

Security Information for Staff and Faculty

To receive your code for entrances and the mail room:

E-mail Andrew Adams (radams95@ivytech.edu), with a cc: to your supervisor or department chair, from your Ivy Tech e-mail account to request a code. For security purposes, codes are not given over the telephone, in person, or in replies to non-Ivy Tech e-mail accounts.

To receive your photo ID and parking permit:

Report to the Harshman Security Office on the North Campus to have your ID and Permit issued.

To have a classroom unlocked:

At the Coliseum Campus, keys are available to sign-out at the security desk located near the Crescent Commons and also in the library. If you find a locked classroom that is and should be normally unlocked, please call x4183 and a member of the security team will unlock the door for you.

At the Student Life Center, call North Campus Security at x2095, to have the classroom unlocked.

At the School of Technology Building, please see the security clerk at the front desk to unlock the room, or call North Campus Security at x2095 and a member of the security team will open the room for you. Sign-out keys are also available in the adjunct faculty office.

At Harshman Hall, several rooms have keys available for sign-out at the Security Office near the West entrance. Security is also available to unlock rooms by calling x2095.

To report a security incident:

Please report accidents or security incidents to the main Security desk for either campus. At the Coliseum Campus, the Security Desk is located near Crescent Commons by the main entrance or by calling x4183. At the North Campus, the main Security station is located in Harshman Hall by the West Entrance or by calling x2095. Additionally, a security post is located at the West entrance at the School of Technology, x4103.

On-campus emergencies can be reported by calling x4911 or by picking up a red phone.

On the North Campus parking areas, there are also numerous 'Code Blue' modules. These units, when activated, are a direct line to 911.

Incidents can also be reported to Andrew Adams, Director of Security and Safety, by calling x4188, e-mail at radams95@ivytech.edu, or by going to room SL 106 in the Student Life Center.

Emergency Response Information:

Faculty and Staff Responsibilities

Every faculty and staff member should familiarize themselves with the emergency procedures and evacuation routes of areas in which they work or that they use frequently. Everyone should also be able to execute shelter-in-place/emergency lockdown procedures. Faculty and staff should be prepared to assess situations quickly, but thoroughly, and use commonsense in determining a course of action. In addition, faculty and staff should evacuate to designated assembly areas in an orderly manner when directed to do so by management, emergency personnel or when an alarm/siren sounds.

Faculty should review classroom evacuation and shelter-in-place procedures with students at the beginning of each semester. Faculty and staff also need to provide emergency information to guests and visitors who are unlikely to be familiar with emergency procedures.

In the event of a flood threat, faculty and staff are responsible for securing work areas in buildings subject to flooding before being released. After a disaster, faculty and staff who are able to work are to assist with damage assessments of work areas and help with the cleanup effort.

After any emergency, it is important for everyone to provide Ivy Tech with location and status information. All faculty and staff are to contact their supervisor or the Human Resources department to confirm their location, future contact information and any personal or family problems that have occurred as a result of the disaster.

1. Communications

Plan Activation

In case of any type of emergency, individuals making the discovery should first move to a safe location and then contact Security*. Individuals making the discovery may also contact 911, pull the fire alarm or take other appropriate emergency actions. Initial responders should never intervene in any crime or dangerous event.

If not already accomplished, Security will contact the appropriate civil authorities (police, fire, EMS, etc.) as necessary. If the emergency warrants, he/she should also communicate immediately with the Incident Commander. The Incident Commander will assess the situation and summon the necessary Ivy Tech Emergency Response Team members and other resources required to contain and control the emergency.

Emergency Situation

Emergency information is communicated either by a fire alarm (indicating the need to perform a facility evacuation) or by the public address system (indicating the need to perform a shelter-in-place). Emergency information is also communicated directly to individuals (students, faculty and staff) by Ivy Tech Alert. Ivy Tech Alert is a text message, emergency alert system that is web-based and allows messages to be sent from anywhere that designated officials have web access.

Outside Communications

Together with Marketing & Communications, the Incident Commander will review and direct the communication of all messages. Mechanisms for communication include 888.IVY.LINE (888.489.5463), e-mail, Ivy Tech website (www.ivytech.edu), TV, radio, personal telephone calls (for individual faculty and staff information) and Ivy Tech Alert. In a post-disaster environment, communications will include personal visits as necessary.

