



Emergency Procedures Guide Instructions

1. Lift flap and provide department-specific information in the following sections of this guide:
 - Contact Names and Phone Numbers
 - Front Cover
 - Fire
 - General Evacuation Procedures
 - Injury or Illness
 - Reporting Emergencies
2. Review the emergency procedures with your department when you receive this document and annually thereafter.
3. Post emergency procedures in a conspicuous location for all to see.

CONTACT NAMES AND PHONE NUMBERS

Name/Title	Work Phone	Home Phone	Cell Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



UNIVERSITY OF SOUTHERN INDIANA

EMERGENCY PROCEDURES

For emergency help call
812/492-7777 or 812/464-1845

Building: _____
Floor or Area: _____

Prepared by the Office of Risk Management and Safety

SPRING 2010

I. Telephone Call

- A.** Any person receiving a phone call indicating that a bomb or other explosive device has been placed on campus should try to ask the caller:
- When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
- B.** Keep talking to the caller as long as possible and make note of the following:
- Time of call
 - Age and sex of caller
 - Speech pattern, accent
 - Background noise
- C.** As soon as possible, notify Security at 492-7777 and provide them with the information outlined above.
- D. DO NOT HANDLE ANY OBJECTS.** Security will oversee a detailed bomb search. Employees may be requested to assist in a cursory inspection of their area for suspicious objects.

- E.** If necessary, or if directed to do so by Security, activate the building alarm. **THE ALARM ALSO SOUNDS IN THE PHYSICAL PLANT CONTROL ROOM.** The dispatcher in the Physical Plant will immediately call the fire department and Security.

When the building evacuation alarms are sounded, or when told to leave by Security, walk quickly to the nearest marked exit and alert others to do the same.

ASSIST THE DISABLED IN EXITING THE BUILDING! DO NOT USE ELEVATORS DURING A BOMB THREAT. IF UNABLE TO MOVE DISABLED OUT OF BUILDING, MOVE TO ENCLOSED STAIRWELL.

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.

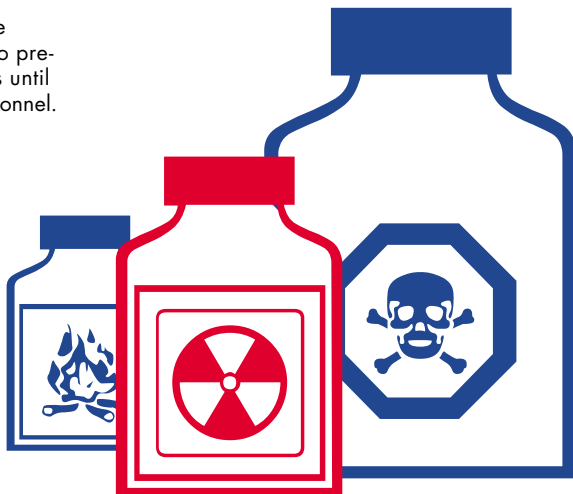
DO NOT RETURN TO AN EVACUATED BUILDING unless directed to do so by Security.

II. Suspicious Objects

- A.** If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE ANY OBJECTS.** Contact 492-7777. Refer to the above steps for further instructions.

BOMB THREATS

1. Any spillage of a hazardous chemical or radioactive material is to be reported **IMMEDIATELY** to Security at 492-**7777**.
2. When reporting the incident, be specific about the nature of the involved material and the exact location. Security may contact the Perry Township Volunteer Fire Department.
3. The key person on site should evacuate the affected area **AT ONCE** and seal it off to prevent further contamination of other areas until the arrival of Security and/or official personnel.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible. Remain in the vicinity and give names to Security. Required first aid and clean up by specialized authorities should be started at once.
5. Follow **PROCEDURES** outlined in "General Evacuation Procedures" section.



