INDIANA TECH

CRISIS MANAGEMENT PLAN

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SECTION 1 – PLAN OVERVIEW

Introduction & Purpose of Plan

This plan outlines the procedures to be used on campus in a crisis situation. It defines a number of crisis response teams, responsibilities of the various teams, communication channels, guidelines for a variety of emergency situations, and vital contact information for internal and external resources.

The plan does not encompass all types of crisis situations; however, the advanced planning done in its preparation and related training should help facilitate calm, quick, and thorough responses should a crisis situation arise.

Objectives

The objectives of the crisis management plan:

- Minimizing loss of life or injury
- Minimizing damage to property
- Meeting the vital human service needs of students and employees
- Protecting documents and records
- Restoring regular operations of the university
- Communicating accurate facts to constituents and the public
- Ensuring that the university's response is timely, effective, responsible and compassionate – and is perceived as such

First Point of Contact

Extreme Emergency – Call 911 for fire, severe injury, individual with a weapon, etc., or other severe act which police and/or EMS is essential**.**

If Not Extreme Emergency:
The first point of contact should be to Campus Security, ext. 2230, (260-399-2805 (direct line) or 260-740-6642 (cell) from off-campus) AND 911 (if appropriate).

The Campus security department will immediately contact emergency personnel if appropriate AND appropriate Crisis/Emergency/Safety Team personnel. There will be one connected phone call to the Crisis Management Director using the Cabinet Phone Tree (see Appendix D). Then, depending on the type of emergency and the needed response, the Crisis Management Director determines next steps.

The exception to the above is Computer Emergencies. The first point of contact should be a high priority stat ticket or dial ext. 2369.

Definition of a Crisis

A crisis is any situation or event that has a real or potential major impact on, or significant disruption to, the operations of the campus as a whole. Examples of such situations may include: environmental crises such as severe damaging storms, tornado touchdown, extreme snow and ice conditions, or earthquake; accidental crises such as campus-wide utility failure, large-scale building fire, or major explosion or chemical spill; or behavioral crises such as bomb threats, threatening criminal actions, violent demonstration, or hostage situations.

Generally a crisis does not include student or employee disciplinary incidents, an individual accidental injury, or isolated damages to facilities. Such situations will be handled through normal operating procedures unless there is some unusual aspect to the situation that would affect the entire campus and need to be handled as a crisis.

Crisis Governance

The president has designated a Crisis Management Team and individuals in key roles for helping the university respond to a crisis.

It is understood that if it is necessary to utilize off-campus emergency agencies to control the crisis, the university will request immediate assistance from local police and fire departments, the Allen County Emergency Management Team, the Indiana State Police and/or the Allen County Health Department. Once such assistance has been obtained, the university will delegate authority as appropriate to the senior command officers of these agencies.

Maintaining the Plan

The Crisis Management Plan will be reviewed and revised on a periodic basis – or any time deemed necessary by a significant change in university operations or structure.

Training sessions for appropriate employees, staff, and students will be conducted periodically to ensure the awareness of the plan and to test readiness and functionality of the plan.

All individuals assigned responsibilities with the Crisis Management Team are to keep at their disposal current detailed procedures to carry out their responsibilities.

Declaration of Campus State of Emergency

In a crisis situation, the president, the exec VP of finance & administration, the VP of university relations, the VP of student affairs, or the Director of Security & Facilities Operations may declare a campus state-of-emergency. See Appendix D for Cabinet Phone Tree.

When such a declaration is made, only registered students, faculty, staff, contracted service providers, emergency personnel, and authorized members of the media are authorized to be present on campus.

Crisis Command Post

When a crisis occurs, the crisis management director will notify the Command Post Support Response Team leader as to the need to set up and staff a Crisis Command Post. The **first choice of location for the command post will be the Joyce Schlatter Board Room (ext. 2420) in Andorfer Commons**. If Andorfer has been incapacitated by the crisis, the **secondary location for the command post will be the C3 Conference Room in the Academic Center (ext 2554)**. If the Academic Center has been incapacitated by the crisis, the **third location for the command post will be the Dean's Conference Room in the Law School (ext. 3455).** At least one member of the Command Post Support Response Team will staff the command post at all times until the crisis period ends.