Media Communications

Individuals authorized to speak with the news media are designated in the Marketing & Communications Emergency Operations Plan. No one else is authorized to speak with the news media.

Information

For emergency information regarding events that are affecting or may affect normal Ivy Tech operations, contact the Ivy Tech emergency hotline 888.IVY.LINE (888.489.5463) or visit the Ivy Tech website (www.ivytech.edu). This information is updated at 5:00 a.m. and 3:00 p.m., or more frequently if necessary, during emergency periods.

* Most Regions utilize Security as the central source for threat monitoring and emergency notification.

2. **Emergency Situations**

1. If an **Accident or Medical Emergency** is discovered, the individual making the discovery shall immediately contact Security and provide as much information as possible. If possible, stay with the injured person and keep the victim calm and comfortable. Do not move any seriously injured person. Administer CPR or first aid only if qualified to do so.
2. If a **Criminal Activity** is discovered, the individual making the discovery shall immediately contact Security and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime.
3. If a **Hazardous Substance** is discovered, the individual shall immediately contact Security and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Close off and evacuate any contaminated areas. Exposed individuals should quarantine themselves at a safe location.
4. If a **Hostile Intruder or Violent Student** is discovered, the individual making the discovery shall immediately contact Security and provide as much information as possible. Do not approach the intruder or intervene in a dangerous situation.
5. 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.
 - 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.
 - Notify the police department, if necessary.
 - After resolution, document the incident in writing and supply a copy to the appropriate administrator.
 - If individual is not disruptive but suspected of being under the influence of a controlled substance, immediately report the individual to the appropriate administrator.

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.

3. *Fire and Facility Evacuation*

Immediate Actions

1. If a fire is discovered, immediately pull the closest fire alarm switch.
2. When a fire alarm is activated, all occupants will evacuate the building in an orderly and safe manner. Assigned personnel should be the last occupants to leave the building to ensure everyone has exited the building.
3. Should a person have to remain in the building due to circumstances beyond his/her control, the assigned personnel will notify the arriving fire officials of the person's location and the condition of the individual (e.g., handicapped, wheelchair bound, injured, etc.).
4. The alarm systems should be designed to notify the fire alarm monitoring company of a fire condition at the location in which the alarm was activated. Security will immediately contact the Incident Commander and inform him/her of the situation.
5. When feasible, Security or Facilities will respond to the alarm panel of the building that has been activated and determine the exact location of the activation. Security or Facilities will then go to that location to determine the response needed and inform the arriving emergency personnel of their findings. Security will assist with traffic and crowd control.

Assigned Personnel

As necessary, assigned personnel perform the following:

1. Conduct a sweep of assigned area and be certain that everyone has evacuated. Close doors once everyone has evacuated the area.
2. Initiate evacuation procedures, as necessary.
3. Close doors as areas are evacuated.
4. Assist with the extraction of any physically challenged personnel. If necessary, record the location of any individuals who require emergency personnel to assist with the extraction.
5. Maintain an orderly evacuation.
6. Record inappropriate actions (panic, use of elevators, etc.).
7. Assemble personnel at a designated safe location and account for personnel.
8. Record any missing personnel and their last known location.
9. Document evacuation time.
10. In the most minor of incidents, only faculty and staff with training in the use of fire extinguishers are permitted to actually fight a fire.
11. Be the last ones out.

Evacuation Procedures

When an evacuation of a building is ordered, the evacuation will be performed in an orderly and safe manner. All faculty and staff are to assemble in designated areas (See Attachment A). Evacuation orders may be given for multiple purposes.

1. Become familiar with work areas and exit locations.
2. When the fire alarm sounds, prepare to evacuate immediately.
3. Do not panic but walk quickly to the closest emergency exit.
4. Do not use elevators. Do not use cell phones.
5. Walk in a single file to the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance in evacuation should proceed to designated stairwell entrance areas and wait for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
10. No one is to return to the building until the Incident Commander authorizes re-entry.

Special Evacuation Procedures

A “Vertical Evacuation” is a procedure in which individuals on lower floors relocate themselves to higher floors. This type of evacuation is conducted when there is a danger on the lower floors and there is either a danger in passing through the lower floors or if the outside environment is dangerous. The most likely use of vertical evacuation is if there is a chemical spill either outdoors or within the lower floors. Vertical evacuations are also used as an evacuation of last resort in a flooding event.

