Emergency Procedure Flipchart

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EMERGENCY PREPAREDNESS AT INDIANA WESLEYAN UNIVERSITY

Emergencies and/or crimes occur without warning. Being prepared to handle emergency situations is both the responsibility of the individual and Indiana Wesleyan University.

The Emergency Procedures Flipchart has been developed to assist in minimizing the negative effects from such events. Please read this guide thoroughly before an emergency occurs. Become acquainted with the contents, and post this flipchart in your office or lab for reference.

If you have a question concerning a unique situation which is not covered in this Emergency Procedure Flipchart, and/or you need additional emergency information, please contact the Indiana Wesleyan University's Campus Police Office at (765)677-2497 or (765)677-2109.

WHAT YOU CAN DO TO PREPARE:

- Keep emergency supplies in a convenient location (personal medications, flashlights, comfortable shoes, bottled water, batteries, and portable radios).
- Post this Emergency Procedure Flipchart in a visible location in your office/lab.
- Become familiar with the quickest exit routes from your building.
- Locate the nearest fire extinguisher and pull station, and schedule a fire extinguisher training course with IWU Campus Police.
- Schedule crime prevention or other safety courses with IWU Campus Police.
- Subscribe to **IWU Alert!** Refer to the IWU Alert portion of this document for details.

A.C.T.S.

The safety of students, faculty and staff is a primary concern at IWU. A wide range of emergency situations may arise that may be potentially dangerous and may lead to health and safety crisis. Because of the infinite possibilities A.C.T.S. was developed for emergency situations when the IWU Emergency Procedures Flipchart is not accessible or when time is a factor. Remember, A.C.T.S. is a general standard and should **ONLY** be used when the Emergency Procedures Flipchart is not available.

- A Analyze; determine if an emergency exists.
- C Communicate; contact campus police.
- **T <u>Transport</u>**; move to a safe place.
- **S Secure**; remain until the appropriate personnel reach you.

IWU ALERT

WHAT IS IWU ALERT? IWU Alert is the Wireless Emergency Notification System for the Indiana Wesleyan University Community. It is used by IWU as a way to instantly reach mobile devices and/or e-mail when an urgent situation needs to be communicated. This is a free service provided by IWU. However, your cell phone provider may charge you for receiving text messages.

HOW DO I REGISTER? IWU students, faculty, and staff may register by visiting the links below and entering their mobile number and/or email address. You will receive a text message and/or an email confirming that you have opted into the alert system to receive emergency notifications. Your registration information is private and will not be shared.

Students: http://entry.inspironlogistics.com/indiana_wesleyan/wens.cfm?ep_id=student
Faculty/Staff: http://entry.inspironlogistics.com/indiana_wesleyan/wens.cfm?ep_id=student

WHAT TYPE OF ALERTS WILL I RECEIVE? IWU Alerts are short messages, only 160 characters in length, used during emergencies that threaten life and safety on campus and/or severely impact normal campus operations. The message may alert you to an emergency situation, ask you to take action, or both. Weather warnings, including severe thunderstorms and tornado warnings, will also be sent.

MAY I REGISTER FAMILY MEMBERS? Yes. Only IWU faculty, staff and students may sign up for IWU Alert; however, family members may be added to your account by clicking "add" on the sign-up form. If you are currently a member and would like to add a family member please contact the Campus Police office at (765)677-2497 for assistance.

HOW DO I UNSUBSCRIBE? At any time, you may simply return to the emergency website and click the unsubscribe button. Enter the contact information you used to register and then select the unsubscribe box at the bottom of the page.

HOW DO I UPDATE MY CONTACT INFORMATION? If your contact information has changed, follow the instructions given above to unsubscribe, and then re-register using your new contact information.

WHAT IF I CHANGE MY MOBILE CARRIER? Nothing. You will still receive alerts as long as you have the same phone number.

ACTIVE SHOOTER

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. Keep in mind there could be more than one shooter. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help plan a strategy for survival.

IF THE SHOOTER IS OUTSIDE THE BUILDING

- Turn off all lights and close and lock all windows and doors.
- Close all window blinds and curtains.
- If you are able to do so safely contact Campus Police by dialing 4911 from a campus phone, or (765)677-4911 from a cell phone or a public phone.
- If you are able to do so **safely**, get all individuals on the floor and out of the line of fire.
- If you are able to do so **safely** move to a core area of the building and remain there until an "all clear" instruction is given by Campus Police, authorized personnel or IWU ALERT.

