The University of Southern Indiana strives to create and maintain a safe and secure environment on all property owned, leased, or managed for official activities. This is achieved in part by providing a 24-hour campus public safety/security force and working closely with the Vanderburgh County Sheriff's Office, Indiana State Police, Perry Township Volunteer Fire Department, and other public safety agencies. In addition to campus protection, Public Safety provides emergency medical response, a campus-wide emergency phone system, security escort service, disabled vehicle assistance, a lost and found, presentation of crime prevention/safety programs, emergency text messaging, and after-hour access to offices and/or residences. Public Safety records and annually publishes the Annual Security and Fire Safety Report which contains statistics on crime and security issues, and provides timely warnings of crimes or incidents that may be considered a threat to the University community.

Public Safety can be telephoned for non-emergency or emergency assistance at 812/464-1845. On-campus emergencies can be reported by dialing 812/492-7777 or campus extension 7777, or calling 9-911.

Personal Safety Precautions and Procedures

Public Safety supervisors and staff have received training in Incident Command System (ICS) and responding to incidents on campus. When an emergency incident occurs that causes a potential threat to campus, the first responders to the location are usually Public Safety staff. If determined necessary Evansville Police and/or Sheriff’s Office, Fire, or Medical will be called to assist.

General information about emergency procedures and response is published each year in the Annual Security and Fire Safety Report. When the department receives and confirms information that there is a continuing threat, dangerous situation, or health hazard on campus grounds, the University's Critical Emergency Response Team will be activated. Emergency communications will be initiated.

The University has various systems in place for communicating information, including RAVE, a mass emergency communication system that can send messages to all USI Community members via: cell phone, text message, work phone, email, voicemail, PDA/pages. The USI RAVE Alert system will provide emergency and timely warnings—via email, text message, and voice message—about emergencies, severe weather, and other incidents impacting the University community. Everyone with a USI email address is automatically enrolled in the RAVE Alert program. Log on to your MyUSI account to add your cell telephone number or other numbers would like to receive notifications.

Active Shooter Situation

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Coping with an Active Shooter Situation

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office [or classroom], stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

How to Respond When an Active Shooter is in Your Area

1. **EVACUATE**
   - If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
     - Have an escape route and plan in mind
     - Evacuate regardless of whether others agree to follow
     - Leave your belongings behind
     - Help others escape, if possible
     - Prevent individuals from entering an area where the active shooter may be
     - Keep your hands visible
     - Follow the instructions of any police officers
     - Do not attempt to move wounded people
     - Call Public Safety at 812/492-7777 or campus extension 7777, or calling 9-911 when safe to do so

2. **HIDE OUT**
   - If evacuation is not possible; find a place to hide where the active shooter is less likely to find you.
   - Your hiding place should:
     - Be out of the active shooter’s view
     - Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door)
     - Not trap you or restrict your options for movement.
       - When hiding you should:
- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet.
  - If evacuation and hiding out are not possible:
    - Remain calm
    - Dial 911, if possible, to alert police to the active shooter's location
    - If you cannot speak, leave the line open and allow the dispatcher to listen

3. **TAKE ACTION against the active shooter**
   As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter:
   - Act as aggressively as possible against him/her
   - Throw items and improvise weapons
   - Yell
   - Commit to your actions

**How to Respond When Law Enforcement Arrives**
Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually will arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and may push individuals to the ground for their safety

When officers arrive:
- Remain calm and follow officers’ instructions
- Put down any items in your hands (i.e. bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the premises

Information to provide law enforcement
- Location of the active shooter
- Number of shooters, if more than one
- Physical description of the shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

**EMERGENCY**
Dial 812/492-7777 or campus extension 7777, or calling 9-911.

**General Evacuation Procedures**
- All building evacuations will occur when an alarm sound continuously and/or upon notification by Public Safety.
- Be aware of all the marked exits from your area and building. Know the routes from your work area. Evacuation routes and building plan location can be found on the Risk Management and Safety website.
- In case of an emergency, or if directed to do so by Public Safety, activate the building alarm system. This alarm sounds in the Public Safety dispatch room. The Public Safety will immediately call the fire department.
- When the building evacuation alarms are sounded, or when told to leave by Public Safety, walk quickly to the nearest marked exist and ask others to do the same.
- Assist the disabled in exiting the building. Remember that the elevators are reserved for disabled persons. Do not use elevators in case of fire, bomb threat, or earthquake. Do not panic. Remain calm.
- Once outside, move to the assigned clear area that is at least 500 feet away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel. Stay with your group in the assigned area and await further instructions.
- If requested, assist the Public Safety officer and/or the emergency response team.
In the event of a declared emergency, a University Command Center will be established; in addition, an on-site command post may be established near the emergency site. Keep clear of the on-site command post unless you have important information to report.