CHEMICAL OR HAZARDOUS MATERIAL SPILL

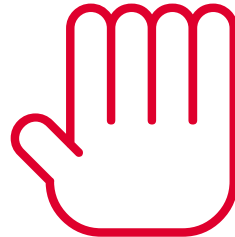
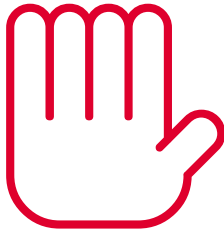
- 1.** Most campus demonstrations will be peaceful and everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators.
- 2.** If a class lecture is disrupted, call Security at 492-**7777**.
- 3.** Should a disturbance occur that threatens property or personal safety, call Security at 492-**7777**. The procedures outlined in number "4" also should be considered.
- 4.** A threatening disturbance should be reported immediately to Security. The following actions also should be taken:
 - Alert all individuals in the area of the situation.
 - Lock all doors, secure all files, documents, and equipment.
 - If necessary, cease operations and evacuate.
 - Contact Security at 492-**7777** for further instructions.
- 5.** Security will assess the situation and determine if a law enforcement agency should be contacted.



CIVIL DISTURBANCES OR DEMONSTRATIONS

Under all circumstances, attempt to stay calm and be alert to situations that you can use to your advantage. Remember that the primary objective of your family and law enforcement officials will be to secure your safe return as quickly as possible.

- Do not attempt to fight back or to struggle physically. No matter how “reasonable” your captors may appear on the surface, they cannot be trusted to behave normally and their actions may be unpredictable.
- Comply with the instructions of your abductors as closely as you can.
- Do not discuss what action may be taken by your family, friends, or employer.
- Make a mental note of all movements including times in transit, direction, distances, speed, landmarks along the way, and special odors and sounds like transportation, bells, construction, etc.
- Whenever possible, take note of the characteristics of your abductors, their habits, surroundings, speech, mannerisms, and what contacts they make. Such information can be of great value in their ultimate apprehension.
- Generally, you cannot expect to have a good opportunity to escape; any attempt to escape, however, should not be made unless it is indicated that your life is in imminent danger. Carefully calculate the best possible odds for success.
- Avoid making provocative remarks to your abductors. As noted, they may be unstable individuals who react explosively and are likely to be violent and abusive.
- Try to establish some kind of rapport with your captors.



CONDUCT WHILE BEING HELD HOSTAGE

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

- 1.** 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, then be prepared to calmly evacuate the building.
- 2.** 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.
- 3.** If in an automobile, stop in the safest place available, preferably an open area away from power lines, utility poles, and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- 4.** After the initial shock, evaluate the situation and if emergency help is necessary, contact Security at 492-**7777**. Protect yourself at all times and be prepared for aftershocks.
- 5.** Damaged facilities should be reported to Security at 492-**7777**. Note: Gas leaks and power failure create special hazards. Refer to the section on utility failures.
- 6. ASSIST THE DISABLED IN EXITING THE BUILDING. DO NOT USE ELEVATOR IN AN EARTHQUAKE.**
- 7.** If requested, assist the Security officer and/or emergency response team.
- 8.** 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.
- 9. DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by Security.
- 10. STAY CALM.** All emergency response efforts will require clear thinking and cooperation from all members of the campus community.

EARTHQUAKE

EARTHQUAKE

In the event of a violent accident such as an explosion or aircraft crash that could render a building or area unsafe, stay calm and quickly take the following steps:

- 1.** Immediately take cover under tables, desks, or other objects that will protect against falling glass or debris.
- 2.** As soon as possible, notify Security at 492-7777. Give your name and describe the location and nature of the emergency.
- 3.** When you are told to leave by Security, walk quickly to the nearest marked exit and alert others to do the same.
- 4. ASSIST THE DISABLED IN EXITING THE BUILDING.** Remember that elevators are reserved for disabled persons' use only. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
- 5.** 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.
- 6.** If requested, assist the Security officer and/or the emergency response team.
- 7.** 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.
- 8. DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by Security.