SECTION 2 – CRISIS TEAMS

Crisis Management Team & Leadership

Crisis Management Director:
EVP Finance & Administration – **Judy Roy**
First Alternate: VP of University Relations – Brian Engelhart
Second Alternate: VP of Student Affairs – Dr. Dan Stoker
Third Alternate: Director of Security & Facilities Operations – Mike Townsley
Fourth Alternate: Associate VP of IT Services – Jeff Leichty

Facilities:
Director of Security & Facilities Operations – **Mike Townsley**
Alternate: Maintenance Technician – Richard Burns

Business Office:
Controller – **Shelly Musolf**
Alternate: AR Manager – Frank Kahn

Communication/Public Information:
Director of Marketing and Communications – **Matt Bair**
Alternate: VP of University Relations – Brian Engelhart

Student/Staff Support Services:
Assoc VP-Student Services – **Chris Dickson**
Alternate: VP of Student Affairs – Daniel Stoker

Command Center Support:
Director of Human Resources – **Chris Black**
Alternate: Assistant Director of Human Resources – Amy Jagger

Information Technology:
Associate VP of IT Services – **Jeff Leichty**
Alternate: Network/Telecommunications Mgr.– Dave Bulanda

Additional Crisis Management Team Members:
Mark Brooks – Fort Wayne Police Dept & Adjunct Faculty Member
Frank Kahn – Lead Building Coordinator
Lisa Brown – Faculty Representative/Business
Dominic Lombardo – Faculty Representative/General Studies
Sharon Lokuta – CPS Representative
Penny Egly – Recorder

John Nussbaumer – Law School
Courtney Shull – CPS Academics

Crisis Response Teams & Members

FACILITIES
Mike Townsley, Leader
Richard Burns, alternate
Justin Elder

BUSINESS OFFICE
Shelly Musolf, Leader
Carrie Billings, alternate
Jessica Pena
Frank Kahn
Jennifer Gaff (Payroll)
Jamie Eloph (A/P)

COMMUNICATION/PUBLIC INFO
Matt Bair, Leader
Brian Engelhart, alternate
Julie Farison
Elizabeth Lowe
Lucinda Neff
Sarah Suraci

STUDENT/STAFF SUPPORT SERVICES
Chris Dickson, Leader
Daniel Stoker, alternate
Andrea Check
Jill Thomas
Debra Warren
Rachel Kellogg
Garrett Tyk

COMMAND CENTER SUPPORT
Chris Black, Leader
Amy Jagger, alternate
Penny Egly
Jennifer Ross
Arienne Juliano
Nancy 'Abby' Teders

INFORMATION TECHNOLOGY
Jeff Leichty, Leader
Dave Bulanda, alternate
Jason Mutzfeld
Kyle Johnson
Joel Esslinger

CPS OPERATIONS
Sharon Lokuta, Leader
Casey Hunsucker, alternate
Eric Shearer
Laina Molaski
Lisa Kindred

LAW SCHOOL
John Nussbaumer, Leader
Lydia LaMont, alternate
Celia Garza
Vickie Troemel
Katrese Reeves

Building Coordinator Listing

Academic Center	**Jennifer Mahocker (2535)** **(260) 760 – 8480**	**Alt. Josh Francis (2343)** **(419) 630 - 3873**
Andorfer	**Cindy Verduce (ext. 2200)** **(260) 438 – 7697**	**Alt. Andrea Check (ext. 2158)** **(260) 466 – 3537**
Abbott	**Amanda Ebert (ext. 2456)** **(765) 517 – 1190**	**Alt. Andrea Crilly (ext. 2153)** **(260) 431 – 3108**
Warrior Fieldhouse	**Joy Heyman (ext. 2138)** **(260) 580 – 5995**	**Alt. Justin Neff (ext. 2284)** **(317) 376 – 3581**
Cunningham	**Caleb Resinger (ext. 2374)** **(559) 960 – 2062**	**Alt. Jeff Zimmerman (ext. 2117)** **(910) 273 5827**
Law School	**John Nussbaumer (ext. 3445)** **(248) 520 – 4772**	**Alt. Lydia LaMont (ext. 3444)** **(260) 715 – 9913**
Residence Halls	**Rachel Kellogg(ext. 2235)** **(260) 704 – 4627**	**Alt. Chris Dickson (ext. 2234)** **(260) 403 – 4140**
Schaefer Center	**Jill Thomas (ext. 2227)** **(330) 289 – 2330**	**Alt. Debra Warren (ext. 2244)** **(205) 535-0374**
Uytengsu	**Penny Egly (ext. 2202)** **(260) 418 – 6969**	**Alt. Jennifer Ross (ext. 2131)** **(260) 452 – 5488**
Warrior Athletic Ctr	**Jim Lipocky (ext. 2262)** **(260) 797 2767**	**Alt. Dave Bokhart (ext. 2275)** **(260) 403 – 9686**
Zollner	**Kris Byndom (ext. 2216)** **(260) 249 – 5577**	**Alt. Dave Aschliman (ext. 2102)** **(260) 341 – 1608**

