

INDIANA UNIVERSITY SOUTHEAST

***EMERGENCY
ACTION PLAN***

FOR

Building No.

UNIVERSITY POLICE DEPARTMENT

University Center 007

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May 2004

***EMERGENCY ACTION PLAN
INDIANA UNIVERSITY
SOUTHEAST***

May 2004

TO REPORT AN EMERGENCY

IUS POLICE DEPARTMENT.....	2400
FIRE and AMBULANCE.....	9-911
PHYSICAL PLANT/OPERATION.....	2330

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EMERGENCY ACTION PLAN ***INDIANA UNIVERSITY SOUTHEAST***

I. PURPOSE

The purpose of an Emergency Action Plan is to protect the employees from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but not limited to, any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate university or municipal responders take over.

II. RESPONSIBILITY

For the protection of employees, an **Emergency Action Plan** is a requirement of **OSHA 1910.38**. It is also necessary and prudent for the protection of our students and visitors. Each dean and department head will be provided a copy of the plan. Supervisors must make this plan available to all employees and review with all new and current employees those parts of the plan that employees must know to protect themselves in the event of an emergency (use **Emergency Action Plan/Employee Review Signature Sheet—Appendix Four**). Copies of the plan will also be maintained in the Human Resources and the University Police offices. Students and visitors will be informed of the plan (and where it is available for public review) in various university pamphlets/brochures published by University Police. It is the responsibility of each employee to assist students and visitors if a disaster occurs on campus.

III. PREVENTION & PLANNING

Although it is impossible to provide specific information which will cover all emergency situations, this plan can serve as a guide for employees to familiarize themselves with basic emergency planning, response and evaluation.

A. **EMPLOYEE PREPARATION** will increase the margin of safety in an emergency. Deans and department heads should:

1. Train employees how and where to evacuate to areas of safety. (Refer to **Staff and Faculty Emergency Procedures Handbook** for tornado assembly areas in each building.)
2. Train employees in ways of assisting others.
3. Inform employees how to communicate in an emergency.
4. Assign specific tasks.
5. Identify employees with specific needs.

6. Evacuation route maps are posted in the building. Employees should know at least two evacuation routes. The following information is marked on the maps.

- Emergency and accessible exits
- Evacuation routes
- Location of fire extinguishers
- Fire alarm pull station location
- Tornado shelter
- Areas first searched

B. Warning Notification Sources

In the event of a disaster, the warning may come from any of the following sources: **commercial radio or television, NOAA radio, building smoke detection or sprinkler system**, emergency siren, web/internet, private citizen, or Indiana University Southeast Police Department (IUSPD). It is recommended that several sources be monitored to assist in determining when emergency situations exist since no one system can cover all circumstances. A person receiving notification of a possible disaster or a building emergency should follow the procedures listed in this publication that are most appropriate for the emergency. **The buildings fire alarm systems are reserved for evacuation only. It is not to be used for a bomb threat or tornado; doing so could cause further danger or injury.**

C. Emergency Alarms and Advisories

1. Sprinkler Alarm (Designate which buildings are sprinkled) – Smoke Detection – Fire Alarm

In the event of a fire, sprinkler systems should activate the alarm automatically. If an alarm does not sound, manual alarms and either pull-station or break-glass models are located on each floor. The alarm system in the buildings will automatically notify IUSPD.

2. Homeland Security Advisory System (HSAS) is the national advisory system that provides a means of disseminating information regarding the risk of terrorist acts.

a. Low Condition – Green

Low risk of terrorist attacks. The following Protective Measures may be applied:

- (1) Refining and exercising preplanned Protective Measures;
- (2) Ensuring personnel receive training on HSAS, departmental, or agency-specific Protective Measures; and
- (3) Regularly assessing facilities for vulnerabilities and taking measures to reduce them.

b. **Guarded Condition – Blue**

General risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:

- (1) Checking communications with designated emergency response or command locations;
- (2) Reviewing and updating emergency response procedures; and
- (3) Providing the public with necessary information.

c. **Elevated Condition – Yellow**

Significant risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- (1) Increasing surveillance of critical locations;
- (2) Coordinating emergency plans with nearby jurisdictions;
- (3) Assessing further refinement of Protective Measures within the context of the current threat information; and
- (4) Implementing, as appropriate, contingency and emergency response plans.

d. **High Condition – Orange**

High risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- (1) Coordinating necessary security efforts with armed forces or law enforcement agencies;
- (2) Taking additional precaution at public events;
- (3) Preparing to work at an alternate site or with a dispersed workforce;
- (4) Restricting access to essential personnel only.

e. **Severe Condition – RED**

Severe risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- (1) Assigning emergency response personnel and pre-positioning specially trained teams;
- (2) Monitoring, redirecting or constraining transportation systems;
- (3) Closing public and government facilities; and
- (4) Increasing or redirecting personnel to address critical emergency needs

3. **Tornado Siren**

When you hear a *steady wail* it means that a tornado has been sighted in Floyd County or the National Weather Service has issued a tornado warning. Take cover immediately. Tune to local cable TV or radio stations.