EXPLOSION, AIRCRAFT CRASH, OR SIMILAR INCIDENT

1. Know the location of fire extinguishers in your area and know how to use them. Training and information are available through the Physical Plant at 464-1729.
2. Even for a minor fire that appears controllable, **IMMEDIATELY** contact Security at 492-7777 or activate the building alarms. Then, promptly direct the contents of the fire extinguisher toward the base of the flame. The nearest fire extinguisher is located _____.
3. For fires that do not appear controllable, IMMEDIATELY sound the building alarms and evacuate the building. The nearest alarm is located at _____.
If possible, aid others to safety and close all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS.**
4. When the building evacuation alarm is sounded, or when told to leave by Security, walk quickly to the nearest marked exit and alert others to do the same.
5. **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 the air will be more breathable.
6. 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.
7. 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.
8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by Security.

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. Shout at regular intervals to alert emergency personnel of your location.



FIRE

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.

Severe Bleeding and Wounds

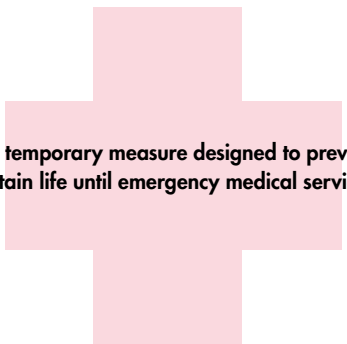
- Use a clean cloth and apply direct pressure over wound.
- Elevate body part.
- If severe bleeding continues, use pressure over blood vessel (pressure point) nearest the wound.
- Add more cloth if blood soaks through. Do not remove soaked compress.

Choking

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

Fracture and Sprains

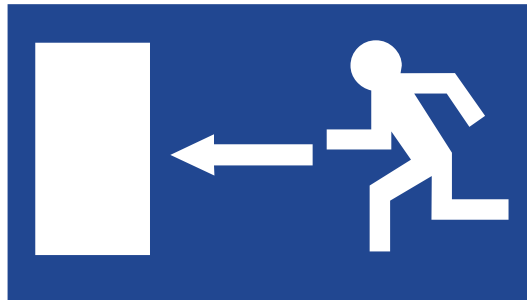
- Keep victim still.
- Keep injured area immobile.



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

FIRST AID INSTRUCTIONS

1. All building evacuations will occur when an alarm sounds continuously and/or upon notification by Security.
2. 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 GUIDELINES FOR ESTABLISHING BUILDING SPECIFIC PLANS section.
3. In case of an emergency, or if directed to do so by Security, activate the building alarms system. The nearest alarm is located _____.
THIS ALARM ALSO SOUNDS IN THE PHYSICAL PLANT CONTROL ROOM. The dispatcher in the Physical Plant will immediately call the fire department and Security.
4. When the building evacuation alarms are sounded, or when told to leave by Security, walk quickly to the nearest marked exit and ask others to do the same. The nearest exit is _____.
5. **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.
6. Once outside, move to an 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.
7. If requested, assist the Security officer and/or the emergency response team.
8. 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.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by Security.



GENERAL EVACUATION PROCEDURES

The following sections need to be completed for your specific building.

1. The cover page of the emergency procedures guide should be filled in, identifying the building, floor, or area and other pertinent information.
2. Provide emergency contact names and phone numbers on the "Contact Names and Phone Numbers" page.
3. Indicate the location of the nearest emergency phone in the "Reporting Emergencies" section.
4. Provide the names and phone numbers of personnel who can provide first aid and CPR in the "Injury or Illness" section.
5. Indicate the location of the nearest building alarm and exit in the "General Evacuation Procedures" section.
6. Provide the location of the nearest fire extinguisher and building alarm in the "Fire" section.