Do not return to an evacuated building unless directed to do so by Public Safety.

Earthquake

During an earthquake, stay calm and quickly take the following steps:

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. Stay under cover until shaking has stopped, and then be prepared to calmly evacuate the building.
- If outdoors, move quickly away from buildings, power lines, utility poles, and other structures. Caution: Always avoid power or utility lines to avoid electrocution. Keep streets and walkways clear for emergency vehicles and personnel.
- If in an automobile, stop in the safest place available, preferably an open area from power lines, utility poles, and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation and if emergency help is necessary, contact Public Safety at 812/492-7777. Protect yourself at all times and be prepared for aftershocks.
- Damaged facilities should be reported to Public Safety at 812/492-7777. Note: Gas leaks and power failure create special hazards. Refer to the section on utility failures.
- Assist the disabled in exiting the building. Do not use elevator in an Earthquake.
- If requested, assist the Public Safety officer and/or emergency response team.
- If necessary, an on-site command post will be established near the emergency site. Keep clear of the on-site command post unless you have important information to report.
- Do not return to an evacuated building unless directed to do so by Public Safety.
- Stay calm. All emergency response efforts will require clear thinking and cooperation from all members of the campus community.

Fire

During a fire, stay calm and quickly take the following steps:

- Know the location of fire extinguishers in your area and know how to use them. Training and information are available through the physical Plant and 464-1729
- Even for a minor fire that appears controllable, immediately contact Public Safety at 812/492-7777 or activate the building alarms. Then, promptly direct the contents of the fire extinguisher toward the base of the flame.
- For fires that do not appear controllable, IMMEDIATELY sound the building alarms and evacuate the building. If possible, aid others to safety and close all doors to confine the fire and reduce oxygen. Do Not Lock Doors.
- When the building evacuation alarm is sounded, or when told to leave by Public Safety, walk quickly to the nearest marked exit and alert others to do the same thing.
- Assist the disabled in exiting the building. Do not use elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where air will be more breathable.
- Once outside, move to an assigned clear area away from the affected building(s). Keep the streets and walkways clear for emergency vehicles and personnel. Stay with your group in the assigned area and await further instructions.
- An on-site command post may be set up near the emergency site. Keep clear of the on-site command post unless you have important information to report.
- Do not return to an evacuated building unless directed to do so by Public Safety.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor where the air will be more breathable until help arrives. Shout at regular intervals to alert emergency personnel of your location.

First Aid Instructions

In all cases notify Public Safety at 812/492-7777.

- Mouth-to-Mouth Resuscitation
  - If you have been trained to do rescue breathing and CPR, proceed as trained
  - If you have not been trained, seek someone who is trained.

- Fainting, Unconsciousness, and Shock: All victims of any illness or injury will need to be treated for shock.
  - Have victim lie down
  - If the face is pale, raise the feet (exception-head injury with bleeding)
  - If the face is red, or if the victim is having difficulty breathing, raise the head.

- Burns, Thermal, and Chemical
  - Flood chemical burns with cool water.
  - Cover burns with dry, sterile bandage
  - Keep victim comfortable and quiet
  - Apply cold (ice) compress to thermal burns

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Source: Annual Security & Fire Safety Report (ASR) & Risk Management
Severe Bleeding and Wounds
- Use a clean cloth and apply direct pressure over wound.
- Elevate body part
- If severe bleeding continues, use pressure over blood vessel (pressure point) nearest wound.
- Add more cloth if blood soaks through. Do not remove soaked compress

Choking
- If the victim cannot talk and is having difficulty breathing, apply the chest/abdominal thrust.

Fracture and Sprains
- Keep victim still
- Keep injured area immobile

First aid is only a temporary measure designed to prevent further injury and to sustain life until emergency medical services arrive.

Injury or Illness (Medical Emergencies)
In all cases notify Public Safety at 812/492-7777.

