

EMERGENCY QUICK RESPONSE BOOK



CHEMICAL SPILL

- Spill kits must be available when working with hazardous chemicals (caustic, corrosive, flammable, or toxic).
- If the spill is potentially hazardous to human health or the environment call 9-911, evacuate the area, and notify Police/Security Services at ext. 3333 (765-641-3333).
- If the spill poses little or no risk, call Police/Security Services at ext. 3333 (765-641-3333). for cleanup notifications.
- If you are unsure about any substance, contact your supervisor, call Police/Security Services at ext. 3333 (765-641-3333), or call the director of facilities at ext. 4000.
- Contact the director of facilities for disposal of waste at ext. 4000.

GAS LEAK

- Open doors and windows, and leave the immediate area.
- Notify Police/Security Services with location information at ext. 3333 (765-641-3333).
- Evacuate the building by the nearest exit. Alert other building occupants to evacuate.

HAZARDOUS MATERIALS

POWER OUTAGE

- REMAIN CALM! Gather your personal belongings and proceed to the nearest exit if the outage lasts longer than five minutes.
- DO NOT use the elevators.
- Prior to leaving, turn off all light switches, computers, and all electrical devices.
- Faculty and staff are asked to assist with building evacuation and to assist individuals with disabilities. Individuals in wheelchairs should proceed to the nearest stairwell/safety zone and wait for assistance to be evacuated.
- Call PPD

POWER OUTAGE

TORNADO WARNING

If a tornado warning has been issued for the campus, or a tornado has been spotted near campus:

- Move students and staff to tornado shelter.
- Close classroom and office doors and windows.
- Instructors take class attendance (accountability).
- Instruct students, staff, and faculty to take a self-protection position (tuck, protect neck, head area) if a tornado hits the building.
- Remain in safe area until the warning expires or emergency officials have issued an all-clear.

EARTHQUAKE

- Stay Put: Do not attempt to enter or leave buildings during an earthquake.
- Indoors: Stay near inside walls or doors or under a desk if possible. Stay away from windows or outside doors.
- Outdoors: Stay in the open, away from buildings.
- If driving, stop and stay in your vehicle.

Report injuries to Police/Security Services at ext. 3333 (765-641-3333).

SUICIDE THREAT

- Consider any reference to suicide as serious.
- Do not leave the individual alone.
- Notify Police/Security Services at ext. 3333 (765-641-3333), the dean of students at (765) 641-4219, or the building manager immediately.
- Stay with the individual until suicide intervention staff arrives.
- Do not allow the individual to leave campus without a friend, parent, co-worker, guardian, etc.

SUICIDE ATTEMPT ON CAMPUS

- Immediately notify Police/Security Services at ext. 3333 (765-641-3333), the dean of students at (765) 641-4219, or the building manager.
- Try to calm the suicidal person.
- Stay with the suicidal person until suicide intervention staff arrives.
- Isolate the person for the safety of others.
- Initiate first aid as necessary.
- Do not allow the individual to leave campus without a friend, parent, co-worker, guardian, etc.

ADMINISTRATION

- Call parent, guardian, or designated person if the suicidal person is a student. Call family or emergency contact if suicidal person is a staff member.
- Notify the dean of students or appropriate level administrator.

REPORTING CRIMES IN PROGRESS

If you are a victim or witness to any in-progress criminal offense, report the incident as soon as possible. You should attempt to provide as much of the following information as possible.

1. Protect yourself first and go to a safe location.
2. Call ext. 3333 on a campus telephone or 765-641-3333 on your cellular telephone.
3. MAKE SURE the dispatcher understands that the incident is in progress!
4. Stay on the telephone and give as much information as possible
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of the suspect(s) involved
 - d. Injuries that have occurred
 - e. Description of any weapon observed
 - f. Description of property involved
 - g. Direction suspect(s) are going
 - h. Type of vehicle being used, if any

Stay on the line until help arrives. Keep the dispatcher updated on any changes so the responding officers can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

LOCKDOWN PROCEDURES

Soft Lockdown: A “Soft Lockdown” is used for training or when there is a potential threat that could affect the safety of a student.

Hard Lockdown: A “Hard Lockdown” is used when there is an imminent threat such as shots being fired.

Communications: An emergency lockdown will be announced by all means available, which includes Raven Alert System (RAS), campus e-mail, voice messages on campus telephones, word of mouth, and emergency instant text messaging.

Procedures to Follow:

- Building managers and their support staff will lock outside doors when the threat is outside their building.
- Take shelter in the nearest classroom or office.
- Staff, students, and faculty direct other students/staff to secure locations.
- Lock classroom and office doors.
- Close windows and window blinds or curtains.
- Turn off lights.
- Remain quiet and do not enter hallways.
- Should the fire alarm sound after a lockdown has been announced, do not evacuate the building unless you have first-hand knowledge there is a fire in the building, or you have been advised by building managers or Police/Security Services to evacuate.
- Crouch down in areas that are out of sight from doors and windows.
- Students in hallways are to seek shelter in the nearest classroom.
- Faculty/staff take attendance and record students who are in the rooms when possible.
- Faculty/staff are not allowed to open doors for ANYONE under ANY circumstances until instructed by Police/Security Services and/or administrative officials who display proper credentials.
- Students in outdoor areas should immediately take cover and/or leave campus.
- If the threat is outdoors on campus grounds, all outdoor activities should be cancelled.

REPORTING CRIMES IN PROGRESS

All bomb threats must be treated as a serious matter. To ensure the safety of our faculty, staff, students, and general public, bomb threats must be considered real until proven otherwise. If a suspicious object or potential bomb is discovered, do not handle the object. Clear the area and go to another location and call Police/Security Services at ext. 3333 (765-641-3333). Be sure to include the location and appearance of the object. In some situations, a cellular telephone signal may activate an explosive device.