A “Silent Evacuation” is a procedure conducted when it is advisable to evacuate without causing alarm. This procedure is most likely used during some type of crime or crime-threatening emergency.

Evacuation of People Needing Mobility Assistance

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 members are 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 procedures and maps are posted in your classrooms.**

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 designated handicapped stairway in the building, accompanied by a prearranged Escort. Emergency personnel are trained to look for persons with mobility difficulties in these designated areas.
- Once the stairs have begun to clear of other evacuating people, the Escort and the person needing mobility assistance should enter the stairway and remain on the landing near the door.
- 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 stairway becomes smoke-filled or unsafe before the arrival of emergency personnel:

- Move back into the building and proceed to another usable stairway.
- If another stairway 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, a Buddy along with the Escort will need to assist the person to leave 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.

Procedures – Tornado

- At the onset of a tornado warning:
 - Everyone in outdoor areas is to seek shelter in secure buildings.
 - Trailers and temporary structures are to be evacuated.
- Faculty and staff are to go to interior areas/hallways or, if time to relocate permits, to designated safe areas of the building.
- Close doors.
- If possible, take cover under a sturdy object.
- Cover your head, neck and face.
- Do not seek cover in large open areas.
- Remain calm.

Procedures – Earthquake

- If an earthquake strikes, take cover immediately under a sturdy object.
 - Be prepared to move with the object and, if possible, grab the object.
 - Cover your head, neck and face to the fullest extent possible.
 - Stay away from, to the fullest extent possible, windows and items that might fall.
- Do not attempt an evacuation during the earthquake.
- Once the shaking stops; evacuate and remain prepared for aftershocks.
 - Do not move seriously injured individuals.
 - Provide search and rescue personnel with the last known location of any missing victim.
- Once outside, seek open areas away from power lines, buildings and objects that might fall.

Procedures – Hazardous Release Outside

- Everyone in hallways or open areas is to seek shelter in the nearest room.
- Close windows and window treatments.
- Everyone is to remain calm and not enter hallways or open areas.
- Crouch down in areas that are away from windows.
- Air ventilation systems will be shut down.
- A vertical evacuation may be considered.
- Should the fire alarm sound, do not evacuate the building unless:
 - You have firsthand knowledge that there is a fire in the building, or
 - You have been advised by Police/Security to evacuate the building, or
 - There is imminent danger in the immediate area.

Procedures – Hostile Intruder/Violent Student

- Everyone in hallways or open areas is to seek shelter in the nearest room.
- A silent evacuation should be considered if it can be conducted safely.
- Lock doors.
- Close windows and window treatments.
- Turn off lights.
- Everyone is to remain calm and not enter hallways or open areas.
- Crouch down in areas that are out of sight from doors and windows.
- Should the fire alarm sound, do not evacuate the building unless:
 - You have firsthand knowledge that there is a fire in the building, or
 - You have been advised by Police/Security to evacuate the building, or
 - There is imminent danger in the immediate area.

4. Accident/Medical Emergency

- If an Accident or Medical Emergency is discovered, the individual making the discovery shall immediately contact Security and provide as much information as possible.
- If possible, stay with the injured person and keep the victim calm and comfortable.
- Do not move any seriously injured person.
- Only qualified medical personnel should transport the injured person.
- Administer CPR or first aid only if qualified to do so.
- Do not attempt to clean up spilled body fluids.
- Depending on the situation, Security will alert
 - Emergency management personnel
 - Incident Commander
 - Chancellor
- Security will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe.

5. Bomb Threat or Suspicious Package

- If a suspicious package is discovered, the individual making the discovery shall immediately contact Security and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics.
- If a telephone call or information is received stating a bomb is somewhere nearby:
 - Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice (to include male/female, accent, age, etc.) and the possible location. (Note: Use the attached checklist for bomb threats.)
 - Recipient should not hang up the phone when the call is completed. Keep the line open or place it on "hold".
 - Recipient should immediately contact Security and advise them of the call, as well as, provide a detailed written text.
- Everyone will vacate the affected building(s), move to a safe location as designated by officials on-site and stay at least 300 feet from the nearest building.
- In addition to contacting the Incident Commander, Security will call 911, advise local emergency services authorities of the situation about the bomb threat or suspicious package and request local emergency services assistance. Local emergency services authorities should receive updated information upon their arrival.
- Security will be posted to ensure no one enters the building(s) until emergency personnel arrive and the area is determined to be safe.
- Once local emergency services authorities arrive, the Incident Commander will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings.

