

Ivy Tech Community College Emergency Response Guide

Region 7

Emergency Numbers:

Campus Security - 0

Facilities - 2265

Emergency - 9-911

This handbook is intended for use by the employees of Ivy Tech Community College—Region 7 Main Campus housed in the designated facilities. The handbook is applicable to emergency situations that may occur in the Main Campus located at 8000 South Education Drive, Terre Haute, Indiana. The handbook has been designed for quick reference during emergency conditions on these campuses.

Recipients of the handbook should become familiar with its contents and all new employees should be made familiar with these procedures during orientation.

Once the procedures are reviewed, the handbook should be kept in a readily accessible location, preferably near the telephone.

In instances where emergency procedures for the Department of Homeland Security, Vigo County Emergency Response, the Honey Creek Fire Department, or the Vigo County Sheriff's Department differ from those in this handbook, such procedures will supersede the instructions in the handbook.

Emergency Phone Numbers

The following phone numbers are listed to cover emergency situations **only**. Dial 9 to get an outside line. By dialing "0" you will reach the Switchboard during normal work hours. To dial 911, you must first dial a "9".

Emergency ----- 9-911

Main Campus - 8000 S. Education Drive

Security 0 or Extension 2265

Center for Workforce Development

Dial all eight digits

Security0 or Extension 2265

Facilities.....9-298-2265

Martin Luther King Jr. Center, Greencastle Center, Parke County Learning Center Sullivan Learning Center, Rockville Learning Center

Employees at other campus sites should follow the emergency procedures developed for those sites. Employees should see the building manager for specific emergency instructions.

Purpose:

This emergency action plan (EAP) is in place to ensure employee safety from fire and other emergencies. It provides a written document detailing the actions and procedures to be followed in case of emergency.

INTRODUCTION

It is the sincere desire and goal of Ivy Tech Community College, Wabash Valley Region to establish a safe work place for all people who work, learn at, or visit our facility. As a step toward providing a safe and healthy environment this document is prepared. This concept presupposes that a trained knowledgeable work force is a safer work force. This concept also assumes that being prepared is an important part of the employee training process.

Fire

Know the location of the fire alarms, extinguishers, 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 "0" or 9-911 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 ARE TRAINED TO DO SO.**
5. **EVACUATE IMMEDIATELY UPON ALARM.** Taking your belongings with you, follow the evacuation map for fire, posted at all elevators, stairways, in classrooms and labs. Do not re-enter the building until instructed to do so.
6. Do not use elevators during a fire emergency. Use the stairway.
7. Advise firefighters on the scene if you suspect someone may be trapped.
8. Respond to all alarms as if there were a fire.

Fire Evacuation

To evacuate the facility for fires, a high-pitched tone will be broadcast through the public address system and by means of a fire alarm system horn. When signals are sounded, the need to evacuate the buildings exists. You should make your way to the nearest exit, leave the building and gather with other employees, students and visitors at an identified assembly area to the edge of the parking lot furthest from the building and clear of emergency vehicle traffic. Assembly areas are identified on emergency evacuation drawings located throughout the building.

In the event of a fire evacuation the following will act as wardens:

- College administrators (Senior administrator will be the Executive in Charge)

- Department Supervisors
- Faculty
- Facilities Department personnel

Their duties are as follows:

1. Move co-workers, visitors and students toward the proper exit.
2. Close all doors and turn off your lights.
3. Make sure all employees, visitors and students leave the buildings.
4. Working with other supervisors that are present, check restrooms and office areas. Facilities staff will check mechanical areas.
5. Assist handicapped individuals to assembly areas. (These areas are marked on evacuation maps.)
6. When all individuals have assembled at designated areas, head count must be taken to ensure all staff, students and visitors are accounted for.
7. Facilities personnel should evacuate with the other employees.
8. If there are any employees who are not accounted for, the Executive in charge is to be notified so that the Fire Department can be informed.
9. Once you are out of the building – **STAY OUT!!** , Until it is clear to re-enter. All clear signal will be given by the Executive in charge.

Tornado and Severe Thunderstorm

Tornado or Severe Thunderstorm Watch

1. Security staff and Facilities will monitor the radio for weather information. Announcements will be made to 1) provide information, and 2) if warranted, direct individuals to take shelter.

Severe Thunderstorm Warning

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

1. Keep people indoors and away from windows. Close windows and blinds. If large hail begins to fall, it may be necessary to seek shelter.
2. Report injuries and damage by dialing “0” or on weekends 9-911.

