMERGENCY DISPATCH**

## ***Personal Injury/Illness***

1. In case of serious injury or illness on the Jasper Campus, call 9 + 911. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.
2. The individual making the emergency call should continue to stay on the line with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel. **FIRST AID IS FIRST AID ONLY. DO NOT JEOPARDIZE YOUR HEALTH OR THE HEALTH OF THE PATIENT. WAIT FOR PROFESSIONAL HELP IF YOU ARE NOT ABLE TO PROVIDE FIRST AID SAFELY.**
3. As soon as is possible, complete an Accident Report Form (available in the VUJC Administrative Office).

## **Pandemic Flu**

See the VUJC Pandemic Flu Response Plan in separate document.

**Foodborne Illness**

All food related issues should be directed to the Jasper Campus Food Service Manager or the Jasper Campus Fiscal Officer.

Depending on the seriousness of the incident, the above offices will enact procedures according to the Indiana State Department of Health and the food service provider.

Anytime there is a possible foodborne illness complaint, whether student or non-student, a Food Complaint Report must be completed in detail and as quickly as possible. The report will contain detailed first-hand information, assisting in identifying the specific cause of the illness. The report form is available in the VUJC Business Office.



## ***Psychological Crisis***

A psychological crisis exists when an individual is threatening to harm self or others, or is out of touch with reality in what is known as a psychotic break. A psychotic break may be manifested by hallucinations, statements which don't make sense, or out of control behavior.

### **In day time: ( 8:00 a.m.—4:30 p.m. )**

If a psychological crisis occurs and the situation is deemed to be **not dangerous**, notify the Campus Director of Student Services. Have someone stay with the individual if possible until campus authorities arrive to take over the situation.

If a psychological crisis occurs, and the situation is deemed to be **dangerous**, phone 911 and notify the Campus Director of Student Services.

When phoning 911, clearly state that you need immediate assistance, give clear information including your name, your precise location, and the area involved. Provide as much information as possible about the nature of the situation or of the individual involved without escalating the crisis.

Someone should stay with the individual unless violence is happening or threats of violence are being made. Still someone needs to keep an eye on the person.

Try to assign someone to await the arrival of the emergency personnel to direct them to the location.

Have other students locate themselves somewhere else unless directly involved in the crisis itself. This is recommended out of respect for the person in crisis and seeks to reduce any escalation which might happen due to a crowd witnessing the event.

### **In evening time: after 4:30 p.m.**

- If **not a dangerous** situation, contact campus security @ 812-630-5582
- If you think the situation is **dangerous**, phone 911 and follow the same directions.

## ***Civil Disorder***

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- INTERFERENCE with normal management of the University,
- PREVENTION of access to office, buildings or other University facilities, or
- THREAT of physical harm to persons or damage to University property.

If organized civil disorder occurs, Jasper Campus Director of Student Services should be notified and will be responsible for contacting and informing the Jasper Campus Dean. The President, the Provost, and the Assistant Provost for Student Affairs should be notified. The Vincennes University Police may be able to assist if given sufficient lead time. Procedural guidelines follow.

### Peaceful, non-obstructive demonstrations

- a. Generally, demonstrations of this kind should not be interrupted, and should not be obstructed or provoked. Efforts should be made to conduct University business as normally as possible.
- b. If a demonstration continues past normal business hours:
  - i. Arrangements will be made with the Jasper University security service to monitor the situation, or
  - ii. If demonstrators are asked to leave a building or facility, and refuse to leave, it is deemed a disruptive demonstration.

### Non-violent, disruptive demonstrations

- a. In the event that a demonstration blocks access to University facilities or interferes with the operation of the University in violation of the Standards of Student Behavior (see appendix):
  - i. The Jasper Campus Director of Student Services or designee will go to the area and ask the demonstrators to disperse, or to discontinue the disruptive activities, and
  - ii. The Director may ask key University personnel and student leaders to go to the area and assist in persuading the demonstrators to desist and disperse.
- b. If the demonstrators persist in the disruptive activity, they will be apprised that the failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion, possible intervention by civil authorities, and/or arrest.

- i. The Director of Student Services, after consultation with the Campus Dean and Assistant Provost for Student Affairs, will determine the need for an injunction and intervention by VU or city police.
- ii. If a determination is made to seek an intervention by police, the demonstrators will be informed.
- iii. Upon arrival of Vincennes University Police and/or other law enforcement personnel under the direction and supervision of the Vincennes University or Jasper City Police Chief, demonstrators remaining in the area will be warned of the intention to arrest.
- iv. All personnel acting in any such facilitative capacity shall be under the direction of the Vincennes University or Jasper City Police Chief.
- c. Efforts should be made to obtain positive identification of demonstrators who persist in order to facilitate later testimony, including photographs and/or videotaping if deemed advisable.