- If you need help for injury or illness on campus, immediately call Public Safety at 492-7777. Give your name; describe the nature and severity of the medical problem, and the campus location of the victim.
- Note: Public Safety can render first aid and CPR
- The following steps may be taken to aid the victim until help arrives:
  - Identify yourself to the victim and advise you are there to help.
  - Ask victim, “Are you okay?” and “What is wrong?”
  - Do a head--to--toe exam for injury.
  - Control serious bleeding by direct pressure on the wound.
  - Check breathing and pulse and give CPR if necessary and if you are qualified.
  - Treat for shock, if necessary, and keep victim still/comfortable.
    - DO NOT MOVE VICTIM
  - Continue to assist the victim until help arrives
  - Look for emergency medical I.D., question witnesses, and give all information to Public Safety.

Tornado
During a tornado or “tornado alarm,” stay calm and quickly take the following steps:

- If indoors, seek shelter in the lowest level of the building. Interior hallways or rooms are preferable. Stay away from windows.
- If outdoors, take cover in the nearest ditch or depression, away from power lines, buildings, and trees. Do not stay in a car or attempt to outrun the tornado.
- After the tornado has passed, evaluate the situation. If emergency help is necessary, contact Public Safety at 492-7777. Be aware at all times of dangerous structural conditions around you.
- Damaged facilities should be reported to Public Safety at 492-7777. Note: Gas leaks and power failures create special hazards. Refer to the section on utility failure.
- Assist the disabled in evacuating the building. Remember that elevators are reserved for disabled persons’ use only. Do not use elevators in case of fire.
- Once outside, move to an assigned clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel. Stay with your group in the assigned area and await further instructions.
- If requested, assist the Public Safety officer and/or emergency response team.
- An on-site command post may be established near the emergency site. Keep clear of the on-site command post unless you have important information to report.
- Do not return to an evacuated building unless directed to do so by Public Safety.
- Stay calm. All emergency response efforts will require clear thinking and co-operation form all members of the campus community.

Utility Failure
In the event of a major utility failure or in case of emergency, immediately notify Public Safety at 812/492-7777.

- Assist the disabled in exiting the building
- Once outside, move to a clear area away from the affected building(s). Keep the street and walkways clear for emergency vehicles and personnel. Stay with your group in the assigned area and await further instructions.
- Do not return to an evacuated building unless directed to do so by Public Safety.

Additional Information and Procedures:
- Always observe preceding steps ‘1” and “2” whenever the following utility emergencies arise:
Electrical/Light Failure—All buildings are equipped with an emergency light system that will provide enough illumination in corridors and stairs for safe exiting. It is advisable for your department to also have flashlights available.

Elevator Failure—If you are trapped in an elevator, use the emergency phone in the elevator to notify Public Safety. Turn on the emergency alarm (located on the front panel) which also will signal your need for help.

Plumbing Failure/Flooding—Cease using all electrical equipment, including the elevator. Notify the physical plant at 464-1729. If necessary, vacate the area.

Gas Leak—Cease all operations. Do not switch on lights or any electrical equipment. Remember, electrical arcing can trigger an explosion. Extinguish all flames. Do not use elevator. Notify physical plant at 464-1729.

Steam Line Failure—Immediately notify the physical plant at 464-1729. If necessary, vacate the area.

Ventilation Problem—If smoke or odors come from the ventilation system, immediately notify the physical plant at 464-1729. If necessary, cease all operations and vacate the area.

Violent or Criminal Behavior

The University of Southern Indiana is committed to creating and maintaining a safe, secure environment for all members of the USI community. With this in mind, everyone is expected to assist in making the campus a safe place by:

- If you are a victim or are involved in any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc.:
  - Do not take any unnecessary chances.
  - Notify Public Safety at 812/492-7777 as soon as possible and provide them with the following information:
    - Nature of incident
    - Location of incident
    - Description of person(s) involved
    - Description of property involved

- If you witness violent or criminal behavior on campus, immediately notify Public Safety at 812/492-7777 or call from one of the blue emergency phones located throughout the campus and give them the information outlined in number “2” above.

- Assist Public Safety and/or police when they arrive by providing them with all additional information and ask others to do the same.

- If you witness or become aware of violent or criminal behavior on campus, it is expected that you immediately notify campus Public Safety.