Duties:

A. Emergency preparedness

1. Maintain an up-to-date roster of employees working in the building
2. Know the location of fire extinguishers and first aid equipment in the building
3. Be familiar with the Crisis Management Plan and keep a copy of the plan readily available
4. Store bullhorn for emergency use. The bullhorn will primarily be used in the case of a tornado warning requiring building occupants to move to the designated safe location but may be used for other emergencies as deemed necessary. Periodically check the bullhorn to make sure the batteries are usable and the bullhorn is still in working order.

B. In an emergency and/or crisis

1. Call 911 for fire, severe injury, individual with a weapon, etc., or other severe act which police and/or EMS is essential**.**.
2. Call the Campus Security Office
   a) ext. 2230
   b) direct line (260) 399-2805
   c) cell phone # (260) 740-6642

3. In a crisis, contact the crisis management director for direction
4. Inform all employees working in the building of the emergency/crisis condition
5. Initiate building evacuation when appropriate and take attendance
6. Utilize emergency bullhorn as appropriate
7. Maintain emergency telephone communications with officials (from an alternate site if building evacuation is necessary)

Buildings – Special Notes

If the following buildings are involved, additionally need to contact the following:

Andorfer Building:	Director of Student LIfe – Andrea Check
Academic Center:	Director of Student Life – Andrea Check
Zollner Building:	Associate VP of IT Services – Jeff Leichty
Law School:	Dean – Charles P. Cercone
Fieldhouse:	Associate VP of CPS Ops – Sharon Lokuta
	Director of Athletics – Debbie Warren

Crisis Management Director Job Description

Role
The function of the crisis management director is to direct the university's response to the crisis. This includes mobilizing the crisis management leadership team and their respective response teams as appropriate and coordinating their activities.

Who
Designated Crisis Management Director - EVP of finance & administration (Judy Roy)

In the event that the EVP of finance & administration is not able to serve, following is the order of the alternates:

1. VP of university relations - Brian Engelhart
2. VP of Student Affairs - Dan Stoker
3. Director of Security and Facilities Operations - Mike Townsley
4. Associate VP of IT Services – Jeff Leichty

Where
The Crisis Management Team will meet in the JS Boardroom in Andorfer Commons. Alternate location will be the C3 Conference Room in the Academic Center. A second alternate location is the Administrative Conference Room in the Law School.

Duties
The duties of the crisis management director include:

A. Alerting and assigning duties to Crisis Management team members as required to respond to the particular crisis

B. Mobilizing Crisis Response Teams as needed and coordinating their activities

C. Establishing a crisis command post with the assistance of the Command Center Support Team

D. Assessing the nature and magnitude of the crisis

E. Declaring and ending, when appropriate, a campus state-of-emergency

F. Performing other related duties as may be needed by virtue of the crisis

G. Calling the Crisis Management Team together periodically to brief any new members, make adjustments in members assigned to response teams, review supporting data, phone numbers, plan appendices for accuracy, and revise the plan if needed

Crisis Management Leadership Team Job Description

Role

The function of the Crisis Management Leadership Team is to advise and assist the crisis management director in managing the university's response in a time of crisis. Members of the team will oversee response teams charged with specific duties to assist in the crisis management effort. As directed by the Crisis Management Director, members will mobilize their respective response teams and proceed to the Command Post for consultation.

