

Anderson University

Emergency Response Guide

This Emergency Response Guide is designed to potentially subject to man-made or natural events help faculty, staff and students understand how to that could threaten its core academic mission. To respond during an emergency, Anderson University has developed plans and procedures as that emergency preparedness is a priority and a proactive approach to emergency preparedness. The AU community also plays a role in ensuring the safety of our campus by being familiar with these recommended procedures.

Emergency Contacts

To report any emergency, call 911 or 765-641-3333 for On-Campus Emergencies

Safety & security is everyone's responsibility, and if you 'See Something, Say Something'

When calling:

- Provide the address of the emergency and your location.
- Provide a through description of the incident to ensure that proper resources are dispatched.
- Do not hang up until you are told to do so.

Raven Alert

Raven Alert is Anderson University's text message, voice message and email emergency notification system for students, faculty and staff. Raven Alert is used to alert members of Anderson University's campus communities of emergencies, campus closings and other urgent information. Using this portal, students, faculty and staff can choose to receive Raven Alert messages by text message, voice message and email. <https://www.getrave.com/login/anderson>

Active Shooter, Attack or Threat

An active shooter/ hostile intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area by any means including but not limited to firearms (most frequently used), bladed weapons, vehicles, or any tool that in the circumstance in which it is used constitutes deadly physical force. In most cases, there is no pattern or method to their selection of victims. Most active shooter situations are unpredictable, evolve quickly, and are over within minutes.

Because an active shooter incident requires rapid response, the best time to consider how to react is in advance. By familiarizing yourself with your surroundings and possible escape routes, and considering how you might react in such a situation, you can act quickly and more efficiently if the need arises.

Based upon the Run, Hide, Fight model, Anderson University's Active Attacker Response offers the same three action steps if confronted with an active assailant, making it easy to remember and act upon in an emergency: run if you can, hide if you can't, and fight as a last resort. Please

note that the run, hide and fight action steps may not always occur in this order, so memorizing them all as possible options regardless of order is a key to quick response.

Run

- Have an escape route and plan in mind.
- Make sure it is safe to leave the area you are in. Use your eyes and ears to determine if it is safe to run.
- Leave your belongings behind.
- Keep your hands visible.
- Once in a safe place, call police and give detailed information about what is happening. Don't assume someone else has already called the police.

Hide

- If unable to run from the danger, your second option should be to hide.
- Find a place that's out of the attacker's sight and remain quiet.
- Do not huddle together, because it makes an easier target.
- Lock and barricade doors with whatever is available, such as desks, chairs, or door wedges. Shut off lights.

Fight

- Fighting is a last resort to be used only when your life is in imminent danger. (However, sometimes fighting will be the first and only option.)
- Find an object to use as a weapon, such as a fire extinguisher, backpack, book or chair.
- Attempt to incapacitate the attacker; commit to your actions; work with others to disable the assailant.

RESPONDING POLICE OFFICERS

- Police officers responding to an active shooter/threat are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. 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 might be using pepper spray or tear gas to control the situation.
- Remain calm, do as the officers tell you, and do not be afraid of them.
- 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.

Suspicious Packages

Mail and package can be used to deliver suspicious and potentially hazardous materials. Before opening, take care to examine the item for anything unusual. Examples of issues that might raise concern:

- Oily or stained
- Excessive tape or string
- Strange odor
- Misspelled words or names
- Lopsided or uneven package
- Excess postage
- No return address

If a package is unusual or as stated above:

- Handle with care. Do not move the package or allow other to examine it.
- Do not open, smell, shake, touch, or taste any contents of the package.
- Alert others in the vicinity. Take steps to prevent other from nearing the package. Leave the area; isolate it by shutting doors behind you, as you leave.
- Wash hands with soap and water to decrease potentially infectious materials.
- Do not use your cell phone within 300 feet.
- Treat it as dangerous and call 911 or 764-641-3333.

See the following [USPS website](#) for more information.