IV. **ASSIGNMENTS AND RESPONSIBILITIES**

- A. The Crisis Management Team will report to the Emergency Control Center, unless the prevailing situation dictates otherwise (See Section V). Communication will be by (radio, public address system, or voice) with the ranking member in charge.

The members of the Crisis Management Team shall be:

- Vice Chancellor for Administrative Affairs
- Vice Chancellor for Academic Affairs
- Vice Chancellor for Student Affairs
- Vice Chancellor for External Affairs
- Vice Chancellor for Information Technology
- Chief of University Police (or Officer-In-Charge)

The Vice Chancellor for Administrative Affairs will be in charge of the Crisis Management Team. In his/her absence, responsibility will switch to the Vice Chancellor for Academic Affairs unless not available; in his/her absence to the Vice Chancellor for Student Affairs; in his/her absence to the Vice Chancellor for External Affairs; in his/her absence to the Vice Chancellor for Information Technology; in his/her absence to the Chief of University Police (or the Officer-In-Charge). Other University personnel can be added to the team as deemed necessary for the prevailing situation.

In the event of a disaster of immediate emergency, the team members are to report to the location designated as the Emergency Control Center. This will be the Scribner/Clark Room (UC 010), or the alternate location, the University Police Department (UC 007), unless the prevailing situation dictates otherwise.

B. Persons providing help to those requesting assistance: on duty faculty and staff.

C. Responsibilities

1. Crisis Management Team

- Review **Emergency Action Plan** annually, revise as necessary, and make copy available to building employees and the Office of Risk Management.
- Plan training exercises to test evacuation plan.
- Instruct personnel of their duties.
- Determine method of monitoring for emergency situations.
- Determine method of notifying building occupants of the emergency.
- In any emergency situation, the IUS Police Department shall have initial authority to coordinate procedures, and amend, modify or supersede any provisions of this plan in order to ensure employee safety.
- Report missing or injured occupants to emergency personnel.
- Assess nature and extent of all emergencies.

- Assume initial control of all emergency actions until IUSPD arrives, then:
- Obtain volunteers to carry out specific actions.
- Develop system to assist persons who need assistance.
- Order evacuation, if deemed necessary.
- Take any other action necessary to protect life.

2. Floor Wardens

- Obtain recommended training: First Aid/CPR, Warden Training, Fire Extinguisher and additional training as necessary.
- When the alarm activates, quickly check rooms on their floor as they exit the building. Advise anyone they see of the need to evacuate.
- Assist persons who need assistance.
- Once out, advise Crisis Management Team and/or emergency personnel of anyone remaining in the building.
- Keep occupants from reentering building until advised by control committee or emergency personnel that reentry is allowed.

Note: Often times, Crisis Management Team members receive Floor Warden training and perform the duties of both positions.

V. EMERGENCY CONTROL CENTER

The Emergency Control Center, located in the Scribner/Clark Room (UC 010), or the alternate location, the University Police Department (UC 007) and will be equipped by University Police with the following:

- Copy of the Emergency Action Plan
- Extra phone lines, cell phones, phone books, radios
- Tape recorder, manual typewriter
- Notebooks, pens, chalkboards, flip chart, etc.
- Campus maps and building blueprints
- Small generator

VI. EVACUATION ROUTES & MEETING PLACES

- A. A map of evacuation routes will be displayed by University Police in hallways and departments. Each map will show the way to an exit, depending on where employees are located in the building. **It will be the responsibility of the first-line supervisor to inform employees of these evacuation routes.** The University Police shall verify that the signs are in place and up to date and revised in the event of building alterations. If you

notice a sign is missing, vandalized, or outdated, contact the University Police at ext. 2400.

- B. Meeting places will be established to account for individuals.
 - 1. Primary meeting place: _____.
 - 2. Secondary meeting place: _____.
- C. Account for employees in departments &/or floors.
- D. Report to the Crisis Management Team and emergency personnel any missing, trapped or injured occupants.

VII. **DISABILITIES**

In an emergency, each person has different skills and abilities. The employee with a disability is responsible for informing her/his department administrator or immediate supervisor that she/he will require assistance during an evacuation. It is important not to assume that persons with obvious disabilities need assistance, or to assume what type of assistance they may need.

- A. Division deans and department heads should discuss with individual employees who have obvious disabilities, those who have informed them of any special needs, and all newly hired, what assistance they may need and determine how they will communicate those needs in an emergency. At the start of each semester, faculty should canvass students who may need assistance should an emergency occur.