#### Violent, disruptive demonstrations

In the event that a violent demonstration in which injury to persons or damage to property occurs or appears imminent, the Jasper Campus Dean will notify the President, the Provost and the Assistant Provost for Student Affairs. After this initial notification and at the direction of the Vincennes University or Jasper City Police Chief, the following should commence:

- a. During Business Hours
  - i. The Jasper Campus Dean, after consultation with the University or Jasper City Police Chief, will determine the need for an intervention by Police.
  - ii. Vincennes University Police may collaborate with outside law enforcement as necessary.
  - iii. The Jasper Campus Dean will maintain communications with the President, Provost, and Assistant Provost for Student Affairs or designee(s) throughout the demonstration/disorder.
  - iv. The Senior Director of External Relations will be notified as soon as reasonably possible.
  - v. To comply with legal standards, the following directive must be read to the demonstrators:

***DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION***  
*(Identify Self)*

*“This assembly and the conduct of each participant is seriously disrupting the*

*management of the University and is in clear violation of the rules of Vincennes University. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the University. In no event will the administration of Vincennes University accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the University, take whatever measures are necessary to restore order - including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.”*

If the demonstrators fail to disperse within fifteen minutes, the following must be read:

***DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE***  
*(Identify Self)*

*“You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of Vincennes University each of you is hereby suspended, subject to later review. The Vincennes University Police will now be called to assist in dispersing this assembly.”*

b. After Business Hours

- i. Jasper Campus Security Officer will investigate the disruption and notify the Director of Student Services or Campus Dean.
  - a) The Director of Student Services will notify key administrators and if appropriate Physical Plant supervisors responsible for the facility.
- ii. Campus Security Officer may call for additional law enforcement assistance without counsel from others if it is deemed to be critical to the safety of persons involved.
- iii. To comply with legal standards, the following directive must be read to the demonstrators:

***DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION***  
*(Identify Self)*

*“This assembly and the conduct of each participant is seriously disrupting the management of the University and is in clear violation of the rules of Vincennes University. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the*

*manner appropriate to the University. In no event will the administration of Vincennes University accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the University, take whatever measures are necessary to restore order - including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.”*

If the demonstrators fail to disperse within fifteen minutes, the following must read:

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*(Identify Self)*

*“You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of Vincennes University each of you is hereby suspended, subject to later review. The Vincennes University Police will now be called to assist in dispersing this assembly.”*

## ***Explosion***

Chemicals, leaking gas, faulty boilers, derailed trains or falling aircraft could all be the cause of life-endangering explosions.

1. Be prepared for possible further explosions.
2. Take cover immediately.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
4. If evacuation is ordered, follow the building evacuation plan.
5. Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.)
6. Open doors carefully. Watch for falling objects.
7. Do not use elevators.
8. Accompany and assist persons with injuries who appear to need direction or assistance.
9. Do not use light switches, lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
10. Do not turn on any electrical equipment.

## ***Violent Crime/Threat***

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. Promptly notify the Jasper Campus Director of Student Services and report suspicious incidents. Include the following information:

1. Nature of the incident,
2. Location of the incident,
3. Description of persons(s) involved,
4. Description of any weapons involved, and
5. Description of property involved.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire or explosives be involved, take cover immediately. After the disturbance, seek emergency aid if necessary.

## **Terrorism**

In the event of a terrorist attack resulting in the release of biological, chemical, radiological, nuclear material or high-yield explosive devices, the law enforcement, fire and emergency medical personnel who are first to respond may become quickly overwhelmed by the magnitude of the attack. The first concern must be to recognize the event and protect the first responders. Unless first responders recognize the danger, they will very possibly become casualties to the terrorist event.

## ***Biological Terrorism Attack***

1. Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bio-terrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bio-terrorism agent), and detection (gathering and interpretation of public health surveillance data.)
2. When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed; those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, or incubation period, is characteristic of un-infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial response to a biological attack on civilians is likely to be made by direct patient

care providers and the public health community.

3. Agents of concern include, but are not limited to:

- Anthrax
- Cholera
- Ebola
- Botulinum Toxin
- Plague
- Q Fever
- Ricin
- Staphylococcal Enterotoxin B
- Tricothecene Mycotoxins (T2)
- Tularemia
- Smallpox
- Venezuelan Equine Encephalitis

4. Reporting Requirements and Contact Information

- a. Local medical clinics may be the initial site of recognition and response to bio-terrorism events. If they report information back to the Jasper Campus, the Dean or designee will immediately notify campus personnel, the President and the VU Police Department.

