

# Ivy Tech Community College

## EMERGENCY RESPONSE GUIDE

### Drugs & Alcohol Procedure

Knowingly possessing, using, transmitting, or being under the influence of a controlled substance, unauthorized drug, or alcohol in College buildings, at College functions, or on College grounds is prohibited at all times.

1. The individual thought to be under the influence of a controlled substance, alcohol, prescription or non-prescription drug **whose behavior is disruptive to the educational process** will be requested to leave.
2. If the individual refuses to leave / continues to stay in the area:
  - Dismiss the class if in a classroom.
  - Leave the area if in a classroom.
  - Note the description of the individual and his/her location, provide the name if possible.
  - Notify Security immediately. Security will notify the police department if necessary.
  - After resolution, document the incident in writing and supply a copy to the appropriate administrator.
3. If individual is not disruptive but suspected of being under the influence of a controlled substance, immediately report the individual to the appropriate administrator.

### Fire

Know the location of the fire alarms, extinguishers, fire hoses and fire evacuation routes and fire exits in the area you are working.

1. **ACTIVATE ALARM.** Upon discovering a fire, explosion or smoke in the building, close the door to the room where the fire is located, and immediately activate the fire alarm system.
2. **CALL FOR HELP.** After sounding the alarm, call **Security or 911** if time permits. Identify yourself and the location of the fire (floor and room number, if possible).
3. **WARN OTHERS.**
4. **ATTEMPT TO EXTINGUISH ONLY IF YOU CAN DO SAFELY.**
5. **EVACUATE IMMEDIATELY UPON ALARM.** Follow the Regional Emergency Evacuation Plan for fire and do not re-enter the building until instructed to do so.
6. Do not use elevators during a fire emergency.
7. Advise firefighters on the scene if you suspect someone may be trapped.
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### Medical Emergencies and Ambulance

1. Do not move a seriously injured person unless the person is in a life-threatening situation (i.e. falling debris, fire, explosion).

2. Someone should stay with injured person, if possible. Keep the victim as calm and comfortable as possible. Employ Universal Precautions for all body fluid spills. (Assume all spills are contaminated. Universal Precautions are listed on back of page.) Administer CPR if qualified.
3. **Dial 911 for injuries requiring immediate attention.** Be prepared to provide:
  - The nature of the injury
  - Where in the building the emergency exists
  - The number you are calling from and, if possible, have someone stay close to that number until aid arrives
  - Send someone to meet and guide the emergency crew
4. Notify campus security. Give your name, location, and telephone number. Provide as much information as possible: nature of injury or illness, whether victim is conscious, type of treatment being administered, etc.
5. Return to the victim and remain with the victim until campus security or emergency crew arrives.
6. Work related illnesses and injuries should be treated at the following facilities:

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***Universal Precautions:***

***Procedures for Handling Spilled Blood and Body Fluids***

- a. Put on disposable gloves (latex or vinyl)
- b. Use paper towels to absorb spill
- c. Place used towels in leak-proof plastic bag. Extensive spills – use Red plastic bag
- d. Flood area with bleach solution\*, alcohol, or a dry sanitary absorbent agent
- e. Clean area with paper towels, vacuum, or broom and dustpan
- f. Place used towels, vacuum cleaner bag, or waste in a leak-proof plastic bag
- g. Remove gloves and pull inside out
- h. Place used gloves in bag and tie
- i. Wash hands with soap and water for at least 10 seconds

\*Bleach solution = 1 part bleach to 10 parts water

**Utility Failure**

Immediately call the Facilities/Maintenance Department. Be prepared to give: Location including floor, room number, nature of problem, person to contact, and extension.

**Electrical Failure**

During power failures, areas that do not have enough natural light to clearly see exit corridors, exit stairs or exit doors should be evacuated while emergency lights are operational. Re-entry to the building should not be made until power is restored and security personnel give permission to re-enter the building. Emergency lighting is temporary and is not provided to continue building operations. Evacuate darkened areas with caution.

### **Elevator Failure**

If you are trapped in an elevator, activate elevator alarm and/or use the emergency telephone (if available). NEVER ATTEMPT TO EXIT AN ELEVATOR STOPPED BETWEEN FLOORS.

### **Flooding/Plumbing Failure**

Do not touch energized electrical appliances while you are standing in an area filled with water.