IF THE SHOOTER IS INSIDE THE BUILDING

- If it is possible to flee the area safely and avoid danger, do so.
- If you are able to do so safely contact Campus Police by dialing 4911 from a campus phone, or (765)677-4911 from a cell phone or a public phone.
- If flight is impossible, lock all doors and secure yourself in your space.
- Close all window blinds and curtains
- Get down on the floor or under a desk and remain silent.
- Get bystanders on the floor and out of the line of fire.
- Wait for the "all clear" instruction from Campus Police, authorized personnel or "IWU ALERT".

IF THE SHOOTER COMES INTO YOUR CLASSROOM OR OFFICE

- There are no procedures that authorities can recommend.
- Attempt to get the word out to other students, faculty and staff
- If you are able to do so safely contact Campus Police by dialing 4911 from a campus phone, or (765)677-4911 from a cell phone or a public phone.
- Do not challenge the shooter(s). If flight is impossible,

attempt to negotiate with the shooter(s).

- Put distance between yourself and the offender.
- If possible keep an escape route behind you.
- Demonstrate an interest in solving the problem.
- Seek additional information and instruction via "IWU ALERT".

REPORTING SUSPICIOUS INDIVIDUALS

- Do not approach a suspect.
- Report a suspicious looking and/or armed individual to
 Campus Police by dialing 4911 from a campus phone, or
 (765)677-4911 from a cell phone or a public phone.
- Give your location, name, and reason for calling.
- Be ready to supply a physical description of the individual: age, weight, hair color and length, clothing, facial hair and any other distinguishing feature.
- If a vehicle is involved, and you are able to do so **safely**, attempt to get the vehicle make, model and color as well as the license plate number.
- If you are able to do so safely contact Campus Police by dialing 4911 from a campus phone, or (765)677-4911 from a cell phone or a public phone as quickly as possible while monitoring the location of the person.

WHAT TO EXPECT FROM POLICE OFFICERS

Police officers responding to an active shooter are trained to proceed immediately to the area where shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and may use pepper spray or tear gas to control the situation.

Regardless of how they appear, **REMAIN CALM.** Follow the instructions the officers have given you. Do not be afraid of the police officers. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

BOMB THREAT

IN THE EVENT YOU RECEIVE OR OVERHEAR A BOMB THREAT:

- Contact **Campus Police immediately by dialing 4911** from a campus phone, or **(765)677-4911** from a cell phone or public phone.
- For security reasons, when possible, it is best to avoid using a cell phone or two-way radio when reporting the threat.
- If evacuation is required, do so calmly and respond to your assigned Emergency Assembly Area (EEA) so that an accurate account of the building's occupants can be made. Refer to the evacuation portion of this document when assisting persons with physical disabilities.

IF YOU FIND A SUSPICIOUS OBJECT:

- Do not touch the object.
- Do not activate the fire alarm.
- Do not open drawers or cabinets.
- Do not turn off electrical devices or switches.
- Do not use elevators.

IN THE EVENT A THREAT IS RECEIVED BY PHONE UTILIZE THE FOLLOWING CHECKLIST:

Exact date	and time of the call	:							
Exact word	Exact words of the caller:								
CRITICAL	UESTIONS								
When is the	e bomb going to explo	ode?							
Where is th	ne bomb?								
What does i	t look like?								
What kind (of bomb is it?								
What will ca	nuse it to explode? _								
Did you pla	ce the bomb? Y	'ES NO (if No, w	ho did?)						
Why did yo	u place the bomb?								
Where are y	ou calling from?								
What is you	ır name and address	s?							
	/OICE (circle)								
Calm	Cracking	Crying	Slurred	Soft/Whispered	Stutter				
Deep	Loud	Broken	Raspy	Giggling/Laughing	Accent				
Angry	Rapid	Nasal	Slow	Clearing Throat	Excited				
Disguised	Sincere	Squeaky	Normal	Stressed	Lisp				

LANGUAGE WAS (circle)

Well-spoken	Incoherent		Foul			
Message was scripted/read	Taped	Irrational				
If voice is familiar, whom did it sound like?						
Were there any background noises?	YESNO					
IF SO, DESCRIBE:						
Person receiving call:						
Telephone number where call was receiv	ed:					
Additional remarks:						

EVACUATION

IN THE EVENT OF AN EVACUATION:

- Remain calm.
- Evacuate your building using the nearest exit.
- Do not run or use elevators.
- Once evacuated, go to your assigned Emergency Assembly Area (EAA).
- Do not re-enter until advised to do so by IWU Campus Police and/or other authorized personnel.

