

EMERGENCY PROCEDURE GUIDELINES

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INTRODUCTION

Indiana Wesleyan University Emergency Procedures Handbook is prepared by Campus Police to assist members of the campus community and to deal with emergency situations appropriately. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies and those that are most likely to occur. Your judgment often determines whether or not an incident is an emergency. If you consider a situation to be an emergency, then it is an emergency and the procedures in this booklet should be followed. If in doubt, err on the side of safety.

If you have an emergency situation which requires Campus Police contact **Campus Police by dialing x4911** from a campus phone, or **(765)677-4911** from a cell phone or a public phone. Campus Police is staffed 24 hours a day for your assistance and protection. This service is provided seven days a week on a year-round basis.

If Campus Police is already assisting on a call, it is likely that your call to x4911 will be answered by the Grant County Sheriff's Department. DO NOT HANG UP. The dispatcher will take your information and forward the information to the Campus Police. If your situation requires immediate emergency assistance, other personnel may be dispatched to assist.

Emergency Call Boxes are placed in various locations around campus. Each box is equipped with a push button that activates an alarm, as well as a direct communication line to the Emergency Services Dispatcher.

Any questions regarding emergency procedures should be addressed to the Campus Police Coordinator, Mario Rangel at mario.rangel@indwes.edu.

IMPORTANT NUMBERS

Campus Police

(765) 677-4911

Cornerstone Behavioral Health Center

(765) 662-3971

Grant County Crime Stoppers

(765) 668-8168

Grant County EMA Office

(765) 668-6525

Grant County Fire Dept.

(765) 668-4474

Grant County Sheriff's Dept.

(765) 668-8168

IWU Main Operator Line

(765) 674-6901

Marion General Hospital

(765) 660-6000

Marion Police Dept.

(765) 662-9981

Poison Control

1-800-222-1222

EMERGENCY PREPAREDNESS

Emergency Preparedness at IWU

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**.

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 - Transport | move to a safe place. |
| S - Secure | remain until the appropriate personnel reach you. |

IWU ALERT

Definition: 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.

Registration: 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=faculty

Description of Alerts: 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.

Registration of Family: 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 receiving IWU Alerts and would like to add a family member please contact the Campus Police office at (765)677-2497 for assistance.

Unsubscribing: 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.

Updating Contact Information: If your contact information has changed, follow the instructions given above to unsubscribe, and then re-register using your new contact information. If you should change cell phone carriers 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 in 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 x4911** 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 x4911** 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 the classrooms:

- 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 x4911** 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 x4911** 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 x4911** 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

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision for anyone to make except the proper authorities.

In the event you receive or overhear a bomb threat:

Contact **Campus Police immediately by dialing x4911** 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.

BOMB THREAT CHECKLIST

In the event of a threat that is received by phone utilize the following checklist

Exact date and time of the call: _____

Exact words of the caller: _____

When is the bomb going to explode? _____

Where is the bomb? _____

What does it **look like**? _____

What **kind of bomb** is it? _____

What will **cause it to explode**? _____

Did **you place** the bomb? ____ YES ____ NO (if No, who did?) _____

Why did you place the bomb? _____

Where are you **calling from**? _____

What is **your name and address**? _____

CALLER'S VOICE (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? ____ YES ____ NO

IF SO, DESCRIBE: _____

Person receiving call: _____

Telephone number where call was received: _____

Additional remarks: _____

EARTHQUAKE

Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case. The best earthquake instruction is to take precautions before the earthquake (e.g., secure or remove objects above you that could fall during an earthquake).

During an earthquake:

- Remain calm
- If indoors:
 - Seek refuge under a desk, under a table or in a doorway.
 - Stay away from windows, shelves, and heavy equipment.
- If outdoors:
 - Move quickly away from buildings, utility wires and overhead wires.
 - Avoid downed power lines.
 - Do not attempt to enter buildings until you are advised to do so by the proper authorities.

After the initial shock:

- Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage.
- Protect yourself at all times.
- Evaluate the situation and call 4911 for emergency assistance, if necessary.
- Do not use lanterns, torches, or open flames, since gas leaks could be present.
- Open windows, etc., to ventilate the building. Watch out for broken glass.
- If a fire is caused by the earthquake, implement the FIRE PROCEDURES.
- Determine whether or not anyone has been caught in the elevators or was trapped by falling objects. If so, Contact **Campus Police immediately by dialing x4911** from a campus phone, or **(765)677-4911** from a cell phone or public phone.
- If the structural integrity appears to be deteriorating rapidly, evacuate the building.
- Do not use telephones unless it is absolutely, heavy use of the telephone will tie up the lines and prevent emergency calls from going out.
- If evacuation is required, follow established building evacuation procedures.

Should you become trapped in a building:

- Do not panic.
- If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for a rescue crews. If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.
- Emergency Personnel will check all buildings immediately after a major quake. Priority is given to residence halls and buildings with elevators.

ELEVATOR FAILURE

If you become trapped in an elevator, use the emergency telephone or activate the elevator emergency bell within the elevator car. If you hear an elevator bell, please take the following actions. (Most elevators on campus are equipped with an emergency telephone which rings directly to Campus Police.)

Procedures:

- Give the Campus Police officer the following information:
 - Name of the building.
 - Locations within the building of malfunctioning elevator.
 - Where the care is stopped, if known.
 - If a medical emergency exists.
- Do not open doors unless directed by the proper authorities
- Campus Police will notify Facility Services immediately for instructions.

NOTE: The activation of an elevator lobby smoke detector will cause building elevators to return non-stop to the main floor and lock with the doors open. Never use an elevator to evacuate a building.