BOMB THREAT CHECKLIST & TELEPHONE PROCEDURE

INSTRUCTIONS: BE CALM, COURTEOUS AND LISTEN. DO NOT INTERRUPT THE CALLER. NOTIFY SUPERVISOR OR SECURITY OFFICER BY PRE-ARRANGED PLAN WHILE CALLER IS ON THE LINE.

Name of Operator _____ Time _____ Date _____

Number at which call was received _____

Caller's Identity:

Male _____ Female _____ Adult _____ Juvenile _____ Approximate Age _____

Origin of Call: Local _____ Long Distance _____ Booth _____ Internal _____

VOICE CHARACTERISTICS:

___ Loud ___ Soft
___ High Pitch ___ Deep
___ Raspy ___ Pleasant
___ Intoxicated ___ Other

LANGUAGE:

___ Excellent
___ Good
___ Fair
___ Poor
___ Foul

MANNER:

___ Calm ___ Angry
___ Rational ___ Irrational
___ Coherent ___ Incoherent
___ Deliberate ___ Emotional
___ Righteous ___ Laughing

SPEECH:

___ Fast ___ Slow
___ Distinct ___ Distorted
___ Stutter ___ Nasal
___ Slurred ___ Lisp

ACCENT:

___ Local
___ Not Local
___ Foreign
___ Race
___ Religion

BACKGROUND NOISES:

___ Factory ___ Trains
___ Bedlam ___ Animals
___ Music ___ Quiet
___ Office ___ Voices
___ Airplanes ___ Mixed
___ Traffic ___ Party

TEND DIFFICULTY WITH HEARING – KEEP CALLER TALKING – QUESTIONS TO ASK:

When will it go off? _____

Where is it located? _____

What kind of bomb is it? _____

Where are you calling from? _____

What is your name and address? _____

ACTION TO TAKE IMMEDIATELY AFTER RECEIVING CALL:

- Write down the call as precisely as possible, noting time of call, length of call and any distinguishing characteristics of the caller's voice (to include male/female, accent, age, etc. and the possible location).
- Do not hang up the phone when the call is completed. Keep the line open or place it on "HOLD".
- Immediately contact Security and advise them of the call.
- Write out the message in its entirety with any other comments.

6. **Hazardous Release**

- If a hazardous substance is discovered, the individual shall immediately contact Security and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Exposed individuals should quarantine themselves at a safe location.
- If a telephone call or information is received stating HAZMAT material is somewhere:
 - Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice (to include male/female, accent, age, etc.) and the possible location. (Note: Use the attached checklist for bomb threats.)
 - Recipient should not hang up the phone when the call is completed. Keep the line open or place it on "hold".
 - Recipient should immediately contact Security and advise them of the call, as well as, provide a detailed written text.
- Everyone will vacate all affected areas and move into a safe location as designated by officials on-site.
 - Safe locations will be upwind of the release
 - If trapped in a building, consider a vertical evacuation
- In addition to contacting the Incident Commander, Security will call 911, advise local fire/HAZMAT authorities of the situation and request local emergency services assistance. Fire/HAZMAT authorities should be updated on the situation upon their arrival. Law enforcement officials should be sent to initiate any police actions.
- The Incident Commander will direct that the affected area be evacuated and isolated.
- Security will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe.
- When necessary, Facilities will isolate the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the airborne spread of any substance.
- Once fire/HAZMAT authorities arrive, the Incident Commander will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings.
- If a hazardous release occurs outdoors at a nearby location that may affect Ivy Tech, the following procedures will be taken:
 - A shelter-in-place order will be issued.
 - Facilities will shut down the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the airborne spread of any substance.