Mail/Unusual Packages - If you are suspicious of a mailing and are unable to verify the contents with the addressee, do not take a chance or worry about possible embarrassment if the item turns out to be innocent. Contact the 911 Emergency Dispatch Center. DO NOT OPEN or MOVE THE PACKAGE.

5. Evacuation

- a. Immediately notify all on-site personnel of an emergency requiring evacuation.
- b. Proceed according to the building evacuation plan.

### *Chemical Terrorism Attack*

1. Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects.
2. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders - fire departments, police, hazardous materials (HazMat) teams, emergency medical services (EMS), and emergency room staff. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination.



3. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have a serious consequence.

Agents of concern include, but are not limited to:

- a. Nerve Agents

- Tabun
- Sarin
- Soman
- V Agents

- b. Vesicants (Blister Agents)

- Sulfur Mustard
- Distilled Mustard
- Nitrogen Mustard
- Mustargen
- Lewisite
- Phosgene Oxime

- c. Chemical Asphyxiants (Blood Agents)

- Hydrogen Cyanide
- Cyanogen Chloride
- Arsine

4. Reporting Requirements and Contact Information

- a. Local medical clinics may be the initial site of recognition and response to bio-terrorism events. If they report information back to the Jasper Campus, the Dean or designee will immediately notify campus personnel, the President and the VU Police Department.
- b. Mail/Unusual Packages - If you are suspicious of a mailing and are unable to verify the contents with the addressee, do not take a chance or worry about possible embarrassment if the item turns out to be innocent. Contact the 911 Emergency Dispatch Center. DO NOT OPEN or MOVE THE PACKAGE.

5. Evacuation

- a. Immediately notify all on-site personnel of an emergency requiring evacuation.
- b. Proceed according to the building evacuation plan.

### *Nuclear/Radiological Terrorism Attack*

1. The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used.
2. Unless confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain.
3. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards.

4. Warning and Evacuation of Campus
  - a. Initial warning of an impending or actual attack or nuclear incident may be received through the AM or FM radio and television services via the Emergency Broadcast System (EBS).
  - b. Evacuation will proceed ONLY if ample warning is received to move all personnel out of the Dubois County area. Otherwise “in place” sheltering in building safe areas will be used as an emergency measure.

## ***Downed Aircraft***

1. If an airplane crashes into a building:
  - a. If phones work, notify the 911 Emergency Dispatch Center.
  - b. Proceed according to the building evacuation plan. Don't use the elevator.
  - c. If you are trapped:
    - i. Seal door and window cracks if smoke is present.
    - ii. Stay near the floor if smoke is present and tie a towel or cloth (preferably wet) around your nose and mouth to filter smoke.
    - iii. Hang an article of clothing out the window. This alerts rescuers that people are inside.
    - iv. Do not jump outside the building unless death is imminent.
  - d. If you smell gas or airplane fuel, try to get fresh air via exiting your building or getting to a window.
2. If an aircraft crashed onto an area other than your building, stay at least 100 yards away from the crash site.

## ***Mechanical/Electrical/Chemical***

### **Power Outage**

1. There are no emergency generators on campus for any buildings or systems. Fire alarms, emergency lighting and parts of the telephone systems are provided with battery back up, but in most instances, will only provide a minimum of power for two (2) hours.
2. None of the heating/air conditioning equipment will operate when electrical power is off.
3. If an electrical power outage should occur in the winter all buildings and systems would be subject to freezing. Therefore, if there is time, those buildings heated and cooled by water (including sprinkler systems) should be winterized or drained of water to reduce freeze damage to the building.

### **Heating/Ventilation/Air Conditioning Failure**

1. Immediately notify the Jasper Campus Maintenance Director.
2. If necessary vacate areas affected.

## ***Leaks/Spills***

### **Chemical/Petroleum Release**

1. Immediately report to the Jasper Campus Maintenance Director any release or spill of a hazardous chemical/petroleum product (gasoline, diesel, kerosene, oil, etc.) that requires special training, procedures, or equipment that is beyond the abilities of present personnel.
2. Notify all affected personnel and evacuate the spill area. Pull the fire alarm if building evacuation is required.
3. When reporting the emergency give the following information:
  - a. Your name, telephone number, and location.
  - b. Time and type of incident.
  - c. Name and quantity of the material, if known.
  - d. Extent of injuries or damage, if any.
4. The key person on site should evacuate the affected area at once and seal it off to prevent further contamination of others until the arrival of emergency personnel.
5. Anyone who is contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity, and give his/her name to the emergency personnel. Washing off contamination and any required first aid should be started immediately.
6. Take appropriate steps to make sure no one evacuates through the contaminated area.
7. If an evacuation alarm sounds, follow established building evacuation procedures.
8. Do not re-enter the area until directed by emergency personnel.