### **Natural Gas Leak**

If you detect the odor of natural gas, ventilate the area and turn off any gas equipment. Do not use any spark producing devices such as electric motors, switches, etc. Initiate the Regional Emergency Evacuation Plan for gas leak.

## **Earthquake**

### **During the Quake**

1. If you are indoors, stay there. Get under a desk or table, or stand in a doorway or corner. Stay clear of windows, bookcases and outside walls. DO NOT USE THE ELEVATORS!
2. If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.

### **After the Quake**

1. Check for injuries. Apply first aid. Do not move seriously injured individuals unless they are in immediate danger.
2. Do not use the telephone immediately unless there is a serious injury, fire or gas leak. Telephones should be kept open for emergencies.
3. If you suspect or know that someone is trapped in the building, notify emergency personnel on the scene first and then Campus Security. Give the time when the victims were last seen, number of victims, and their last known location.
4. Do not touch downed power lines or damaged building equipment.
5. Where possible, turn off all natural gas, oxygen/acetylene tanks, etc.
6. Clean up spilled medicines, bleaches, gasoline or other chemicals. If a spill is significant in amount, utilize Chemical Spills Emergency Procedures.
7. If building is damaged, initiate the Regional Emergency Evacuation Plan for earthquake and do not enter until directed to do so by emergency personnel or Campus Security.
8. If you evacuate, immediately go to designated area on the regional evacuation plan, be sure to account for yourself, so time will not be wasted by emergency personnel who may be looking for you.
9. Be prepared for aftershocks.

## **Chemical Spills**

### **Chemical Spills –Immediately Dangerous to Life or Health**

If a chemical spill takes place that, in the opinion of the person responsible for such material, poses an immediate threat to themselves or other building occupants, the following steps should be taken:

1. Sound the building fire alarms if there is any reason to believe the released material may affect individuals outside the immediate spill area. Make reasonable attempt to direct evacuating individuals away from the immediate spill area.

2. If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with copious amounts of water for at least 15 minutes.
3. **Call Security or 911.** Be prepared to give: building, floor, room number, type of incident, chemical(s) involved, and estimate volume of material(s) involved
4. Initiate the Regional Emergency Evacuation Plan.
5. Ensure that medical assistance is obtained for those injured or exposed (safely shower, medical attention, etc.). Continue to rinse body contact areas with large amounts of water for at least 15 minutes, unless directed otherwise.

### **Chemical Spills – Not Immediately Dangerous to Life or Health**

Chemical spills involving materials for which the person responsible has definitive information indicating that the released material does not pose an immediate threat to themselves or other building occupants, should be handled in the following manner:

1. If you are thoroughly familiar with the hazards of the spilled material, and you have been trained to confine and cleanup spills and you have access to appropriate personal protective clothing and equipment, attempt to confine the spread of the spill as much as possible.
2. If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with large amounts of water for at least 15 minutes.
3. **Call Security or 911.** Be prepared to give: building, floor, room number, type of incident, chemical(s) involved, estimate volume of material(s) involved
4. Campus Security will then notify the appropriate department(s) to assist in the clean up of the released materials.

### **Bomb Threats**

1. Most bomb threats are received by telephone.
2. Remain calm and attempt to obtain as much information as possible from the caller by using the checklist on the back of this page. If your phone has Caller ID, also list the source of the call if available.
3. Notify **Campus Security or call 911**, giving your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, time you received the call, and any distinguishing information about the caller.
4. **DO NOT USE THE FIRE ALARM, HAND-HELD RADIOS OR CELL PHONES.**
5. Inform your supervisor.
6. If you should spot a suspicious object, package, etc., which may be a potential bomb, **DO NOT TOUCH, MOVE, EXAMINE OR DISTURB THE OBJECT.** Clear the area and notify Campus Security or call 911.
7. If instructed to evacuate, follow the Regional Emergency Evacuation Plan for Bomb Threats. Do not re-enter the building until instructed to do so.

# BOMB THREAT RECORDING FORM

## EXACT WORDING OF THREAT

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## QUESTIONS TO ASK

1. When will the bomb explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does the bomb look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_

## CALLER'S VOICE AND MANNER DESCRIPTION: (CIRCLE APPROPRIATE ITEMS)

female	male	familiar*	accent	distinct	disguised
calm	angry	loud	soft	slow	rapid
excited	sobbing	laughing	profane	incoherent	
slurred	lisp	raspy	cracking	stutter	

\*If familiar, who did the caller sound like? \_\_\_\_\_

## BACKGROUND NOISES: (CIRCLE APPROPRIATE ITEMS)

street noises	trains/airplanes	whistle sounds	animal noises	house noises
music	radio	television	office machines	general office
cell phone	static	party noises	PA system	clear

## DATE AND TIME CALL RECEIVED

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Time \_\_\_\_\_ a.m. / p.m.