The dean, department head, or classroom faculty should assign a designated area for persons who may need assistance in an evacuation, e.g. hearing, mobility, vision or speech impaired, the elderly and children). Examples are: 1) a one-hour fire-resistive hallway adjacent to an exit; 2) a vestibule located next to an exit enclosure; 3) a portion of a balcony located near an exit stairway; 4) a stairway landing within a smoke proof enclosure. The area for rescue assistance must have direct access to an exit, where those who are unable to use stairs or who are unable to navigate the emergency route may remain. Persons should be positioned so they do not obstruct the exits. (Stairwells should not be used unless the emergency warrants.) (For further information go to: <http://www.eeoc.gov/facts/evacuation.html>)

Those who indicate they may need assistance should be listed on the addendum attached to the back of this Emergency Action Plan. The information it contains is confidential

and will be made available only to the person's immediate supervisor, the Floor Warden, University Police, the Office of Risk Management, and/or the chairperson of the building's Crisis Management Team. It is not to be posted on the web as part of this Emergency Action Plan.

- B. If a person remains in an area to await rescue, then she/he must inform evacuating building occupants of her/his location.
- C. IU employees are not expected to endanger their own lives to assist with the evacuation of an employee, student or visitor. However, if an employee assists a person with a mobility impairment to a designated area, or is informed of a mobility impaired person remaining in a designated area, she/he must immediately inform responding emergency personnel or building representatives of the location of the person. (If possible, leave a cell phone with those in an area awaiting rescue assistance.)

VIII. RESPONDING TO EMERGENCIES

A. Fire, Smoke or Explosion

- When seeing smoke, fire or an explosion, verbally warn employees in the immediate area (e.g. the same room).
- Activate the fire alarm upon discovery of smoke, fire or explosion. The fire alarm/signal will serve as a building-wide evacuation alarm. All occupants are required to evacuate the building, unless authorized to remain by University Police.
- At the discretion of the individual, use a fire extinguisher or hose.
- Using stairways, evacuate the building. **Close doors as you leave.**
- When out, move away from the building to a prearranged assembly area for a head count or roll call. Leave walks and drives open for fire and emergency responders.
- If someone is unaccounted for, notify police or fire fighters from a safe area. Yellow emergency phones are installed in several outside areas of the campus. The instructions for use are located near the phone.

B. Hostile Intruder in a University Building

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within an Indiana University Southeast building, the following procedures should be implemented:

Note: While the following guide refers primarily to academic buildings, it should be stated that these procedures are also relevant to administrative buildings and other common buildings on the campus.

- Faculty should immediately lock the students and themselves in the classroom. If possible cover any windows or openings that have a direct line of sight into the hallway.
- If communication is available, call the IU Southeast Police at **ext. 2400**.
- University Police will respond as quickly as possible and take any action deemed necessary to control the hostile situation.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
- Lock the windows and close blinds or curtains.
- Stay away from the windows.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- Keep everyone together.
- Keep classrooms secure until police arrive and give directions.
- Persons not in a classroom should try to get to a classroom or an office.
- Stay out of open areas and be as quiet as possible.
- If for some reason persons are caught in an open area such as a hallway or lounge, a decision must be made on what to do. This is a very crucial time and it can possibly mean life or death.
 - A person could try to hide in a well-hidden space so as not to be found as the intruder moves through the building looking for victims.
 - A person may run out of the building if a safe exit is possible. A person should not run in a straight line and should attempt to keep objects such as desks, cabinets, fixtures, etc. between them and the hostile person(s). Once outside, a person should still not run in a straight line but use trees, vehicles and other objects to block the intruder's view. When away from the immediate area of danger, persons should summon help and warn others.
 - If the intruder is causing death or serious physical injury to others, a person unable to run or hide may choose to play dead if other victims are near.
 - If caught in an open area in a building, a person's last option may be to fight back. This is dangerous but, depending on a situation, it could be the last option.
 - A person caught by an intruder who chooses not to fight back should obey all commands and not look the intruder in the eyes.
 - Once the police arrive, all commands should be obeyed. They may involve a person being handcuffed or keeping hands in the air—this is done for safety reasons. Once

circumstances are evaluated by the police, further instructions will be given.

C. Hostile Intruder(s) on the Grounds of the University

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or physical injury to person(s) on Indiana University Southeast grounds, the following procedures should be implemented:

- Run away from the threat as fast as possible.
- Do not run in a straight line but run behind vehicles, bushes, trees, and anything else to block the view of the intruder.
- After getting away from immediate area of danger, summon help and warn others.
- Take into consideration the area in which to hide—is this a good spot to remain hidden, will intruder look here?
- If caught in an open area outside a building, a person’s last option may be to fight back. This is dangerous but, depending on a situation, it could be the last option.
- A person caught by an intruder who chooses not to fight back should obey all commands and not look the intruder in the eyes.
- Once the police arrive, all commands should be obeyed. This may involve a person being handcuffed or keeping hands in the air—this is done for safety reasons. Once circumstances are evaluated by the police, further instructions will be given.