### **Medical/Biohazard Waste**

1. Medical/biohazard waste generated on the campus shall be handled in a safe and efficient manner to protect University employees and students.
2. In the event of a medical/biohazard waste emergency, the following procedure should be followed:
  - a. Notify the Jasper Campus Maintenance Director.
    - i. Give name and location of emergency.
    - ii. Identify the type and magnitude of the contamination.
    - iii. Depending on the magnitude of the emergency, the Maintenance Director will notify the Campus Dean, the University Physical Plant the Office of Environmental and Safety Services, and the 911 Emergency Dispatch Center.

- iv. Vincennes University personnel will stay at the scene until it is secured and an emergency no longer exists.
- b. Physical Plant
  - i. Physical Plant personnel will provide emergency removal and disposal for the medical/biohazard waste.
  - ii. Physical Plant personnel will also provide signs, barricades and fencing as required to secure emergency area.
- c. Faculty & Staff
  - i. Clear the area until instructions from emergency personnel are given to return.
- d. Containment and Cleanup
  - i. The primary function of University personnel is to keep unauthorized persons away from contaminated areas and to facilitate the access of properly trained personnel to clean up the contaminated area.

## **Other**

### **Campus Access Blockage**

1. Vincennes University Responsibilities
  - a. If Jasper City Police are unable to enter campus, Vincennes University personnel will manage any emergency situation until additional resources are available.
2. Fire Protection
  - a. The Jasper City Fire Department responds to fire calls on the campus.
  - b. Upon the discovery of a fire the building should be evacuated immediately.
3. Medical Response/Triage
  - a. Since the University is neither equipped nor staffed for major health care operations, the University response will be limited to first aid measures and EMS will be notified.

### **Major Water Leak**

1. Notify the Jasper Campus Maintenance Director immediately. The Director will report the location and severity of the leak to the Physical Plant and Campus Dean.
2. If there are electrical appliances or outlets near the leak, use extreme caution. Evacuate the area if possible when extreme danger exists.
3. Do not attempt to correct the problem. Be prepared to assist as directed in protecting objects or assisting people who are in jeopardy.
4. Take only essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.

### **Communication Loss/Computer/Phone/etc.**

1. In the event of campus wide communication loss, handheld radios may be used for emergency communications.
2. Cell phones and other portable telephones are not reliable during extensive emergency events and should not be considered as a reliable communications resource.

### **Building Structural Failure**

1. Notify the Jasper Campus Maintenance Director and the 911 Emergency Dispatch Center.
2. Do not use light switches, lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
3. Proceed according to the building evacuation plan.

4. Do not move seriously injured persons unless they are in obvious immediate danger (fire, further structural failure, etc.).
5. Open doors carefully. Watch for falling objects.
6. Do not use elevators.
7. Do not re-enter damaged building(s).

#### Asbestos Release

1. Asbestos materials are hazardous and require special training, procedures and equipment to handle them. Asbestos should only be handled by trained personnel.
2. Report suspected damaged asbestos to the Jasper Campus Maintenance Director.
3. Turn off fans and ventilation system if possible.
4. Do not attempt to clean up damaged or spilled asbestos materials. Asbestos-trained certified abatement professionals will do this.
5. Take measures to prevent others from disturbing the material until emergency personnel and/or asbestos abatement crew arrives.



## ***EVACUATION PROCEDURES***

### **Building Evacuation**

1. Each facility on campus will have a building/facility specific evacuation plan. Each building's document must be reviewed and revised before each academic year. Training on the evacuation plan will occur as outlined in the Annual Preplanning Assessment as described earlier in this document.
2. All building evacuations will occur when a fire alarm sounds and/or upon notification of police, Jasper Campus Dean or designee.
3. When the building alarm is activated, leave by the nearest marked exit and alert others to do the same.
4. Failure to evacuate a building may constitute a violation of state statute.
5. ASSIST THE DISABLED IN EXITING THE BUILDING. Evacuation of the disabled should be preplanned for each building at Vincennes University. A contingency for such evacuation is to be included in the Emergency Plan for each building/location.
6. DO NOT USE ELEVATORS IN CASES OF POSSIBLE STRUCTURAL FAILURE.
7. Once outside, proceed away from the affected building.
8. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your assembly point.
9. After any evacuation, report to your pre-determined assembly point until an accurate head count is taken. Look around to identify individuals that you know should be present. DO NOT return to an evacuated building unless told to do so by a University official.

### **Campus Evacuation**

1. Evacuation of all or part of the campus grounds will be announced by the Jasper City authorities, Campus Dean, University President or designee.
2. All persons (students and staff) are to immediately vacate the site in question and relocate to a safe location as directed.
3. VU staff and faculty will assist in evacuation of students and guests as directed by the police.