7. Hostile Intruder/Violent Student/Criminal Act

- If a Hostile Intruder, Violent Student or a Criminal Activity is discovered, the individual making the discovery shall immediately contact Security and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime. At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race and type and color of clothing) and type of weapon(s) if any. See Appendix C.
- If it is possible to evacuate, conduct a silent evacuation.
- If gunshots are heard within a building, close, lock and/or barricade room doors and turn off the lights to that area. Try to calm coworker and/or student fears and keep everyone as quiet as possible. Stay in the locked/barricaded room until informed by Police/Security personnel that it is safe to come out of the area. Use cell phones to notify Security and local 911 personnel of the situation.
- Under no circumstances should the fire alarm be activated or an attempt made to evacuate the building unless you are in the room or immediate area where the shots are being fired. Persons may be placed in harm's way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
 - You have firsthand knowledge that there is a fire in the building, or
 - You have been advised by Police/Security to evacuate the building, or
 - There is imminent danger in the immediate area.
- Security will be posted to ensure no one enters the building(s) until local emergency services personnel arrive and the area is determined to be safe.
- Once local emergency service authorities arrive, the Incident Commander will coordinate any information or assistance. Only trained law enforcement personnel should attempt to perform a methodical search of the buildings in which the hostile intruder is located.
- If the event is ongoing:
 - The police department will likely set up a building perimeter and probably a closer inner perimeter
 - If the subject or subjects have injured anyone, arriving officers will take actions to prevent further harm
 - If the subject or subjects have only threatened harm, then a negotiating team would be set up
 - Follow police department instructions

8. *Natural Disasters*

The Continuity of Operations Plan defines weather monitoring and Ivy Tech overall response to weather-related threats. Faculty and staff activities focus on safety issues and, in certain cases, the protection of Ivy Tech assets.

Thunderstorms

Observe the following rules if lightning is occurring or is about to commence:

- Avoid water fixtures, telephone lines and any electrical conducting materials.
- Stay inside buildings and off the grounds.
- Modern buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail and lightning strikes.
- If you are outdoors or not on campus, depending on your location, keep the following in mind:
 - If in your home or a building, follow the aforementioned rules.
 - While in your car, keep in mind that because cars are low profile and supported on rubber tires (an effective electric insulator), they are generally (but not always) safe from lightning strikes. Electrical current will also generally follow a path around, rather than through, the passenger compartment (not necessarily true for convertibles).
 - If in an open area, go to the nearest ditch or ravine and drop to your knees. **Do not** do any of the following:
 - stand in an open area
 - stand underneath a tall tree (especially if it is in an isolated area)
 - seek shelter in a small structure in an open area
 - stand in or around a body of water
 - If in a wooded area, go to a low area of small trees/bushes.
 - Stay away from anything metal (farm equipment, golf clubs, wire fences, metal buildings, etc.).
 - If you feel your hair standing on end, drop to your knees bend forward and put your hands on your knees; do not lie flat on the ground.

Tornadoes

Ivy Tech will monitor the weather on an ongoing basis if the Weather Service issues a tornado watch. If a tornado warning is issued, Ivy Tech will designate a spotter to watch the weather. There is not a sufficient warning period to close Ivy Tech and all attention should be directed towards life safety procedures. If a tornado is spotted or imminent, take the following steps immediately:

- Notification of a pending disaster will be announced by siren (*and/ or over the voice address system, e-mail or telephone*). Fire/evacuation alarms are not to be activated.
- Evacuate all trailers and temporary structures; proceed immediately to a structurally secure building.
 - Go to the interior area of the building.
 - Avoid west and south facing exterior walls and rooms (tornadoes generally travel from the southwest to the northeast in the U.S.A.).
 - Take cover under a sturdy object.
 - Protect your head, neck and face.
 - Stay away from windows, glass and items that might fall.
- Depending on your location, keep the following in mind:
 - If in a house or small building, go to the basement or cellar.
 - If there is no basement, go to an interior room on the lowest level.
 - Take cover under a sturdy object while covering your head, neck and face.
 - If in a school, office, shopping center, etc. go to an interior hallway on the lowest level.
 - Do not seek shelter in gyms, auditoriums and other large open areas.
 - If in a high-rise building, go to an interior hallway on the lowest level possible. Do not take the elevator!
 - If in a car and the tornado is nearby, get out. Tornadoes can move swiftly and are often erratic.
 - If in a mobile home, get out immediately!
 - If in an open field, lie face down in a ditch or nearest ravine and cover your head with your hands: this procedure is preferable to remaining in a car or mobile home.

Mid-Latitude & Winter Storms

Ivy Tech will close before travel conditions become dangerous and will not reopen until the environment is safe. Unless building or building content flooding is expected, faculty and staff are not required to secure work areas prior to being released.

When traveling under bad weather conditions, keep your motor vehicle in good mechanical condition with properly inflated tires with good tread. Reduce driving speeds. If hydroplaning occurs on wet pavement or slipping occurs on a frozen road, take your foot off the gas to gradually reduce driving speed. Steer into the skid and gradually regain control of the vehicle. Do not drive into moving water, deep water or into water where the depth is unknown.