These guides cannot cover every possible situation that might occur, but they are tools that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

D. To Summon Assistance Call

IUS POLICE DEPARTMENT.....2400
FIRE, DEPARTMENT/AMBULANCE.....9-911

- Give your name, building, room number, and type of emergency.
- Stay on the line if possible until you have given all necessary information.
- Indicate if you suspect someone may be trapped inside the building.

E. Tornado or Severe Thunderstorm Procedures

In the event of a tornado or severe weather warning, the following procedure should be implemented:

1. Office personnel should listen for latest advisories on commercial and/or weather radio or from University Police.
2. If necessary and if time, employees should perform an emergency shutdown of computer equipment.
3. Spotters, at windows, may observe and report imminent weather changes.
4. If a tornado is spotted or if University Police activates the tornado siren or other notification, students, employees, and visitors shall report to the closest ground or basement area without windows (e.g., restroom, center stairwell, hallway—with doors closed). (Refer to the **Staff and Faculty Emergency Procedures Handbook** for building shelter areas.)
5. The first-line supervisor should conduct a roll call of employees.
6. Employees should stay in safe areas until the all-clear is given by University Police, ext. 2400.
7. If a tornado passes through, restore calm and check for injuries.
8. Report injuries and damage to University Police.
 - a. Tornado or Thunderstorm Watch: Weather conditions are favorable for the possible development of tornadoes or severe thunderstorms. Continue normal activities but have someone monitor the situation and notify others if conditions deteriorate.
 - b. Tornado or Thunderstorm Warning: A tornado or thunderstorm is occurring or sighted in the area. In addition to dark clouds and/or hail the emergency siren may sound.

The warning siren is a steady wail. It sounds when there is a tornado in the area. If you hear the siren, check your floor to make sure that everyone has heard the siren. The siren typically sounds for five minutes. Stay sheltered until the all-clear is given by the National Weather Service. If you are outside when you hear the siren, take cover in a building close by.

F. **Blizzard**

1. If indoors:
 - a. Stay calm and await instructions from the designated official.

- b. Stay indoors!
 - c. If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
 - d. Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
 - e. Wear layers of loose-fitting, lightweight, warm clothing, if available.
2. If outdoors:
- a. Find a dry shelter. Cover all exposed parts of the body.
 - b. If stranded in a vehicle:
 - Stay in the car or truck.
 - Run motor about ten minutes each hour. Open the window a little for fresh air. Make sure exhaust pipe is not blocked.
 - Make yourself visible to rescuers.
 - Exercise to keep blood circulating and to keep warm.

G. **Earthquake**

An earthquake usually occurs without any type of warning. Due to the suddenness, all personnel should attempt to get under a table or desk, or any place that the employee feels is safe. After an earthquake has stopped, initiate the following procedure:

1. Stay calm and await instructions from the designated official.
2. Keep away from overturned fixtures, windows, filing cabinets, and electrical power.
3. Check for injuries and provide assistance as needed.
4. Maintenance department should check for fires and shut off utilities to control gas and water leaks.
5. If major structural damage has occurred, the Emergency Control committee should order a complete evacuation. The building should be inspected by Physical Plant for damage before reentry.
6. Physical Plant should then notify proper agencies, companies or departments as needed.

H. **Flood**

1. If outdoors:
 - a. Climb to high ground.
 - b. Avoid walking or driving through floodwater.
 - c. If car stalls, abandon it immediately and climb to higher ground.

2. If indoors:
 - a. Be ready to evacuate as directed by the designated official.
 - b. Time permitting, move vital material and equipment to higher ground.

IX. MEDICAL EMERGENCIES

Emergency Medical Service (EMS) personnel or those individuals who are trained by the American Red Cross will provide first aid. Until rescue personnel arrive, administer first aid in the building or, in the event of a complete evacuation, at a designated safe assembly area outside.

- A. Call 2400 immediately if the injury is life threatening. Provide the following information:
 1. Nature of medical emergency.
 2. Location of the emergency (address, building, room number).
 3. Your name and phone number from which you are calling.

- B. Do not move victim unless absolutely necessary.

- C. Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:
 1. _____ Phone: _____
 2. _____ Phone: _____

- D. The First Aid Kit is located _____.

- E. If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).

2. Clear the air passages using the Heimlich Maneuver (abdominal thrusts or chest compressions) in case of choking.
- F. In case of rendering assistance to personnel exposed to hazardous materials, consult the MSDS and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified. Call 2400 and refer to Hazardous Substance Spill section of this document.