EVACUATION OF PERSONS WITH PHYSICAL DISABILITIES

The following information provides basic guidelines for assisting persons with physical disabilities during an emergency evacuation. For more information, please contact the Director of Disability Services Center for Student Success at **(765) 677-2257.**

Evacuating a disabled or injured person yourself is the last resort and should **ONLY** be attempted provided you are not putting yourself in harm's way. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse. Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

GROUND FLOOR

Persons with physical disabilities should exit the building along with other building occupants.

ABOVE OR BELOW GROUND FLOORS

- Visually Impaired
 - Tell the person with the visual impairment the nature of the emergency.
 - Offer to guide the person to the nearest exit.
 - Have the person take your elbow and escort him/her out of the building.
 - As you walk advise the person of obstacles.
 - When you reach safety, orient the person to where he/she is and ask if any further assistance is necessary.

Hearing Impaired

- Alert the person that there is an emergency by using hand gestures or by turning a light switch on and off.
- Verbalize, mouth instructions, or provide the individual with a short note containing instructions.
- Offer assistance as you leave the building.

Mobility Impaired

- Elevators should not be used for evacuation during an emergency.
- If there is no immediate danger, take the individual to a safe place to await emergency personnel.
- Whenever possible, someone should remain with the person while another individual exits the building and notifies emergency personnel of the mobility impaired person's exact location.
- ONLY in situations of extreme and immediate danger should you try to evacuate a wheelchair-user yourself. The person with
 the disability is the best authority on how he/she should be moved. Ask before you move someone.
- While it is best to let professional emergency personnel conduct the evacuation, a person with a mobility impairment can be carried by two people who have interlocked their arms to form a "chair" or by carrying the person in a sturdy office chair.
- If you are unable to evacuate the person, provided you are not putting yourself in harm's way, move them to a nearby, safe stairwell landing, and notify emergency responders of the individual's exact location.

EXPLOSION

IF THERE IS AN EXPLOSION:

- Take shelter against your desk or a sturdy table.
- Turn off or stabilize any laboratory process/experiment if it is safe to do so.
- Do your best to remain calm.
- Once it is **SAFE**, evacuate the building and respond to your assigned Emergency Assembly Area (EAA). Refer to the evacuation portion of this document when assisting persons with physical disabilities.
- Use caution when opening doors or exiting the windows of a building.
- As soon as possible, contact IWU Campus Police by dialing **4911** from a campus phone, or **(765)677-4911** from a cell phone or public phone.
- Follow all instructions given to you by IWU Campus Police and/or other authorized personnel.

IF YOU ARE TRAPPED IN DEBRIS:

- Use a flashlight to signal your location if possible.
- Avoid unnecessary movement so that you don't kick up dust.
- Cover your mouth and nose with anything you have on hand. Dense-weave cotton material can create a good filter. Try to breathe through the material.
- Tap on a pipe or wall so that rescuers can hear where you are.
- Shout as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

IF YOU DISCOVER FIRE ON YOUR FLOOR:

- Manually activate the fire alarm system.
- Immediately exit the building, closing doors behind you. DO NOT USE ELEVATORS. Refer to the evacuation portion of this document when assisting persons with physical disabilities.
- Contact IWU Campus Police by dialing **4911** from a campus phone, or **(765)677-4911** from a cell phone or public phone.

ONCE FIRE ALARM IS ACTIVATED:

- Walk to the nearest exit. DO NOT USE ELEVATORS.
- Notify fire personnel if you suspect someone is trapped inside the building.
- Once evacuated, go to your assigned Emergency Assembly Area (EEA).
- Follow all instructions given to you by IWU Campus Police and/or other authorized personnel.

IF TRAPPED IN A ROOM:

- Wet and place cloth material around and under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the fire.
- Be prepared to signal someone outside, but DO NOT BREAK GLASS WINDOWS until absolutely necessary. Outside smoke may be drawn into the room.

IF CAUGHT IN SMOKE:

- Drop to hands and knees and crawl toward exit.
- Stay low, as smoke will rise toward ceiling.
- Take shallow breaths through the nose and use a filter such as a shirt or towel.

IF FORCED TO ADVANCE THROUGH FLAMES: (LAST RESORT)

- Hold your breath. Move quickly.
- Cover your head and hair with a blanket or large coat.
- Keep your head down and your eyes closed as much as possible.

USING A FIRE ESTINGUISHER:

- Pull safety pin from handle.
- Aim at base of fire.
- **S**queeze the trigger handle.
- Sweep from side to side at base of fire.