Who: (see chart on page 10)

Duties

A. Pre-crisis responsibilities
   1. Keeping a current copy of this Crisis Management Plan at home and in the office
   2. Notifying the crisis management director of any needed revisions to the Crisis Management Plan
   3. Attending periodic review meetings
   4. Making sure response team members know and understand their responsibilities
   5. Maintaining appropriate resources for use by the response team to use in a crisis

B. During a crisis
   1. Mobilizing his/her response team as directed by the crisis management director
   2. Keeping response team members informed about the nature of the crisis
   3. Providing oversight and direction to his/her response team as needed
   4. Keeping the crisis management director well informed as events develop

C. Post-crisis responsibilities
   1. Seeing that all resources and operations pertaining to his/her response team are restored to normal status
   2. Reviewing how well the Crisis Management Plan worked and updating the plan as needed

Facilities Response Team

Role:
The Facilities Response Team is responsible for taking immediate action to minimize injury and loss of life, minimize damage to property, and for working to immediately analyze and restore regular operational systems.

Who: (see chart on page 10)

Where:
B&G break room

Duties:
The duties of the Facilities Response Team include:

A. Taking immediate and appropriate action to protect life and property and to safeguard records as necessary

B. Notifying and coordinating activities with emergency service providers, outside contractors and governmental agencies as necessary

C. Establishing an initial perimeter around the site to control access and traffic

D. Providing fire prevention services as needed

E. Providing equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection

F. Providing vehicles, equipment, and operators for movement of personnel and supplies

G. Obtaining the assistance of utility companies as required

H. Furnishing emergency power and lighting systems as required

I. Monitoring campus emergency warning and evacuation systems

J. Ensuring the crisis management director is kept well informed of events as they develop

Business Office Response Team

Role:
The Business Office Response Team is responsible for taking immediate action to safeguard the assets of the university and to work to immediately analyze and restore regular operations of business services.

Who: (see chart on page 10)

Where:
2nd floor Finance & Accounting area in Uytengsu

Duties:
The duties of the Business Office Response Team include:

A. Contacting legal counsel for advice and service

B. Working with financial institutions as deemed necessary for continuity of financial affairs

C. Arranging for off-site storage of necessary records and supplies

D. Securing alternate office and/or classroom space as needed

E. Securing supplies and/or equipment as needed

F. Maintaining and/or restoring financial services

G. Securing alternate housing for students as needed

H. Arranging alternate food service as needed

I. Ensuring the Crisis Management Director is kept well informed of events as they develop

Communication / Public Information Response Team

Role:
The Communication/Public Information Response Team is responsible for providing information to all affected parties in a crisis, including students, faculty, staff, Board of Trustees, and the media.

Who: (see chart on page 10)

Where:
Marketing department on floor 2R of Uytengsu

Duties:
The duties of the Communication/Public Information Team include:

A. Ensuring a timely flow of accurate information to the public and the media from one chief university spokesperson –the director of marketing & communications, the VP for university relations, the president, or another individual named by the crisis management director

B. Preparing a brief initial statement that can quickly be handed, faxed, or dictated to news media as well as being posted on the university's website. Allowing this statement to stand until more information is available for preparation of more detailed remarks and then updating the statement periodically as new information warrants.

C. Responding to calls from media and others requesting information while avoiding impromptu verbal responses

D. Making arrangements for direction and reception of media visiting the campus with parking and meeting locations determined by the specifics of the situation

E. Dispatching a photographer or members of the marketing staff to the scene for documentation if appropriate

F. Communicating details to the public regarding information about chapels, funerals, and memorial services

G. Communicating details to the public regarding donations being accepted related to vital human services

H. Advising the crisis management director of media reports related to the crisis

I. Scheduling news conferences for the media as approved or directed by the crisis management director

J. Assisting the Student/Staff Support Services Response Team in developing messages to inform the campus, parents, donors, neighbors, and other constituents about the crisis and its resolution

K. Providing the members of the Board of Trustees with information and updates on the crisis as directed

Student / Staff Support Services Response Team

Role:
The function of the Student/Staff Support Services Response Team is to coordinate the flow of information to the campus community and to assist the crisis management director in assuring the campus community that the university is responding quickly, sensitively, and appropriately to the human dimensions of the crisis.