Tornado Warning

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

1. When notified, seek shelter immediately; move students and staff to an interior room or hallway away from windows or falling objects. **Mobility-restricted individuals. The faculty and/or staff members and other designated personnel assist the mobility-restricted individuals to the designated areas.**
2. Ensure all windows and blinds are closed. Stay away from windows and exterior walls.

3. **If time permits, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.**
4. If possible, secure labs as time permits.
5. Remain in safe area until notified by Security or Administrative Personnel.

Tornado Evacuation

In the case of a tornado, All employees and supervisors should do the following:

1. Employees should follow the supervisor in a single file line. Silence is to be maintained while waiting for instructions.
2. One employee should be chosen to be the last one out of each area/room. **Do not turn off your lights. Do not open or close the windows. The last person out should close the door.**
3. All staff, students and visitors should proceed to safe areas identified on building drawings. These are posted in all common areas, labs and classrooms.
4. Facilities personnel should help the supervisors with other employees and stay inside the buildings.
5. Upon notification from the Supervisor or person in charge, employees should assume the protective position until the "All Clear Signal" is given by their supervisor. The person in charge could be Security or Warden (as described in Fire Evacuation).

Any medical assistance needed by employees will be provided by the first aid trained staff, until Emergency Rescue Squad arrives. At that time Emergency Responders will assume responsibility.

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 by dialing "0" or on weekends 9-911
4. Do not attempt to turn on/off or use utilities or equipment.

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. Cell phones should not be used if you smell natural gas.

3. If you suspect or know that someone is trapped in the building, notify emergency personnel on the scene first and then if possible dial “0” or 9-911. 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. If possible, turn off gas or oxygen tanks in the labs where they are located.
6. If building is damaged, follow the evacuation maps located at elevators and stairways. Do not re-enter until directed to do so by emergency personnel or facilities.
7. If you evacuate, immediately go to designated area. Be sure to account for yourself, so time will not be wasted by emergency personnel who may be looking for you.
8. Be prepared for aftershocks.

Suspicious Mail or Bomb Threats

What Constitutes Suspicious Mail

Some typical characteristics which, in combination, may trigger suspicion:

- Unexpected or from a person or source unfamiliar to you.
- Addressed to someone no longer with your department or otherwise inappropriate.
- No return address or one that cannot be verified as legitimate.
- Shows a city or state in the postmark that does not match the return address.
- Strange odors, stains, or protruding wires.
- Unusual weight based on size, or lopsided, or oddly shaped

What You Should Do If You Receive Suspicious Mail

- Do not try to open it.
- Isolate it.
- Call campus security.

What You Should Do If You Receive a Bomb Threat

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 form on the back cover of this guide. If your phone has Caller ID, also list the source of the call if available.
3. Notify campus security by Dialing “0” and/or call 911, as the situation warrants. (Better yet, if possible, attract another employee’s attention and ask them to contact campus security and/or call 911 while you keep the caller on the line.) Give your name, location, and telephone number. Inform security 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 by dialing “0” and/or call 911.
7. If instructed to evacuate, gather your belongings and follow the evacuation map located at stairways and elevator. Do not re-enter the building until instructed to do so.

Bomb Threat Or Other Threatening Phone Call

Recording Form

DATE AND TIME CALL RECEIVED

Date ____/____/____ Time _____ a.m./p.m.

If you have Caller ID, record the incoming phone number: _____

Your phone number: _____

EXACT WORDING OF THREAT

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	nasal
slurred	lisp	raspy	cracking	stutter	deep

* 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

Your Name: _____

(please print)

Evacuation of People Needing Mobility Assistance

Procedure

Faculty and supervisory staff having people with disabilities under their direction shall

meet with them as soon as possible to discuss evacuation procedures in case of fire or other emergency.

*Faculty is encouraged to place the following statement on their syllabi: **If you need accommodation because of a documented disability, you are required to register with Disability Support Services at the beginning of each semester. If you will require assistance during an emergency evacuation, notify your instructor immediately.***

Evacuation of people with disabilities who are ambulatory, such as those who have vision or hearing impairments:

- Should take place normally with other building occupants.
- Escorts should be offered from within the class or work area at the beginning of the semester.

People who are dependent upon equipment for their mobility:

- Should be assigned an Escort from within the class or work area at the beginning of the semester.
- Should not use elevators unless directed to do so by the emergency personnel.
- Remain in a protected place to await arrival of emergency personnel. Individuals who cannot evacuate the building due to mobility problems should proceed to the “assembly area” in the building, accompanied by a prearranged Escort. Assembly areas are only on second floors and are so noted on the evacuation maps.
- A reliable person should be advised before they leave the area that there is a person needing mobility assistance still in the building, and their location.