# Workplace Violence

## **Abusive or Threatening Individual**

1. Stay calm and collect your thoughts. Assess the level of threat. Don't risk staying in a situation if you think physical attack is possible.
2. If the situation is dangerous, go to a safe place and call for assistance from an administrator. The administrator will notify the Police Department.
3. If the situation does not appear to be dangerous, take steps to de-escalate the conflict.
  - Move individual to a private area away from an audience
  - Use a clear, calm, strong voice
  - Keep your body language non-threatening
  - Do not use words that threaten or intimidate
  - Be respectful – do not shame, blame or judge the individual
  - Listen to the individual and allow them to ventilate
  - Do not argue – let them express their anger
  - Empathize with the individual – image yourself in the same situation
  - Ask the individual how the problem may be solved
  - Think about the possible ways to solve the problem
  - If you are unable to solve the problem, ask for help
  - Thank the individual for bringing the concern to your attention
4. If you are unable to de-escalate the situation, call for assistance from an administrator.
5. If the conflict becomes dangerous, go to a safe place and call for assistance from an administrator. The administrator will notify the Police Department.
6. Document the events even if you solved the problem. Give documentation to the appropriate administrator.

## **Weapons Possession**

If an individual has a weapon in his possession:

1. Do not attempt to approach, escort or disarm the individual.
2. Get a description of the individual and their location.
3. Notify an administrator/colleague nearest to your building.
4. Explain the situation and give a description and location of the individual with the weapon.
5. The administrator/colleague will notify the Police Department.

## **Guidelines for the Classroom:**

### **Guns Suspected in the Classroom**

- Seek out the nearest colleague.
- Confidentially tell the colleague that you suspect a student has a weapon in class. Give the name/seat location of the student who is suspected.
- Tell the colleague to inform an administrator immediately.
- Continue class and lesson. The administrator will notify the Police Department.

### **Guns Pulled or Displayed**

- If a student/intruder pulls a gun in class, DO NOT try to disarm the individual.
- Remain calm. Tell the rest of the class to remain seated and to stay calm.

- STAY AWAY from the student/intruder with the gun. Talk to the individual in as controlled a manner as possible.
- Ask the individual to put the gun down and move away from it.
- Do what you can to get the attention of another colleague and the Administration so that help can be summoned.

### **Hostage Incident**

- Follow the instructions of the hostage taker.
- Do not try to disarm or negotiate with the hostage taker.
- Do not offer yourself as a hostage.
- Do focus your attention on what is happening and make mental lists of events and a description of the perpetrator(s).
- If hostages are taken away, make sure you know who they are and remember what the hostage taker says at this specific moment in the incident.
- When it is feasible, contact Administrator for help.
- When police arrive, trust them and follow their instructions.

## **Tornado and Severe Thunderstorms**

### **Tornado or Severe Thunderstorm Watch**

1. Monitor radio for weather information. Assign staff member to watch for signs of tornado to southwest of building.
2. Bring all persons inside of building.
3. Close windows and blinds.

### **Severe Thunderstorm Warning**

Be prepared to move to place of shelter if threatening weather approaches.

1. Keep people indoors and away from windows. If large hail begins to fall, it may be necessary to seek shelter.
2. Report injuries and damage to campus security.

### **Tornado Warning**

An actual tornado has been identified in the area by spotters and/or radar.

1. Seek shelter immediately; move students and staff to safe areas.
2. **ADA individuals. The faculty and/or staff members and other designated personnel assist the ADA individuals to the shelter areas.**
3. Ensure all windows and blinds are closed. Stay away from windows and exterior walls.
4. **Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.**
5. Where possible, turn off all natural gas, oxygen/acetylene tanks, etc.
6. Monitor weather conditions via radio and contact with pertinent law enforcement agencies.
7. Remain in safe area until warning expires

### **Tornado Aftermath**

1. After the all clear, leave badly damaged buildings; do not attempt to return to the buildings unless directed to do so by emergency personnel or campus security.

2. See Medical Emergencies regarding care of injured persons.
3. Report all damages and injuries to campus security.
4. Do not attempt to turn on/off or use utilities or equipment.