X. PROCEDURE FOR EMERGENCY SHUTDOWN OF OPERATIONS

An emergency shutdown of **any buildings on the IUSE campus can be ordered by the ranking member of the** Crisis Management Team in concert with Physical Plant, law enforcement, or local fire department. No employee should risk any type of injury. However, if time permits, personnel should perform the following duties:

- A. **An emergency shutdown of computers** should be accomplished in the event of a severe electrical storm. If time permits, exit the program and shut off the computer power supply.
- B. **Utility Controls** will be shut off by maintenance personnel who will know the location and operation of main controls for gas, steam, electrical and water supply leading into the building. **For utility or building service emergencies, call ext. 2330, or after 5:00 p.m. or on weekends, call IUSPD at ext. 2400.**
- C. **Critical Operations** in Physical Plant will be shut down by assigned personnel.

XI. BOMB or BIOLOGICAL, NUCLEAR, INCENDIARY, CHEMICAL, EXPLOSIVE (B-NICE) THREAT

Indiana University policy is to evaluate bomb/B-NICE threats in order to determine the appropriate action that must be taken. The threat that a bomb/B-NICE has been planted is usually made via the telephone. In the majority of cases, these threats have been proved to be false and no device or material was located. however, the potential for loss of human life and property is so great that each situation must be pursued and evaluated. For more information, refer to Bomb/Bio-Chemical Threat policy.

- A. **Telephone Threat:** The person receiving a telephone bomb/B-NICE threat should remain calm and obtain as much information as possible by completing the following **checklist** at the end of this section. If your phone is equipped with caller identification, write down the number that is on the display screen. After the caller hangs up, **immediately call**

IUSPD at 2400. Give all available information. Then notify your immediate supervisor.

- B. **Written Threat:** Written threats can come in the form of a note, letter or fax, through the U.S mail or campus mail. Any document will become evidence at the trial of any perpetrator. It may, in fact, be critical to a successful prosecution and positive identification of the perpetrator. It therefore is extremely important.
1. **DO NOT** handle the envelope or letter/note any more than is necessary and limit the number of persons who touch these items. Know who the people are that have touched these items so elimination fingerprints can be obtained. Once proper notification has been made to police/security personnel, place the item(s) in a folder or large envelope to protect them and tell others not to handle them.
 2. Immediately call 2400 to notify the University Police.
 3. Safeguard the received material until it is given to proper authority.
- C. **Suspicious Package:** If a suspicious package or device is found, **immediately** notify the police. **Do not touch or handle** any suspicious item! **Do NOT use the fire alarm.** Request all persons to leave the room the package is in.

If the package is a suspected bio-hazard (e.g. Anthrax): It is unlikely that any threat of exposure to a bio-hazard, such as anthrax, will be found, but the potential exists. All such threats should be taken seriously.

1. **Appearance**
 - a. Powdery substance felt through or appearing on the package or envelope.
 - b. Oily stains, discoloration, or odor.
 - c. Lopsided or uneven envelope.
 - d. Excessive packaging material such as masking tape, string, etc.
 - e. Excessive weight.
2. **Handling Suspected Packages or Envelopes**
 - a. Do not shake or empty the contents of any suspicious package or envelope.

- b. Do not carry the package or envelope, show it to others or allow others to examine it.
- c. Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.
- d. Alert others in the area. Leave the area. Close any doors and assemble outside the room's entrance. Take actions to prevent others from entering the area.
- e. WASH hands with soap and water to prevent spreading potentially infectious material to face or skin.
- f. Notify IUSPD, by calling 2400, and your supervisor.
- g. If possible, create a list of persons who were in the room or area when the suspicious letter or package was recognized and a list of persons who also may have handled it.
- h. Await arrival of assistance.

D. **Bomb/B-NICE Threat Evacuation:** A bomb/B-NICE threat evacuation is entirely different from a fire evacuation. The use of fire alarms is not recommended since it does not allow for a controlled evacuation. Upon locating or being advised of a bomb/B-NICE threat, the supervisor, floor warden or the ranking member of the IU Southeast Crisis Management Team will cordon off the area, wait until IUSPD arrives, and then consult with the University Police for an evacuation decision. The University Police is responsible for ordering this type of evacuation. If a decision to evacuate is made, a uniformed police officer, going room-to-room, will notify occupants of the decision to evacuate. If evacuation takes place, do not re-enter until the building has been searched and declared safe by the University Police. **Primary evacuation routes must be searched prior to ordering an evacuation** unless the on-scene police officer determines otherwise.

XII. HAZARDOUS SUBSTANCE

The following are the locations of:

Spill Containment and Security Equipment: at the IUS Police Department.

Personal Protective Equipment (PPE): at the IUS Police Department.

Material Safety Data Sheet (MSDS): at the IUS Police Department.

Chemical Spill

Introduction: The **HAZardous Waste Operations and Emergency Response** standard, 29 CFR 1910.120 Paragraph (q) covers:

“Emergency response operations for releases of, or substantial threats of releases of, hazardous substances without regard to the location of the hazard.”