If the “assembly area” becomes smoke-filled or unsafe before the arrival of emergency personnel:

- Move back into the building and proceed to another usable assembly area.
- If another assembly area is not available, find a room that is safe and close the door.
- Wave a coat or similar object in a window to gain attention.
- **If there is a direct and immediate threat, the individual should be moved.** If there is potential for fire, explosion, biohazards, or gas in the area where the person needing mobility assistance is located, Faculty, Staff Member or Facilities Personnel will assist in the removal of the person from the building.

Faculty and staff who have individuals needing mobility assistance under their direction are responsible for notification of emergency personnel about the location of these people within the building.

Biological Agent (Anthrax) Threats

Biological agent or hazardous chemical threats usually occur by surface (mail) or aerosolization (air) delivery. In the unlikely event the college is involved with a biological agent (anthrax) or hazardous chemical occurrence, following the procedures below will promote a high level of safety while minimizing the disruption associated with these incidents.

What Constitutes Suspicious Mail

Some typical characteristics, which in combination may trigger suspicion:

- Unexpected or from a person or source unfamiliar to you.
- Addressed to someone no longer with your department or otherwise inappropriate.
- No return address or one that cannot be verified as legitimate.
- Shows a city or state in the postmark that does not match the return address.
- Strange odors, stains, or protruding wires.
- Unusual weight based on size, or lopsided, or oddly shaped.

What Should You Do If You Receive Suspicious Mail

- Do not try to open it.
- Isolate it.
- Call campus security by dialing “0” or 9-911.

What Should You Do If You Open a Potentially Contaminated Letter or Package

- If you open a letter or package that is alleged to be contaminated, set it down gently in place.
- If you find a potentially contaminated note, LEAVE IT ALONE!
- Do not move the contaminated material more than necessary. Cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Contact campus security by dialing “0” or 9-911.
- If possible, close doors in the area of the letter/package.
- If available, move to an area that will minimize your exposure to others.
- If possible, wash your hands with soap and water, and remain in the area.
- Do not allow others into the area. If anyone enters, they should stay until instructed to leave by campus security personnel or emergency management responders.
- List all people who were in the room or area when this suspicious letter or package was recognized.
- Give this list to the campus security personnel, law enforcement officials, and emergency management responders for follow-up investigations and advice.

What You Should Do If You Find a Powder Spill On a Surface

- Do not try to clean up the powder. Cover the contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Contact campus security by dialing “0” or 9-911.
- If possible, close doors in the area of the letter/package.
- If available, move to an area that will minimize your exposure to others.
- If possible, wash your hands with soap and water, and remain in the area.
- Do not allow others into the area. If anyone enters, they should stay until instructed to leave by campus security personnel or emergency management responders.
- List all people who were in the room or area when this suspicious spill was recognized. Give this list to the campus security personnel, law enforcement officials, and emergency management responders for follow-up investigations and advice.

What You Should Do In Case of Room Contamination by Aerosolization

- Turn off local fans or ventilation units in the area.
- Leave the area immediately
- Close the door or section off the area to prevent others from entering
- Contact campus security by dialing “0” or 9-911.
- Shut down air handling system in the building, if possible.
- List all people who were in the room or area. Give this list to campus security, law enforcement officials, and emergency management responders for follow-up investigations and advice.

What You Should Do If You Receive a Threat by Telephone

- Listen carefully to the caller so you can recall the details later. Listen for background noises. Do not argue with or antagonize the caller.
- Call campus security immediately by dialing “0” or 9-911.

- If possible, have the building's ventilation system shut down.

Do Not Panic. Prompt Recognition and Treatment Are Effective.

- Follow the directions in the "What You Should Do If You Open a Potentially Contaminated Letter or Package" or "What You Should Do In Case of Room Contamination By Aerolization" sections.
- Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
- For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

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 the injured person, if possible. Keep the victim as calm and comfortable as possible. Administer CPR if qualified. Utilize an AED if appropriate.
3. Dial 9-911 for injuries requiring life-threatening injuries. Be prepared to: 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. Also, contact security by dialing "0" or Facilities at 2265 so they can direct emergency personnel.
4. Return to the victim and remain with the victim until campus security or emergency crew arrives. Do not attempt to clean up spilled body fluids. Facilities have been trained and have the proper equipment to do this.
5. Transportation is to be provided **only** by college designee or an ambulance. Faculty, staff, and classmates are NOT to transport someone who is injured.
6. Work-related illnesses and injuries should be treated at the following facilities: *

Terre Haute Regional Hospital Emergency Room -or-

Terre Haute Regional Hospital Occupational Clinic

- * The exception is for clinical students, who may be treated at the clinical site if it is an appropriate treatment facility.