HAZMAT

MINOR CHEMICAL SPILL:

- Alert people in immediate area of spill.
- Notify IWU Campus Police by dialing 4911 from a campus phone, or (765)677-4911 from a cell phone or public phone AND/OR other authorized personnel at the appropriate number.
- Open outside windows, if possible.
- Wear protective equipment, including safety goggles, gloves and long-sleeves.
- Avoid breathing vapors from spill.
- Confine spill to as small an area as possible.
- Do not wash spill down the drain.
- Use appropriate kit to neutralize and absorb inorganic acids and bases. Collect residue, place in container, and dispose as chemical waste.
- For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand or diatomaceous earth. Collect residue, place in container and dispose as a chemical waste.
- Clean spill area with water.

MAJOR CHEMICAL SPILL:

- Remain calm.
- Attend to injured or contaminated persons and remove them from exposure.
- Evacuate the area if it is **SAFE** to do so. Refer to the evacuation portion of this document when assisting persons with physical disabilities.
- As soon as you or another person is able to do so, contact IWU Campus Police by dialing **4911** from a campus phone, or **(765)677-4911** from a cell phone or public phone.
- Close the doors to the affected space and go to a safe area.
- Avoid contact with others in the process.
- Provide as much information as possible including identity of hazardous material, location, and the number of affected people.
- Have a person available that has knowledge of the incident and the laboratory to assist emergency personnel.

HOSTAGE SITUATION

IF YOU SEE OR HEAR OF A POSSIBLE HOSTAGE SITUATION:

- Immediately remove yourself from danger.
- Remain calm and contact IWU Campus Police by dialing 4911 from a campus phone, or (765)677-4911 from a cell phone or public phone as soon as you can do so SAFELY.
- Be prepared to give as much information as possible to Campus Police including:
 - Your name and phone number.
 - The location.
 - Number of possible hostages.
 - Number of possible hostage takers.
 - Physical description of the hostage takers.
 - Any types of injuries.
 - Types of weapons being used.

IF YOU ARE TAKEN HOSTAGE:

- Remain calm and cooperate with your captors.
- Do **NOT** attempt to escape unless there is **NO** danger in doing so.
- Do NOT draw attention to yourself.
- Do **NOT** speak unless spoken to.
- Do **NOT** try to intimidate the captors.
- Do what you are told to do.
- If possible, contact IWU Campus Police by dialing **4911** from a campus phone, or **(765)677-4911** from a cell phone or public phone.
- Stay low below windows and behind cover if possible.

INTRUDER

IF YOU COME ACROSS OR LEARN OF AN INTRUDER OR SOMEONE WHO IS THREATENING THE SAFETY OF INDIVIDUALS ON CAMPUS:

- As soon as you can do so **SAFELY**, contact IWU Campus Police by dialing **4911** from a campus phone, or **(765)677-4911** from a cell phone or public phone.
- Remove yourself from danger.
- Do NOT approach the person.
- Be prepared to give a full description of the individual, as well as his/her location.

LOCKDOWN

IN THE EVENT THAT AN EMERGENCY SITUATION REQUIRES A LOCKDOWN:

- You will be notified and instructed via text message and/or email from the "IWU ALERT" electronic message service.
- Follow all instructions given to you by "IWU ALERT", Campus Police and/or other authorized personnel.
- Remain calm.
- If you can do so **SAFELY**, inform others in your area of the lockdown.
- If someone needs assistance and you can do so **SAFELY**, help get them to a lockdown area.
- Lock doors, windows and shut the blinds.
- If you are in an area that is not secure, use available items including desks, dressers, tables, chairs, etc. to barricade doors.
- Stay low on the floor away from windows and doors and under desks if possible.
- **DO NOT LEAVE** the area until you are told to do so by IWU Campus Police and/or other authorized personnel.

MEDICAL EMERGENCY

WHEN ASSISTING IN A MEDICAL EMERGENCY:

- Remain CALM and, contact IWU Campus Police by dialing 4911 from a campus phone, or (765)677-4911 from a cell phone or public phone.
- Do **NOT** move the injured/ill person.
- Do **NOT** touch the person if you are not certified in first aid and/or do not have personal protection gear if there is danger of coming into contact with bodily fluids.
- If it is **SAFE** to do, comfort and reassure them that help in on the way.
- If you are certified in first aid and it is **SAFE** to do so, provide care to the person to the extent you are capable.
- Follow all instructions given to you by IWU Campus Police and/or other authorized personnel.