“**Hazardous substances**” includes substances that have the potential to cause either acute or chronic health problems due to chemical or physical properties.

“**Location**” means any place on the IU campus where chemicals are being used or stored, such as the Chemistry Building, Physical Plant, IU Art Museum, dark rooms, etc.

Releases are either incidental or emergency response situations.

A. **Incidental Release**

An incidental release is a release of a hazardous substance which does not pose a significant safety or health hazard (i.e., fire, explosion, or chemical exposure) to employees in the immediate vicinity or to the employee cleaning up the released hazardous substance. In addition, an incidental release does not have the potential to become an emergency within a short time frame. Incidental releases are limited in quantity, exposure potential, and toxicity and present minor safety or health hazards to employees in the immediate work area or those assigned to the clean up. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise be safely controlled at the time of release by the employee in the immediate release area are not considered to be emergency response within the scope of this standard.

All employees that work with hazardous substances must be trained to protect themselves in handling incidental releases per the training requirements of the Hazard Communication standard (29 CFR 1910.1200) or the OSHA Lab Standard (29 CFR 1910.1450). Response to a release of this nature does not require full Hazardous Waste Operations & Emergency Response (HAZWOPER) training, this will be covered in the next section.

B. Emergency Response Situation

A release that requires an emergency response regardless of the circumstances is defined by the situation and requires full HAZWOPER training. An emergency response includes the following situations:

1. The response comes from outside the immediate area of the release. (This includes in-plant personnel who are outside the immediately affected area but respond to the release.)
2. The release required evacuation of employees in the area.
3. The release poses, or has the potential to pose Immediately Dangerous to Life and Health (IDLH) conditions.
4. The release requires immediate attention because of imminent danger.
5. The release may cause high levels of exposure to toxic chemicals.
6. One is uncertain as to whether the employee in the work area can handle the severity of hazard considering the Personal Protective Equipment (PPE) and equipment provided.
7. The situation is unclear or data are lacking on important factors.

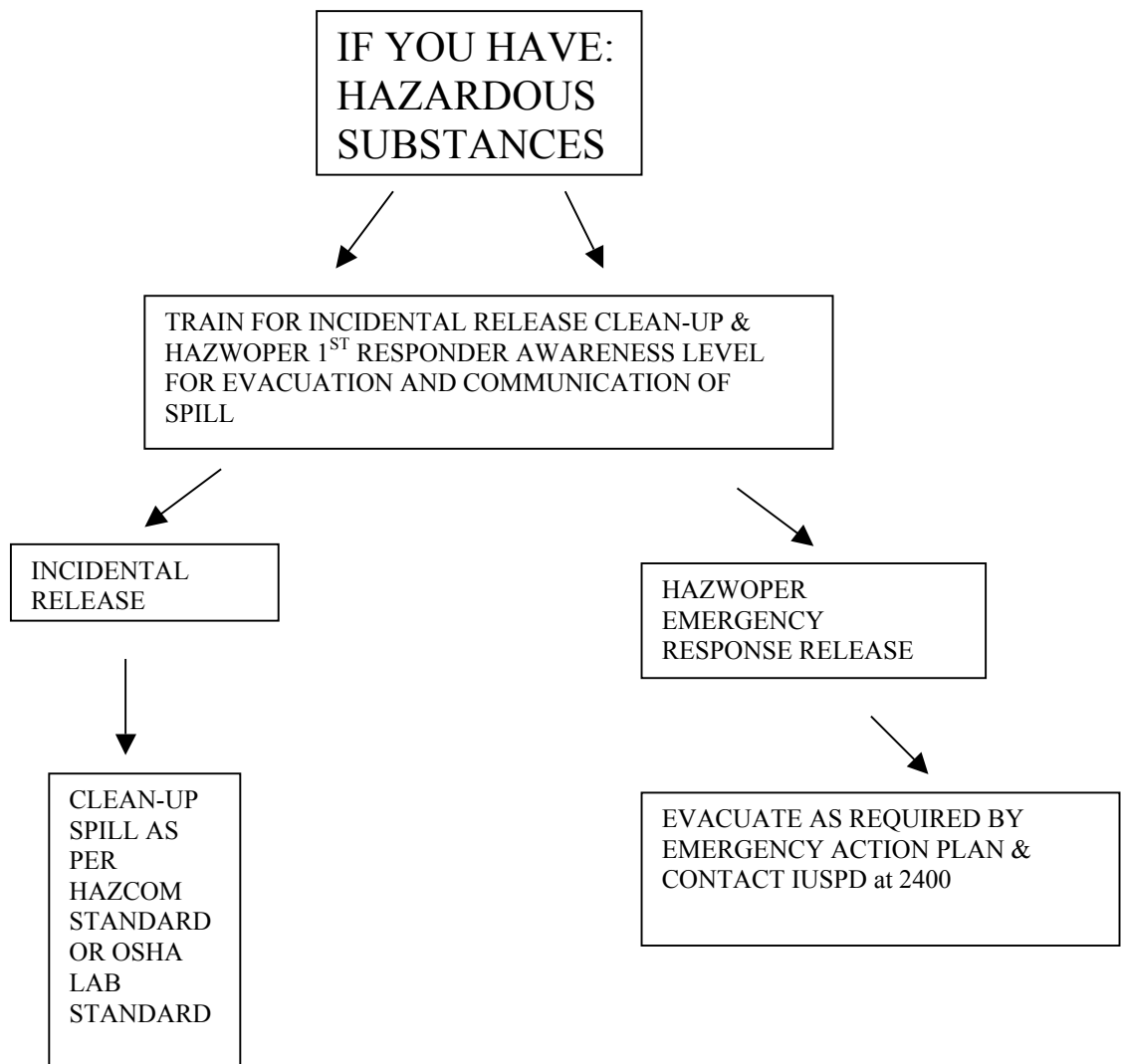
Whether a situation is incidental or requires an emergency response must be determined on a case-by-case basis, however, the prime component is knowledge and understanding of the chemical, its hazards, and proper handling procedures. Other factors that play a role in this determination are the quantity released, ventilation considerations, confined space considerations, and personal protective equipment available. Essentially, one must determine what the circumstances are, then determine the capabilities of the personnel available, and lastly determine whether the release is incidental or warrants an emergency response.