BUILDING-SPECIFIC PLANS

The following information should be included in the building-specific plan:

- a. Floor plans for this area are located _____.
- b. Designated emergency exit routes can be found on the floor plan.
- c. Designated assembly areas are identified in the campus map on the last page of this guide.
- d. Emergency supplies can be found _____

_____.
- e. Building-specific details concerning emergency evacuation and procedures following emergencies.
- f. The date of implementation can be listed here ____/____/____.
- g. The location of emergency shut-off valves such as electrical/gas can be found _____
_____.



GUIDELINES FOR ESTABLISHING BUILDING-SPECIFIC PLANS

1. If you need help for injury or illness on campus, immediately call Security at 492-**7777**. Give your name, describe the nature and severity of the medical problem, and the campus location of the victim.

NOTE: Security can render first aid and CPR.

2. 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 Security.

See FIRST AID INSTRUCTIONS section for additional first aid information.
For help, call:

FIRST AID

NAME _____ Ext. _____

NAME _____ Ext. _____

CPR

NAME _____ Ext. _____

NAME _____ Ext. _____

INJURY OR ILLNESS

**UNIVERSITY EMERGENCY SERVICE
SECURITY — 492-7777
OR CALL FROM A CAMPUS EMERGENCY PHONE**

Emergency phones are located throughout campus. The nearest emergency phone is located _____.

Blue emergency booth instructions: Push the button. This activates the blue flashing light and automatically connects you with a Security dispatcher. The phone is voice-activated. If the button is pushed and Security does not have voice contact with the person in distress, they will immediately dispatch an officer to investigate circumstances. The blue light will stop after 10 minutes.

- 1.** The quickest and easiest way to obtain help for any type of emergency is to phone **SECURITY** at **492-7777**. The dispatcher maintains radio contact with Security officers and will call the sheriff's department, fire department, or ambulance if needed.
- 2.** If using a cell phone, call **464-1845** or **492-7777**.
- 3.** When calling, stay calm and carefully explain the problem and location to the Security dispatcher.



REPORTING EMERGENCIES

ON CAMPUS

Everyone can and should take precautions to prevent victimization. Trust your instincts. This includes increasing your knowledge of potentially dangerous situations, avoiding them when possible, and being prepared to deal with them as they are recognized.

Some suggestions for improving safety are:

- Lock your room/apartment even if you are just going out for a few minutes.
- Walk with others—use the “buddy system.”
- Arrange for rides and/or use the USI Security Shuttle.
- Stay in areas that are well lit.
- Lock your car and park in well-lighted areas.
- Check the back seat of your car before you get in.
- Know where your car is parked so you can go directly to it, and always have key out and ready.
- If the car breaks down, raise the hood, put on the emergency lights, and lock the doors. Wait for someone to stop and offer help; stay in your locked car and ask them to call the police or a tow service.
- Avoid hitchhiking and hitchhikers due to the obvious high risk involved.
- Know the person you go out with.
- Casual acquaintances can lead to dangerous situations.
- Tell a friend where you are going and with whom.

To report a sexual assault, immediately contact Security at 492-**7777** and the appropriate law enforcement will be contacted.

CONCERN, an employee assistance program offering counseling, referral (if necessary), and follow-up services, is available to University employees and members of their household at no cost. Call **812/428-7267** to speak directly with a **CONCERN** counselor.

The University Counseling Center offers counseling and referral, if necessary, to University students.

AT HOME

- Make sure hallways, garages, and grounds are lighted.
- Have key ready to open door.
- Leave a spare key with a friend rather than leaving it under the doormat or over the door.
- Lock all exterior windows and doors and pull shades or curtains after dark.
- List only last names and initials on mailbox, door and in the phonebook.
- Do not give out personal information or make appointments with strangers over the phone.
- Do not admit strangers to your home.
- If an unexpected person approaches your door, determine identification and/or intent before opening the door.