Who: (see chart on page 10)

Where:
Andorfer Executive Classroom - Room B242

Duties:
The duties of the Student/Staff Support Services Response Team include:

A. Setting up an information station for students, faculty, and staff to receive information and updates on the crisis situation

B. Continually providing updates regarding the campus situation to students, faculty, and staff

C. Arranging the format and program for any campus-wide meeting(s) during and immediately following the crisis

D. Planning and implementing strategies to assist students and employees in coping with the shock associated with the crisis

E. Informing resident directors, resident assistants and campus ministries coordinators of the nature of the crisis and assisting them in meeting student needs

F. Assisting outside emergency agencies in providing first-aid as needed

G. Making arrangements for transportation of students and staff to get medical attention as needed

H. Providing comfort and assistance to the next of kin of any members of the campus community injured or killed in the crisis. Information required about the victims will include
   1. full name, age, student year, program of study
   2. local and home address
   3. parents/guardians/spouses names, address, phone number
   4. the position or function, if any, regarding the student's involvement in the crisis

I. photo of student/staff (consult with family prior to releasing)

J. Serving as primary liaison between the university and the families of any persons injured or killed

K. Notifying next of kin of students or faculty and staff of death, serious injury, or other developments that warrant notification of family or relatives. This must be performed in a sensitive and factual manner. The team must:

   1. Verify information about those involved in the crisis
   2. Make prompt, sensitive and appropriate notification to next of kin (after proper consultation with county coroner's office, hospital, or appropriate authority and the crisis management director)

L. Handling any other details that may be related to family concerns, funerals, medical care, travel, accommodations, or other areas in which the university should offer assistance

M. Mobilizing appropriate personnel to assist the families

N. Ensuring that the crisis management director is kept well informed of events as they develop

Command Post Support Team

Role:
The Command Center Support Team is responsible for providing supportive services to the crisis management director in a time of crisis. This includes assisting in the immediate communication of the crisis to members of the Crisis Management Team and the establishment of a Crisis Command Center.

Who: (see chart on page 10)

Where:
JS Boardroom in Andorfer Commons. Alternate location is the C3 Conference Room in the Academic Center. A second alternate location is the Dean's Conference Room in the Law School.

Duties:
The duties of the Command Center Support Response Team include:

A. Staffing a Crisis Command Center, including the routing of incoming calls and inquiries.

B. Immediately checking with the crisis management director as to where additional staffing support is needed. Dispatching staff to supplement the staff of other response teams as needed. Recruiting additional staff from around the campus to assist in the time of crisis as needed

C. Alerting building coordinators of the crisis and relaying instructions to them

D. Establishing separate facilities for use by outside emergency teams and media including service for telephone and equipment as appropriate

E. Providing assistance to the crisis management director as needed

F. Making sure that resource materials are readily available at the Command Center, including multiple copies of the Crisis Management Plan, roster of currently enrolled students, employee roster, telephone directories, floor plans, etc.

G. If a field command post is needed, arranging for the following equipment to be available:
   1. Two portable hand radios with back-up batteries
   2. Portable public address system
   3. Two cellular phones
   4. Campus phone directory and local phone directory
   5. Copy of Crisis Management Plan

H. Securing and distributing supplies to meet other basic needs, such as clothing, blankets, medical supplies, etc.

I. Arranging for the receipt of donations and coordinating with the Creative Services/Public Information Response Team any communication to the public regarding donations being accepted.

J. Ensuring the crisis management director is kept well informed of events as they develop

Information Technology Response Team

Role:
The Information Technology Response Team is responsible for taking immediate action to safeguard the technological assets of the university and to work to immediately analyze and restore technology services that support the operations of business services.

Who: (see chart on page 10)

Where:
First floor conference room Zollner Engineering Center.

Duties:
The duties of the Information Technology Response Team include:

A. Assessing the impact of the crisis on technology infrastructure

B. Securing replacement equipment to restore full service

C. Restoring critical applications and systems for business operations

D. If necessary, securing offsite backups for system restoration

E. Assisting Command Center Support Team with technology, including computers and telecommunications

F. Ensuring the crisis management director is kept well informed of events as they develop

SECTION 3 - PROCEDURES

Template - Crisis Procedure

This plan outlines a template of procedures to be used during a crisis situation. It defines a number of responsibilities of the various teams, communication channels, guidelines for a variety of severity levels, and vital contact information for internal and external resources.

The plan does not encompass all types of accident or crisis scenarios; however, this template of advanced planning and preparation should help facilitate calm, quick, and thorough responses should an emergency situation arise.