In the event that a spill is out of control, the University Police should be contacted immediately at ext. 2400. Officers will determine who to contact for cleanup, etc. Emergency spill cleanup is not free to the University. All charges may be billed back to individual departments. Thus, departments may want to request appropriate training for personnel from University Police, ext. 2400.

There is a possibility of an emergency response situation in any area that contains hazardous substances. The principal investigator

(or supervisor) for each area is responsible for determining if such a HAZWOPER emergency response situation could occur under a worst-case scenario. All HAZWOPER emergency response would require evacuation of personnel. The Principal Investigator (or supervisor) must designate employees who have training and competency as a HAZWOPER *First Responder* to decide if other employees need to be evacuated under 29 CFR 1910.38 (a), Emergency Action Plans. The spill could then be addressed by IUSPD . As in the past, DEHS will provide an advisory role to incidental spill response if assistance is needed.

C. Response Flow Chart



XIII. FIRE PREVENTION AND WORKPLACE HAZARDS

A. Employee Responsibility

It is the responsibility of all employees to prevent any type of fire in the building. Listed below are general items to accomplish this objective:

1. Follow general guidelines listed in this plan. You may also refer to the Faculty Emergency Procedures Handbook.
2. Smoking is not allowed in Indiana University buildings. Extinguish all cigarettes in proper receptacles.
3. Hot object, such as cigarette butts, are not put in trash cans.
4. All employees will know the evacuation routes and exits, and will proceed to them when instructed.

B. Listing of Typical Fire and Workplace Hazards

Call the IUS Police Department 2400, with specific fire/safety questions.

1. **Electrical circuits**, wiring and extension cords worn and frayed.
2. **Electrical Appliances**, such as, coffee pots, microwaves and portable heaters left unattended or on at the end of the day.
3. **Flammable Solvents**, such as, gasoline, paint thinner or degreaser, in amounts greater than maintenance quantities.
4. **Flammables & Combustible liquids** not stored in a designated area or storage cabinet. (Refer to laboratory safety standards.)
5. **Impaired Fire Controls**
 - a. Fire and smoke doors blocked open.
 - b. Storage and trash in stairways and hallways.
 - c. Storage closer than 18 inches to sprinkler heads.
6. **Oil-soaked Rags**. Store dirty rags in a metal container with a lid.

C. Housekeeping

Good housekeeping will be the responsibility of **ALL** employees.

1. Waste materials are to be discarded in their proper places.
2. Heat producing equipment shall be maintained in good working order and a minimum of 36 inches from combustible items.
3. Personnel are responsible to keep their work areas neat and orderly.
4. All aisles and exits will be kept clear.
5. Access areas to fire extinguishers will be kept clear.
6. Emergency telephone number, **2400**, will be posted on all telephones.

7. Each supervisor will be responsible to properly train their employees who are required to handle, store and maintain hazardous materials.
8. All fire/smoke doors are to remain closed and unobstructed from their intended function of retarding the spread of fire and smoke.

D. Maintenance of Fire Equipment and Systems

Questions and problems regarding the fire sprinkler and/or smoke detector systems, fire extinguishers and their locations should be referred to University Police at ext. 2400.

XIV. NEWS INFORMATION

A **Crisis Communication Plan** has been developed to provide a flexible framework to manage institutional communications when a crisis threatens:

- The integrity of the institution or its activities;
- Life and/or property;
- The welfare of the campus community.