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. The procedures described below should be implemented regardless of whether the bomb threat appears real or not. Stay calm and obtain as much information as possible from the caller. Immediately leave the area. When away from the affected area, report the threat to 911 or 765-641-3333. Do not search for the bomb. Do not reenter unless instructed to do so by emergency personnel.

Be sure to note:

- Precise time of the call.
- Caller's exact words.
- Noticeable characteristics of the caller (gender, age, calm/angry, excited/slow, etc.).
- Information regarding the device and possible location.
- Background sounds (machine, voices, street noises, music, etc.).
- Threat language (well spoken, taped, irrational, foul, incoherent, etc.).

Ask the person questions, such as:

- Where is the bomb located?
- When will the bomb explode?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?

Fire Procedures

IF YOU DISCOVER A FIRE

- Immediately evacuate the building, closing doors and windows behind you.
- Manually activate the building's fire alarm system as you exit the building.
- Do not use the elevators.
- Locate persons with disabilities, and provide assistance if possible.
- Otherwise, provide their location to emergency responders.
- When your safety is not in jeopardy, call 911 and provide the following information:
 - Name of the building.
 - Location of the fire within the building.
 - A description of the fire and (if known) how it started.
- Report to your department's designated emergency assembly area to be accounted for.

ONCE THE FIRE ALARM IS ACTIVATED

- Walk quickly to the nearest exit. Do not use the elevators.
- If you are able, help those who need special assistance.
- Notify fire personnel if you believe someone may still be in the building.
- Gather away from the building and emergency responders at the emergency assembly area.
- Do not re-enter the building until the fire department or police personnel give an all-clear.

IF CAUGHT IN SMOKE

- Do not breathe the smoke.
- If you encounter smoke, stay low and go.
- Breathe through your nose, and use a shirt or towel to breathe through, if possible.

IF TRAPPED IN A BUILDING

- If possible, move to a room with an outside window.
- Close all doors and windows.
- Stuff clothing, towels or paper around the cracks in the door to help keep smoke out of your refuge.
- Attempt to signal people outside of the building. If there is a telephone, call 911 and tell the dispatcher where you are. Do this even if you can see fire department personnel from the window.
- Stay where rescuers can see you through the window, and wave a light-colored item to attract their attention.
- Be patient. Rescue of occupants within large structures will take time.

TO OPERATE A FIRE EXTINGUISHER

- Take extinguisher from mounting bracket.
- Remove locking pin, ring, clip, level, etc. Get into a crouching position on the opposite side from the smoke (upwind).
- Point extinguisher nozzle at base of fire and squeeze the lever or handle.
- Discharge using a sweeping motion from side to side at the base of the fire.

Evacuation and Sheltering Procedures

In advance of an emergency, determine the nearest exits to your location and the best route to follow. Also plan an alternate route to exit. Procedures will vary depending on the nature and location of the hazard.

Evacuation

- Stay calm and quickly exit the building in an orderly manner not running.
- Do not use elevators. Use stairwells staying to the right using handrails.
- Do not re-enter an evacuated building unless instructed to do so by a public safety official.
- If possible, assist individuals with disabilities.

Shelter in Place

- Shelter in place indicates there is a dangerous hazard outside and you should find a safe location inside to find shelter from the threat. Examples include severe weather, a hazardous material release, an active aggressor, or other dangerous situation..
- Stay inside the building and do not go outside to investigate. Close and lock all windows and doors.

Lockdown

Lock down refers to locking building entrances to prevent access and egress during an active threat situation. This is mostly commonly used in primary (K-12) school educational buildings, as well as other locations where occupants require adult supervision such as hospitals and adult care facilities. Locking exterior building entrances is not a strategy commonly used on a university campus, as it impedes adults from potential places of refuge during an emergency. Do not lock building entrances or restrict access unless directed to do so by emergency personnel.