9. *Terrorist Attack*

Weapon of Mass Destruction – Definition

A Weapon of Mass Destruction (WMD) includes biological, chemical, incendiary, nuclear or highly explosive material and any combination thereof.

General Guidelines

Emergency action steps will depend upon the type of device and/or agent used and where it is used. Ivy Tech has developed plans to respond to such situations and has established lines of communication with appropriate civil authorities to obtain current information.

Action Steps for Initial Responders

1. Notify Security
 - a. Call 911 to dispatch police/bomb squad and fire/HAZMAT
 - b. Contact the Incident Commander
 - c. Contact the FBI
 - d. Contact the Local/Regional Office of Emergency Management
 - e. Contact the Local Health Department
2. In most cases authorities will setup a Critical Incident Command Center upwind of the hazard
3. Avoid contamination
 - a. At the point of the release
 - b. By exposed individuals
 - c. Limit access in the area to those responsible for rescue or material/device analysis
4. Do not touch or move any suspicious object
 - a. Do not use radios, cell phones, etc. that may trigger detonation
 - b. Evacuate the area
5. If an unknown material has been released
 - a. Facilities will shut down ventilation systems
 - b. If the release is internal, secure the affected area and evacuate
 - c. Affected individuals should quarantine themselves at a safe location
 - d. If the release is external, secure the perimeter and do not evacuate
6. If a hazardous release occurs off-site
 - a. If the contamination is expected to affect Ivy Tech, you will be given instructions to remain indoors
 - b. If the contamination is not expected to affect Ivy Tech, you will be given instructions on avoiding any contaminated areas

Mail Safety – Suspicious Package – Rules of Thumb:

- Grease Stains or Discoloration
- Odors
- Protruding Wires or Metal
- Excessive Weight/Postage/Securing Materials (tape, string, etc.)
- Lopsided/Uneven
- Handwritten Address
- No Return Address
- Misspelled Words
- Confidential, Personal, Open only by _____, etc.
- Foreign Mail

Opened Package – If an open package contains an unknown substance:

- Place it down immediately and gently.
- Do not shake, empty or do anything that would make the substance airborne.
- If available, secure the package in a plastic bag.
- Do not move the package.
- Close doors, windows and (if possible) shut down ventilation systems.
- Do not allow others to enter the area.
- Leave the room, wash hands and/or any affected area of contact and quarantine yourself.
- Notify Security:
 - Take all instances seriously
 - Isolate the area
 - Quarantine any affected individuals
 - Contact a qualified HAZMAT service to address the situation
- Remain calm – most of these events are hoaxes.

10. 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 and call for assistance from Security and/or 911 as the situation warrants.
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 from Security and/or 911, as the situation warrants. Security will notify the police department.
4. Document the events even if you solved the problem. Give documentation to Security staff.
5. Security will contact Executive Deans/Deans or appropriate Human Resources office.

Weapons 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 immediately.
- Continue work as usual. Security will notify the police department.

Continued...

Weapons 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 and Security and/or 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, contact Security and/or 911, as the situation warrants, for help.
 - When police arrive and follow their instructions.
- If the event is ongoing:
 - The police department will likely set up a building perimeter and probably a closer inner perimeter
 - If the subject or subjects have injured anyone, arriving officers will take actions to prevent further harm
 - If the subject or subjects have only threatened harm, then a negotiating team would be set up
 - Follow police department instructions

Identification of a Potentially Violent Student

The Safe School Initiative final report prepared by the U.S. Secret Service and The U.S. Department of Education identified 10 key findings as follows:

- Incidents of targeted violence at school *rarely* were sudden, impulsive acts.
- Prior to most incidents, other people knew about the attacker's idea and/or plan to attack.
- Most attackers did not threaten their targets directly prior to advancing the attack.
- There is no accurate or useful "profile" of students who engaged in targeted school violence.
- Most attackers engaged in some behavior prior to the incident that caused others concern or indicated a need for help.
- Most attackers had difficulty coping with significant losses or personal failures. Moreover, many had considered or attempted suicide.
- Many attackers felt bullied, persecuted or injured by others prior to the attack.
- Most attackers had access to and had used weapons prior to the attack.
- In many cases, other students were involved in some capacity.
- Despite prompt law enforcement responses, most shooting incidents were stopped by means other than law enforcement intervention.