This plan is primarily designed to address major crises that impact the IU Southeast campus. The Crisis Management Team is responsible for implementing the **Crisis Communication Plan**. A copy of the **Crisis Communication Plan** has been distributed to all deans and department heads: it should be reviewed and kept in each department and division on campus.

XV. POST-EMERGENCY EVALUATION

Following any emergency, a post-emergency evaluation will be conducted to evaluate the cause, employee and outside department actions, and to determine what corrective or preventative actions are necessary.

XVI. FOR FURTHER INFORMATION REGARDING THIS PLAN, CONTACT:

The Philip McBride, (812) 941-2400, pmcbride@ius.edu, his designee, or any member of the Crisis Management Team.

APPENDIX ONE

**EMERGENCY ACTION PLAN
TELEPHONE BOMB/B-NICE THREAT CHECKLIST**

Instructions:

Be calm and courteous. Listen. Do not interrupt the caller.

QUESTIONS TO ASK CALLER

When is the bomb going to explode?	What kind of bomb is it?
Where is it?	What does it look like?
• What building?	What will cause it to explode?
• What floor?	Did you place the bomb? Why?
What is your address? Name?	Can we help you?

EXACT WORDING OF THREAT

Look for Caller ID# on your display—if so, write it down _____

Sex of caller: M / F Race: _____ Approximate age: _____ Length of call: _____ Telephone # at which call received: _____
Time received: _____ Date call received: ___/___/___ Nationality: _____

CALLER'S VOICE

___ Calm	___ Nasal	___ Soft	___ Angry	___ Stutter
___ Loud	___ Excited	___ Lisp	___ Laughter	___ Slow
___ Raspy	___ Crying	___ Rapid	___ Deep	___ Normal
___ Distinct	___ Slurred	___ Whispering	___ Clearing Throat	___ Ragged
___ Deep Breathing		___ Disguised	___ Cracking Voice	___ Accent

BACKGROUND SOUNDS/NOISES

___ Street Noise	___ Voices/Talking	___ Wildlife Sounds	___ PA System	___ Music
___ Static	___ Motor	___ Factory Machinery		___ Clear
___ Radio/TV	___ Long Distance	___ Local	___ Office Sounds	___ Weather
___ Cell Phone	___ Restaurant Sounds		Other (Specify) _____	

CALLER'S ATTITUDE & LANGUAGE

___ Well Spoken (education)	___ Incoherent	___ Profane/Foul	___ Irrational
___ Taped Message	___ Message being Read		

REMARKS _____

After call is taken, notify IUSPD at ext. 2400 and immediate supervisor.

Your name: _____ Your position: _____
Your telephone: _____ Date checklist done: _____

(Keep this checklist near your phone.)

APPENDIX TWO

EMERGENCY ACTION PLAN
DEFINITIONS

Assembly Area -----	Designated safe area for gathering groups of people during an emergency. Contingent on the type of emergency, may be indoor or outdoor.
NAFD -----	New Albany Fire Department.
DEHS -----	Department of Environmental Health and Safety.
Emergency Control Center (ECC) -----	Designated area from where staff members report during an emergency to be assigned various responsibilities and where building emergency operations are controlled.
Crisis Management Team -----	Building occupants with authority to make decisions affecting the university in an emergency.
EMS -----	Emergency Medical Service.
Floor Warden -----	Person who assists Crisis Management Team during emergency situations, warns and checks on occupants, and assists in maintaining control of scene.
Hazardous Substances -----	Includes every known chemical.
HVAC -----	Heating, Ventilation and Air Conditioning.
HSAS -----	Homeland Security Advisory System.
IDLH -----	Immediately Dangerous to Life and Health.
IUSPD -----	Indiana University Southeast Police Department.
LEL -----	Lower Explosive Limit.
MSDS -----	Material Safety Data Sheet.
NOAA -----	National Oceanic and Atmospheric Association. Radio information available from weather receivers or scanners in Bloomington at 162.45 MHz.
PI -----	Principal Investigator.
PPE -----	Personal Protective Equipment.
Ranking Member -----	Member of Crisis Management Team with superior rank or knowledge.

APPENDIX THREE

EMERGENCY ACTION PLAN ADDENDUM

(Building Name)

Building No.

Following is a list of individuals with special needs, either temporary or permanent, who indicate they may need assistance in evacuation of the building.

This list is confidential and will be available only to the individual's immediate supervisor, the Floor Warden, University Police, the Chairperson of the Crisis Management Team and the Crisis and Disaster Planning section of the Office of Risk Management.

It is NOT to be posted on the Internet as part of this building's Emergency Action Plan.

NAME

BUILDING FLOOR AND ROOM #

(This list is deleted before it goes onto our web page.)

1. _____

2. _____

3. _____

4. _____

5. _____

EAP – Generic Y
October 7, 2003

APPENDIX FOUR