MISSING PERSON

IF THERE IS A STUDENT, FACULTY, STAFF OR OTHER PERSON MISSING:

- Immediately contact IWU Campus Police by dialing **4911** from a campus phone, or **(765)677-4911** from a cell phone or public phone.
- Be prepared to provide the following information:
 - Your name and phone number.
 - Description of the missing person and what they were wearing when last seen.
 - Where they were last seen.
 - What physical condition they were in when they were last seen.
 - Who the person was last with.
 - A description of the missing person's vehicle.
 - Any medical or other special conditions that you know about.

POWER OUTAGE

IN THE EVENT OF A MINOR POWER OUTAGE ON CAMPUS:

• Contact IWU Campus Police by dialing **4911** from a campus phone, or **(765)677-4911** from a cell phone or public phone.

IN THE EVENT OF A MAJOR, CAMPUS WIDE OUTAGE ON CAMPUS:

- Indiana Wesleyan University has emergency generators that will restore power to some areas of campus.
- Remain calm.
- Follow all instructions given to you by IWU Campus Police and/or other authorized personnel.
- If evacuation is required, refer to the evacuation portion of this document to assist persons with physical disabilities.
- Laboratory personnel should discontinue all experiments, unplug equipment, including computers, and secure all chemicals and gases used in the laboratory, prior to evacuation.
- All chemicals should be stored in their original and secure locations. Fully <u>CLOSE</u> fume hoods. If this is not possible or natural ventilation is inadequate, evacuate the laboratory until the power is restored.
- Do <u>NOT</u> use candles, lighters or other types of open flames for illumination purposes.
- Turn off all light switches.

IF PEOPLE ARE TRAPPED IN AN ELEVATOR:

- Tell passengers to stay calm and that you are getting help.
- Contact IWU Campus Police by dialing **4911** from a campus phone, or **(765)677-4911** from a cell phone or public phone and provide information.
- Stay near the passenger until police or other assistance arrives provided it is safe to stay in the building.
- Do <u>NOT</u> try to pry open the elevator or extract people form a trapped elevator car.

SEVERE WEATHER

PRIOR TO SEVERE WEATHER, FAMILIARIZE YOURSELF WITH THE DIFFERENT TERMINOLOGY SURROUNDING SEVERE WEATHER.

- **SEVERE THUNDERSTORM WATCH –** Conditions are favorable for severe thunderstorm to develop with the potential to produce tornadoes, high winds, hail and heavy rain.
- **SEVERE THUNDERSTORM WARNING -** A thunderstorm has been sighted.
- WINTER STORM WATCH Potential for heavy snow or significant ice accumulations.
- **WINTER STORM WARNING -** A storm is producing heavy snow or significant ice accumulations.

IN THE EVENT OF SEVERE WEATHER:

- If possible, stay inside your building.
- If you are outside, immediately go into a building to avoid injury from debris.
- Move away from exterior doors and windows.
- Do NOT use telephone and plumbing fixtures.
- Do **NOT** use your cell phone.

Seek information and instruction via "IWU ALERT" and www.indwes.edu/emergency - if possible without putting your life in danger.

KEEP THE FOLLOWING ITEMS WITH YOU:

- Flashlight
- Radio
- Cellular Telephones

SEXUAL ASSAULT

IN THE EVENT THAT A STUDENT/STAFF MEMBER DISCLOSES THAT HE/SHE WAS THE VICTIM OF A SEXUAL ASSULT:

- Listen to the person and do not be judgmental. The person is telling you because he/she trusts you.
- Reassure the student/staff member that what happened is not his/her fault and that he/she should do what is best for him/her.
- Offer options so that the victim can make an informed decision about what is best for him/her. Do not make the choice for him/her. Options may include:
 - Report the assault to IWU Campus Police.
 - Contact the IWU Victim Advocate, Katie Sneed at (765)677-2273 or (765)506-1391.
 - Contact the off campus Victim Advocate, Jill Speicher at (765) 664-0739 between the hours of 8am to 4pm. After hours call 911 and ask to speak with Jill Speicher.
 - Visit a nearby hospital emergency room to meet with a Sexual Assault Nurse Examiner in order to preserve evidence.
 - Contact The Center for Student Success (765) 677-2257 or The Graduate Counseling Clinic (765) 677-2571.
 - Call a hotline to have questions answered.
 - o National Sexual Assault Hotline: (800) 656-4673

Rape, abuse, and Incest National Network (www.rainn.org)

SUICIDE ATTEMPT

IF THERE IS A POSSIBLE SUICIDE ATTEMPT:

- Do **NOT** leave the person alone if you can remain with them **SAFELY**.
- If weapons are present, leave the area immediately. **DO NOT** touch any weapons or other items that the person may consider using, or has used, to ensure your personal safety.
- Contact IWU Campus Police by dialing 4911 from a campus phone, or (765)677-4911 from a cell phone or public phone.
- Show support to that person without being judgmental.
- Follow all instructions given to you by IWU Campus Police and/or other authorized personnel.