By Phone: If a bomb threat is received, keep the caller on the phone to gain as much information about the bomb and caller as possible, and ask the caller the following questions and record the answers.

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Talk to the caller as long as possible and try to determine and record the following information:
 - Time of call.
 - Speech pattern, accent, etc.
 - Emotional state of the caller.
 - Background noise.
- If an evacuation notification is given, follow established building evacuation directions in each hallway.

By Mail: If you receive a suspicious package, touch it as little as possible.

Report It: Notify Police/Security Services by calling ext. 3333 (765-641-3333).

Avoid Panic: Keep the threat strictly confidential.

Evacuation: If asked to leave the building, open all the doors and windows as you leave.

BOMB THREAT/SUSPICIOUS PACKAGE

FIRE EMERGENCY

- **Fire Alarm Sounds:** When the alarm sounds and there are no signs of a fire, immediately call campus police/security ext. 3333 (765-641-3333) and report the alarm then exit the building.
- **Actual Fire/Smoke:** Call 9-911 for the fire department and notify Campus Police/Security at extension ext. 3333 (765-641-3333) immediately. Give location of smoke/fire to fire department (Example: Hartung third floor north room 316).
- **Alert Others:** Activate alarm. Avoid panic.
- **Extinguish Fire:** Only if this can be done safely (small trashcan size fire, etc.).
- **Evacuation:** Everyone will evacuate the area or building, closing all doors and windows if time permits.
- Follow the designated evacuation map in the hallway nearest to your location.
- Leave your belongings and get out as soon as possible.
- Do not use elevators during a fire emergency.
- Notify authorities of any trapped students, staff, faculty, or visitors.
- If trapped, close off the area by closing doors. Stand near a window to signal for help if possible.
- **Stay Out.** Do not re-enter the building.

To Operate a Fire Extinguisher:

- Take extinguisher from mounting bracket.
- Remove locking pin, ring, clip, level, etc. Get into a crouching position on the opposite side from the smoke (upwind).
- Point the extinguisher nozzle at base of fire and squeeze the lever or handle.

Remember the word "PASS" when using a fire extinguisher.

P = Point

A = Aim

S = Squeeze

S = Sweep

ACTIVE SHOOTER

If an active shooter incident occurs on campus or a situation develops that may threaten your safety or the safety of others, follow the lockdown guidelines to help insure the safety of yourself and others.

What to do during an actual active shooter:

Help will take time to arrive. You must take care of yourself. If you follow the four "A" you will be better prepared to survive.

Accept there is an actual active shooter. There is little time to act.

Assess the situation and develop a plan.

Act and go to a place of safety, shelter-in-place, or take out the shooter.

Alert others as you are putting your plan into action.

Room Lockdown Guidelines:

1. Notify others of the threat.
2. Close and lock office/classroom door (if possible) in area of danger.
3. Call campus police/Security at ext. 3333 (765-641-3333) as soon as it is safe to call.
4. Take cover behind/under desk or other heavy furniture, stay calm and away from windows, turn off lights, and silence cell phones.
5. Do not open the door until threat is over. Only open the door if you know the person or you are satisfied it is the campus police/security.

Room Lockdown: A room lockdown is used when there is a threat inside a building that may cause harm, such as an active shooter. A lockdown requires everyone to go to the nearest room, close the door, lock the door if possible, and stay low and out of sight from windows.

Building Lockdown: Building lockdown is used when there is a harmful threat outside the building, such as a perpetrator of a crime being sought by police or an active shooter, and you are trying to prevent the person(s) from entering the building. On weekends and after 5:00 p.m. it may not be possible to lock the outside doors of a building.

Campus police/security will respond in the following ways:

1. Officer(s) will immediately go to the area of the threat
2. When shots are fired or there is a threat of some type of deadly weapon involved, the Anderson Police Department will be called for assistance.
3. Campus operator/dispatcher or police officer will immediately begin the Emergency Call Down Checklist and begin the building lockdown procedures.

MEDICAL EMERGENCY

When a medical emergency occurs, immediately dial ext. 3333 (765-641-3333). Advise emergency personnel of the nature of the injury. Depending on information provided, the responding officer may immediately call for an ambulance or ask you to call an ambulance. Upon arrival, the responding officer will determine if additional medical attention will be required. Campus police officers are either emergency medical technicians (EMTs) or have various levels of medical training.

First Aid: Do not move the victim; try to keep them as comfortable as possible. Only apply as much aid as you have been trained to provide. Campus police and security are trained and vehicles have extensive first aid equipment.

Students: During operation hours, students are eligible for care at Health Services.

Faculty/Staff: Emergency treatment for job-related injury or medical illnesses may be obtained by calling the university Police/Security Services at ext. 3333 (765-641-3333). Also, an "Employer's Report of Injury/Illness of Employee" form must be completed for all incidents of job related illness and injury. Please call the compensation and benefits coordinator in Human Resources at ext. 4130 for forms and assistance. Automated External Defibrillators (AED) are located in the following areas:

- Police Vehicle • Natatorium • Decker Commons
- Security Vehicles • Sports Medicine • Hartung Hall
- Wellness Center • Health Services • Hardacre Hall
- Fair Commons • Myers Hall • Morrison Hall
- Smith Hall • Martin Hall • Dunn Hall
- Rice Hall • Olt Student Center • Nicholson Library
- Fine Arts, Music • Reardon Auditorium • Flagship Campus

Follow the instructions on the AED package if not officially trained, and proceed only if the medical situation dictates.

Remember: All injuries, other than minor cuts, scrapes, etc., must be reported to Police/Security Services at ext. 3333 (765-641-3333).