EMERGENCY TELEPHONE SYSTEM

Located in the Performing Arts and Science Hall parking lots on the Indiana Wesleyan Campus are emergency telephone call boxes we call "ETS" (Emergency Telephone System) boxes. The ETS boxes are painted yellow, have a blue light on top and are marked "EMERGENCY". In the event of an emergency, to use the Emergency Telephone System:

- Open the door
- Push the button
- In a matter of a few seconds, Campus Police will answer and assist.

EVACUATION

All building evacuations will occur when an alarm sounds continuously and /or upon notification by emergency personnel. If necessary or if directed to do so by a designated emergency official, activate the building alarm.

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 W/ 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 at the 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 for those 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 Floor

- 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, use mouth instructions, or write a short note providing information on the nature of the emergency and the evacuation plans.
 - 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 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 **x4911** 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.

FIRE

If you discover a 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 extinguisher:

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

FIRE LIFE SAFETY EQUIPMENT

Sprinkler system and water flow detection device

These devices are present in some buildings on campus. Water flow in these devices is monitored by Facility Services and automatically triggers a response. When activated an alarm will sound throughout the building

Smoke Detectors

Smoke detectors are provided where required. In residential units battery powered detectors that sound a low battery signal (a chirping sound at approximately one minute intervals) should be reported to Resident Hall Management.

Manually Activated Pull Stations

Pull stations are located at exit points in buildings that have fire alarm systems.

Elevator Fire Control

These devices may cause the building elevators to come to a halt at the main floor upon activation of the fire alarm system. The elevators then can be accessed by emergency personnel using a key to override. DO NOT attempt to use the elevators to evacuate any building in the event of a crisis.

Emergency Lighting

Emergency lighting is provided in some buildings. The lighting will activate automatically in power failure and last for a minimum of 20 minutes.

Illuminated Exit Signs

Illuminated exit signs are provided throughout campus buildings.

HAZMAT SPILL

Minor Chemical Spill

- Alert people in immediate area of spill.
- Notify IWU Campus Police by dialing **x4911** 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 **x4911** 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 **x4911** 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 **x4911** 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 ON CAMPUS

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 **x4911** 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

Responders to 911 calls

The Marion Fire Department will respond to all medical emergencies that are called into 9-1-1. All Marion Fire Department personnel are trained, certified Emergency Medical Technicians. They will respond to medical emergencies on campus. Any injury occurring as a result of an existing hazardous condition should be reported to the Indiana Wesleyan University Campus Police by calling **x4911**.

Campus Health Center

During operational hours, students, staff and faculty are eligible for health care at the Health Center. Students with minor illnesses or injuries may be referred to the Health Center. If on-campus students are not able to get to the health center on their own, transportation assistance may be obtained by calling the Health Center.

When assisting in a medical emergency:

Remain **CALM** and, contact IWU Campus Police by dialing **x4911** 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 is 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 **x4911** 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 **x4911** 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 CLOSE fume hoods. If this is not possible or natural ventilation is inadequate, evacuate the laboratory until the power is restored.
- Do NOT 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 **x4911** from a campus phone, or **(765)677-4911** from a cell phone or public phone and provide information.
- Stay near the occupied elevator until police or other assistance arrives provided it is safe to stay in the building.
- Do NOT try to pry open the elevator or extract people from a trapped elevator car.

REPORTING A CRIME

How to report

If the crime occurred on the Indiana Wesleyan University Campus, either in academic building or residential unit, then you must contact the Indiana Wesleyan Campus Police to report the crime at x4911.

Reporting a crime that is in progress

Stay on the line with the officer/dispatcher until help arrives. Keep the officer/dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to hear and learn more about what is happening. Make sure the officer understands the incident is in progress and be prepared to provide as much of the following information as possible.

- Type of incident taking place.
- Location of the incident.
- Description of the suspect(s).
- Possible injuries.
- Description of any weapons involved.
- Description of property involved.

Reporting crimes that are NOT in progress

If you have become a victim of a crime and it is not an emergency or life threatening situation, telephone Campus Police, and be prepared to provide at least the following information:

- Your name.
- Your address.
- Your telephone number.
- A brief synopsis of what occurred.
- Your exact location at the time of the call.

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 or plumbing fixtures.
- Do NOT use your cell phone.

Seek information and instruction via **"IWU ALERT"** and www.indwes.edu/safety/

- 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 sexual assault:

- 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.
 - National Sexual Assault Hotline: (800) 656-4673

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

- IWU Campus Police can be contacted by dialing **x4911** from a campus phone, or **(765)677-4911** from a cell phone or public phone.

SHELTER IN PLACE

Definition

Shelter in place is a process for taking immediate shelter in a predetermined location readily accessible to the affected individual by sealing a single area (an example being a room) from outside contaminants and shutting off all HVAC systems. Depending on the exact situation, everyone within a specific distance of the incident may be ordered to *shelter in place* or people within a closer range may be ordered to evacuate while everyone else *shelters in place*. *Shelter in place* is generally only used for a short period of time.

Notification

Upon a crisis all Building Coordinators will be notified by Campus Police to seek shelter. Immediately the Building Coordinator will initiate the *shelter in place* action according to the building's specific Building Emergency Plan (BEP).

If you are able to do so safely move to the designated shelter in place area and remain there until an "all clear" instruction is given by Campus Police, authorized personnel or IWU ALERT.

SUICIDE ATTEMPT

If there is a possible suicide attempt:

- Do NOT leave the person alone unless you cannot 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 **x4911** 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 **x4911** 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 (IPV)

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 **x4911** 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 **x4911** 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.

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 accordance with the Building Emergency Plan or the following:

- Basement, interior hallway or corridor of lower floors of 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 www.indwes.edu/safety/- 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

If you have concern about a situation that may turn violent:

- ALERT a supervisor or staff member in authority immediately (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 **x4911** from a campus phone, or **(765)677-4911** from a cell phone or public phone.