Medical Emergency

- Remain calm and call 911 or 765-641-3333 immediately.
- Provide location, nature of injury or illness, current condition of the victim and other requested information.
- Remain on the phone until directed to hang up.
- Send someone outside to escort emergency personnel to the scene.
- Stay with the victim until emergency responders arrive..
- Do not move the victim unless he/she is in immediate danger.
- Faculty should use discretion regarding continuation of class.

CARDIAC ARREST AND AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

- If the medical emergency involves someone who has experienced cardiac arrest who is not breathing and has no pulse, an AED may be required. AEDs have the ability to detect an irregular heart rhythm and to apply an electrical shock (or shocks) to the person's heart in attempt to reset it back into a normal and effective rhythm.
- Almost anyone can apply and use an AED. Voice prompts guide the user through the appropriate steps. AEDs are over 99% accurate in rhythm interpretation, so they won't shock unless an individual requires it.
- All Anderson University Police Department (AUPD) patrol vehicles are equipped with AEDs. Every building on campus has an AED. Familiarize yourself with the location of the AED in your building. A Stop the Bleed kit is also contained in every AED box.

Concerning Behavior/ Psychological Crisis

- **Disruptive Behavior:** Communications (verbal or written) or actions which prevent or significantly impair effective workplace or classroom activities, but do not threaten personal safety.
 - **Harassing Behavior:** Unwanted, unwelcome and uninvited behavior threatens, intimidates, demeans alarms, annoys, or puts a person in fear for their safety.
 - **Threatening Behavior:** An expressed or implied imminent threat to harm an individual(s) which causes a reasonable fear that personal harm is about to occur.
 - **Psychological Crisis / Suicide Threat:** An individual who is in an abnormal state of mind that may result in imminent harm to himself/herself or others, such as a state of extreme anger, panic or depression.

RESPONSE TO DISRUPTIVE BEHAVIOR

- Consider discussing your concerns with the individual.
- Document exactly what you are concerned with, what you witnessed, heard or read.
- Keep evidence that supports your concern.
- Notify University Police if necessary at 765-641-3333.

RESPONSE TO HARASSING OR THREATENING BEHAVIOR

- Decide whether it is best to evacuate, shelter-in-place, or avoid area.
- Call University Police at 765-641-3333
- If possible, signal to someone that you need help.
- Do not interact with other person(s) unless as a last resort for personal safety. Do not engage in conversation or arguments. Do not attempt to physically detain anyone.
- Listen/ watch attentively.
- Document or try to remember as much as possible:

RESPONSE TO A PSYCHOLOGICAL CRISIS/SUICIDE THREAT

- Take all threats seriously.
- Monitor the person making the threats from a safe distance.
- Do not try to approach or reason with the person making threats.
- Call 911 or University Police at 765-641-3333.
- Stay in a safe area until police arrive.
- Provide information to emergency responders.

Severe Weather

High Wind/Tornado:

- Tornado Watch: Conditions are favorable for tornado development
- Tornado Warning: A tornado has been spotted in the area.
- If you are outside, seek shelter in a nearby sturdy building if time permits, or lie flat in a ditch or low-lying area.
- If you are inside a building, seek shelter immediately in the lower level or interior hallway or room of the building, get under something sturdy, stay away from outside windows and walls, and assume a crouched position with arms over your head. Avoid places with wide-span roofs such as auditoriums, cafeterias, or large hallways.
- Remain in an area of safety until an ALL CLEAR bulletin has been provided by weather announcements or other emergency authorities.

Power Outage

In the event of a power outage, some campus facilities are equipped with emergency generators to power critical operations. Most buildings are provided with emergency lighting to aid in the safe evacuation.

Be prepared:

- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the closest exit.
- Remain calm.
- If building evacuation become necessary.
- Do not light candles or any other types of flames for lighting.
- Unplug computers and turn off light switches.

Explosions

Explosions can be triggered by natural, chemical, electrical, magnetic, mechanical or nuclear reactions. There is the potential for great personal injury, as well as the damage and destruction of property in any explosion.