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 alarm if there is any reason to believe the released material may affect

individuals outside the immediate spill area. Make every attempt possible and reasonable to direct evacuating individuals away from the immediate spill area.

2. Call campus security by dialing "0" or 9-911.

Be prepared to give:

Building
Floor
Room number
Type of incident
Chemical(s) involved
Estimate volume of material(s) involved

3. If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of body contact with copious amounts of water.
4. Evacuate the building to a safe distance and leave a clear access for emergency personnel. Do not return to the building until instructed to do so by emergency personnel or campus security.
5. Ensure that medical assistance is obtained for those injured or exposed (shower, medical attention, etc.). Continue to rinse body contact areas with copious amounts of water for at least 15 minutes, unless directed otherwise by appropriate emergency medical personnel.

Chemical Spills

(Not Immediately Dangerous to Life or Health)

Chemical spills involving materials which the person responsible for has definitive information indicating that the release 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 clean up 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 copious amounts of water.
3. Notify campus security by dialing "0" or Facilities at 2265.

Be prepared to give:

Building
Floor
Room number
Type of incident
Chemical(s) involved
Estimate volume of material(s) involved

4. Facilities will then notify the appropriate department(s) to assist in the cleanup of the released materials.
5. Continue to rinse body contact areas with copious amounts of water for at least 15 minutes.

Hazardous Gas

(flammable, toxic, corrosive, oxygen, cryogenic)

If a suspected hazardous gas presents any danger, the following steps should be taken:

1. Leave the area
2. Notify security by dialing "0" or 9-911 with room information. Be prepared to give:

Building
Floor
Room number
Type of incident

3. Security or Facilities will announce if evacuation is necessary.

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. Classes and operations are not to be dismissed without administrative notification.

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. Do not use candles for lighting.

Elevator Failure

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

Flooding/Plumbing Failure

Notify Facilities at Extension 2265 immediately. Do not touch energized electrical appliances while you are standing in an area filled with water.

Natural Gas Leak

1. Leave the area.
2. Notify security by dialing "0" or 9-911 with room information. Be prepared to give:

Building
Floor
Room number
Type of incident

3. Security or Facilities will announce if evacuation is necessary.

Drugs and Alcohol

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 or work process** will be requested to leave.
2. If the individual refuses to leave / continues to stay in the area:
 - Relocate the class if in a classroom or send on break outside the classroom..
 - Leave the area if in a classroom.
 - Note the description of the individual and his/her location, provide that information and the name if possible.
 - Dial "0" or on weekends dial 9-911 to notify Security.
 - After resolution, document the incident in writing and supply a copy to the Facilities.
3. If individual is not disruptive but suspected of being under the influence of a controlled substance, immediately report the individual to the Security.
4. Security will contact Human Resources to determine what action will be taken.

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 at any point appears dangerous, go to a safe place dial "0" or on weekends 9-911.
3. If the situation does not appear to be dangerous, take steps to de-escalate the conflict.
 - Move individual 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—imagine 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
 - If at any time, the conflict becomes dangerous, go to a safe place and call for assistance by dialing "0" or 9-911.
4. Document the events even if you solved the problem. Give documentation to the Human Resources Manager.
5. Human Resources will contact appropriate personnel.

Weapons Possession

If an individual has a weapon in his possession and displaying it in a non-threatening manner, refer to college policy.

1. Do not attempt to approach, escort or disarm the individual.
2. Get a description of the individual and their location.
3. Dial "0" to notify Security.

Guns Suspected in the Office Area

- Seek out the nearest colleague.
- Confidentially tell the colleague that you suspect an individual has a weapon in the office area. Give the name/location of the individual who is suspected if possible.
- Tell the colleague to inform Security by dialing "0" immediately.
- Continue work as usual.

Guns Pulled or Displayed

- If an individual pulls a gun in the office area, DO NOT try to disarm the individual.
- Remain calm.
- STAY AWAY from the individual 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 or call Security by dialing "0" or 9-911, as the situation warrants, 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, Call 911, as the situation warrants, for help.
When police arrive, trust them and follow their instructions.

Criminal Activity

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify campus security by dialing "0" or dial 9-911. If the call is received by the Switchboard by dialing "0", it will be forwarded to the Human Resources Manager or to the Security Officer's Cell Phone. Report as much information as possible including what the person(s) is/are doing; where it is happening; physical and clothing description of those involved; if weapons are involved and what type; vehicle description and license number, if appropriate; and, direction of travel when last seen. **Do not approach or attempt to apprehend the person(s) involved.**

Stay on the telephone with campus security or the 9-911 dispatcher and provide additional information as the situation changes until the first campus security officer or police arrive at your location.