IF YOU ARE THE VICTIM OF SEXUAL ASSAULT

- Attempt to stay calm and be alert to situations that you can use to your advantage. Your primary objective should be to survive the attack, and if possible, avoid serious additional injury to yourself.
- If possible, try to get away as fast as you can. If, however, you are immediately threatened, attempting to escape or fight back initially may not be possible or advisable. Remember, staying alive is your most important concern.
- Take notice of the characteristics, habits, surroundings, speech, and mannerisms of your assailant. This could enable you to deal with the assailant and perhaps talk your way out of a rape situation, or provide a means of escape. Also, this information is invaluable for the police in trying to apprehend the criminal.
- If you are on campus, notify Security at extension 492-**7777** as soon as possible and the appropriate law enforcement agency will be contacted.

Referral Service

Education on rape prevention is available through various service organizations. Involvement in programs such as these, as well as in rape crisis centers and neighborhood watch programs, contributes to a larger group effort and represents a much stronger force in the prevention of a sexual assault. Community resources and public concern, combined with informed personal prevention efforts by men and women, will do much to reduce and control this crime.

SEXUAL ASSAULT

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

- 1.** If indoors, seek shelter in the lowest level of the building. Interior hallways or rooms are preferable. **STAY AWAY FROM WINDOWS.**
- 2.** 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 OUTFRAN THE TORNADO.**
- 3.** After the tornado has passed, evaluate the situation. If emergency help is necessary, contact Security at 492-7777. Be aware at all times of dangerous structural conditions around you.
- 4.** Damaged facilities should be reported to Security at 492-7777. **NOTE:** Gas leaks and power failures create special hazards. Refer to the section on utility failure.
- 5. 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.**
- 6.** 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.
- 7.** If requested, assist the Security officer and/or emergency response team.
- 8.** 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.
- 9. DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by Security.
- 10. STAY CALM.** All emergency response efforts will require clear thinking and cooperation from all members of the campus community.



TORNADO

- 1.** In the event of a major utility failure, immediately notify the Physical Plant at 464-**1729** or in case of emergency, contact Security at 492-**7777**.
- 2. ASSIST THE DISABLED IN EXITING THE BUILDING**
- 3.** 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.
- 4. DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by Security.

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 Security. 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.

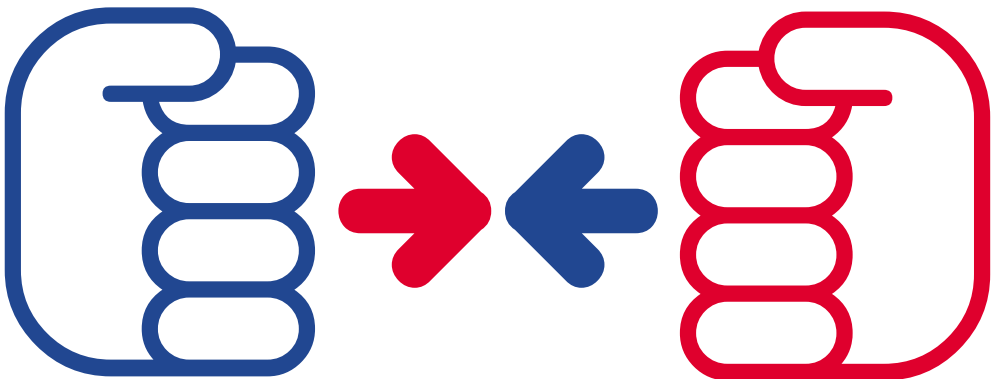


UTILITY FAILURE

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:

- 1.** 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.**
- 2.** Notify Security at 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
- 3.** If you witness violent or criminal behavior on campus, immediately notify Security at 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.
- 4.** Assist Security 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 Security.



VIOLENT OR CRIMINAL BEHAVIOR



This map shows the location of the blue emergency phones on campus and routes to follow in the event of an evacuation.

For additional information, contact the Office of Risk Management and Safety at 465-7003 or visit the web address below.

WWW.USI.EDU/RISKMG/EMERGPROC.ASP