- Evacuate the building through the nearest exit.
- As you evacuate:
 - Assist persons with disabilities
 - Stay away from anything that could fall on you
 - Open doors carefully
 - Do not use elevators
- Do not move a victim unless there is an immediate threat to life.
- Once outside, stay at least 300 feet away from the building.

Chemical, Radiological and Biological Spills

- Evacuation personnel from the spill area and alert all people in the area. Do not enter the contaminated area.
- If there is anyone who may have been contaminated by the spill, they should avoid any contact with others and remain in the immediate area so required first aid and decontamination can be done upon the arrival of emergency personnel. Use safety showers immediately if appropriate.
- Call 911 from a safe location. Be specific about the nature of the spill material, if known, and the exact location.
- Isolate the spill area and close doors to the room where the spill occurred if it is safe to do so.
- If possible, control the source of the spill without endangering yourself.
- If necessary, shut off any sources of ignition

Crime Prevention

Anderson University Police Department relies on the campus community to assist in crime prevention by reporting suspicious persons and activities.

If you are the victim or witness of a crime, please follow the following steps:

- Immediately contact University Police at 765-641-3333.
- Report the nature of the crime and if in progress.
- Advise the identity of a victim and any injuries.
- Remain calm and relay the exact location, date and time and what has occurred. Provide a suspect description, description of a weapon, suspect direction of travel and a description of a vehicle, if involved.
- Do not disturb anything in the area that may be considered evidence.

Personal Safety Tips:

- Do not let people into a locked building or office unless you work with them or they have been properly identified. If the person gives you any problems, call the police.
- In the event that a suspicious person is seen roaming around or suspicious calls are received, contact police.
- Always keep the door to your room locked when you are working alone.
- Don't investigate a suspicious person or noise outside by yourself.
- Keep a list of emergency numbers with you.
- Never walk alone at night. Walk in an alert confident manner and actively pay attention to your surroundings.
- Choose the best lit, most traveled paths when walking.
- Take a self-defense course.

Earthquake

Earthquakes are rare in Indiana. 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 such as secure or remove objects above you that could fall during an earthquake.

- Identify what equipment you should shut down if time permits.
- Look around your area and decide where the safe spots are; under sturdy tables, desks or against inside walls
- Determine where the danger areas are; near windows, hanging objects, tall unsecured furniture (bookcases, cabinets and appliances), and chemical sites. Most casualties in earthquakes result from falling materials.
- Store flammable and hazardous chemicals in proper cabinets.
- Keep breakables and heavy objects on lower shelves whenever possible.
- Make sure latches on cabinets, closets, process tanks and storage tanks are secured.
- Stay indoors if already there. If you're in a high-rise building, do not use elevators.
- If you're outdoors, stay in the open, away from buildings, trees and power lines. Do not go near anything where there is a danger of falling debris.

After an earthquake, follow these guidelines:

- Check for injuries and follow first-aid procedures.
- Be prepared for aftershocks. Earthquakes sometimes occur in a series of tremors, which could last for a period of several days. Aftershocks, or even a series of aftershocks, are common after earthquakes and may last for a few seconds to perhaps as long as five minutes or more.
- Do not re-enter damaged buildings. Aftershocks could knock them down.
- In the event of a fire or personal injury, use the nearest telephone to call for help.
- Be alert for water leaks, broken electrical wiring, downed electrical lines or ruptured sewer lines. Whenever possible, turn the utility off at the source.
- If you do enter a building, use atmospheric testing equipment to check for leaking chemical or gas lines.
- If problems are detected, leave the building immediately and notify your supervisor, an emergency responder (fire or police) or incident command. If phones are working, call 911.

Gas Leak

If you smell natural gas:

- Leave the building and go to an area where the gas is not present.
- Call 911.
- Provide the necessary information to the dispatchers.
- Provide as much detail as possible.