IF THERE IS A POSSIBLE SUICIDE:

- Do **NOT** touch anything in the area.
- Remain Calm.
- **IMMEDIATELY** contact IWU Campus Police by dialing **4911** from a campus phone, or **(765)677-4911** from a cell phone or public phone.
- Be prepared to give the following information:
 - Your name and phone number.
 - Location.
 - Name of the victim if known.

STALKING/INTIMATE PARTNER VIOLENCE

IF A STUDENT/STAFF MEMBER REPORTS TO YOU THAT HE/SHE BELIEVES THAT HE/SHE IS IN AN ABUSIVE RELATIONSHIP OR IS BEING STALKED, HE/SHE MAY BE IN EITHER IMMINENT DANGER OR NOT IMMEDIATELY AT RISK.

IF THE VICTIM BELIEVES HE/SHE IS IN IMMINENT DANGER:

- Locate a safe place
 - Police Station.
 - A residence unknown to assailant.
 - A church or other public place.
- Contact IWU Campus Police by dialing 4911 from a campus phone, or (765)677-4911 from a cell phone or public phone.

IF THE VICTIM BELIEVES HE/SHE IS NOT IMMEDIATELY AT RISK:

Offer option to call campus police, victim services/counseling on-campus, and off-campus victim service agency.

IF A STUDENT/STAFF BELIEVES THAT HE/SHE IS BEING STALKED:

- Explain to him/her to maintain a log recording all stalking-related behaviors including, but not limited to, electronic mail, phone calls, text messaging, and in-person contact.
- Documentation is important regardless of whether or not he/she chooses to report the events.
- Contact IWU Campus Police by dialing **4911** from a campus phone, or **(765)677-4911** from a cell phone or public phone.

Visit the RAINN website at www.rainn.org for further assistance.

TORNADO

PRIOR TO AN ACTUAL TORNADO, FAMILIARIZE YOURSELF WITH THE DIFFERENT TERMINOLOGY SURROUNDING TORNADOES.

- **TORNADO WATCH -** Tornadoes could *potentially* develop.
- **TORNADO WARNING** A tornado *actually* has been sighted.

IN THE EVENT OF A TORNADO:

SEEK SHELTER IN THE FOLLOWING AREAS:

- Basement, underground evacuation and lower floors of interior hallway or corridor (preferably a steel-framed or reinforced concrete building).
- If none of the above areas are available, seek shelter under sturdy furniture.
- In open country, move away from the tornado path at a right angle.
- Be aware that heavy rains may flood evacuation areas.

Seek information and instruction via "**IWU ALERT**" and <u>www.</u> <u>indwes.edu/emergency</u> - if possible without putting your life in danger.

AVOID THE FOLLOWING:

- Top floors to buildings.
- Areas with glass windows or doors.
- Auditoriums, gymnasiums, cafeterias or other areas with large, free-span roofs.
- Automobiles.

KEEP THE FOLLOWING ITEMS WITH YOU:

- Flashlight
- Radio
- Cellular Telephones

WORK PLACE VIOLENCE

IF YOU HAVE CONCERN ABOUT A SITUATION THAT MAY TURN VIOLENT:

- <u>ALERT a supervisor or staff member in authority immediately</u> (it is better to err on the side of safety than to risk having a situation escalate.)
- Be aware of workplace violence warning indicators.
 - Intimidating, harassing, bullying, belligerent or other inappropriate and aggressive behavior.
 - Numerous conflicts with colleagues, authority figures, and/or students.
 - Possession of weapon or making threats about using weapons to harm.
 - Statements of fascination with workplace violence.
 - Statements indicating desperation over family, financial or other personal problems to the point of contemplating suicide.
 - Direct or veiled threats of harm.
 - Substance abuse.
 - Extreme changes in normal behaviors.

IF YOU ARE IN IMMEDIATE DANGER:

Contact IWU Campus Police by dialing 4911 from a campus phone, or (765)677-4911 from a cell phone or public phone.