First Point of Contact

In this situation, the initial notification of an event can come in to the university in various ways.

As with any emergency, from that point on, the first point of contact following notification should be to Campus security x2230 or 260-399-2805 (direct line) or 260-740-6642 (cell) from off-campus).

The Campus security department will immediately contact appropriate Crisis Team members.

Order of Procedures

Once the situation is relayed to the Crisis Director, a determination is made as to whether the Crisis Team should be activated.

The following procedures are very inclusive. Depending on the severity of the accident or crisis situation, either all or few of these procedures need to be followed. The Crisis Director, along with the Crisis Team, should review these procedures and follow those deemed to be necessary for the individual circumstance:

1. Begin "Action Timeline" immediately.
    a. This should be maintained and capture all information throughout entire situation
    b. Mode of capture: Whiteboard, flip chart, or electronic – it is helpful to have as a visual so that the entire team can view it
    c. Include column for date, time, and what happened

2. Work with those responsible for the front-end phone calls (e.g. Day Admissions and WIN) to give them instructions on proper responses to incoming phone calls. Make sure they understand the need to follow the notifications coming from the Crisis Team as they are shared.
3. If vehicle accident, identify vehicle(s) involved
    a. Gather all information of who was in vehicle

i. Internal roster
    - Athletic Bus – from coach email
    - Pool vehicle – from info submitted at time of vehicle scheduling
    - Other vehicles – as available

ii. Vehicle rental company
    - The rental company may be helpful in obtaining driver/passenger info

4. Pull in other staff/faculty who may be helpful (e.g. Athletic Director if there is an athletic team involved). The Crisis Director must ensure that any staff/faculty involved in the situation is following the lead of the Crisis Team and not acting alone.

5. Gather all contact information for emergency contacts for all involved in the accident or situation
    a. Info for students will come from Jenzabar
    b. Info for faculty/staff should come from ADP/HR.

6. Determine the correct time to notify insurance company
    a. If the incident is getting media attention, report as soon as possible, even if full details are not yet known
    b. For smaller incidents, report when enough information is known to file a claim

7. Reach out to emergency contacts for all involved. Keep a written grid that includes each involved person, who their emergency contact is, who has been contacted, what info was gathered, etc.
    a. Social Media can also be used to garner information re: whereabouts and condition of people involved.

8. If there is an accident involving students, staff or faculty, determine if Indiana Tech representative(s) should be on scene / or in route to medical facility
    a. Who should be sent? If outside Fort Wayne, CPS folks may be utilized if appropriate
    b. What (who) do they need to be effective?
        i. Full knowledge of situation
        ii. Understanding of their role
        iii. Contacts for people at their destination
        iv. Purchase card and/or spending authority
        v. Hotel reservations (can be made from here)
9. Areas of focus for communication
    a. Prepare information to be shared for / to & assign each area to correct person
        i. Incoming calls
        ii. Authorities
        iii. Parents
        iv. Students
        v. Website
        vi. Media requests

vii. Insurance company

b. Depending on the situation, there may be reason to shut down online and broadcast advertising. Assess situation and current advertising messages to determine whether there is a need to do so. Determine time for "blackout".

c. Depending on situation, law enforcement may be in contact with us for any information we can provide.

10. Human Resources and/or Student Life should determine Indiana Tech community support needed:

a. Social Media campaign
b. Faith Services involvement
c. Counseling support/services

11. Follow-up communication to local community and others

a. Thank you letters to the community in local paper(s)
b. Thank you letters to any medical providers
c. Thank you letters to student body

12. Insurance:

a. Work closely with the insurance company to ensure that expenses are covered properly. As soon as possible after the incident, call the insurance contact and work through the plan. Get language from insurance company to use with the involved parties so that liability is properly controlled.

b. Determine if an on-site meeting with the insurance company and the involved students/parents and/or employees is needed. Plan logistics if determined to be needed.

13. Debrief within a day or two of the crisis. Use this as an opportunity to determine what went well, what did not go well, and to document improvements to the plan.

Shelter in Place Procedures

"Sheltering in place" is one of the instructions an employee may be given in an emergency. Employees are asked to stay in their present location, and **NOT** exit the building. Sheltering in place is a technique/precaution that emergency services and public safety personnel now recommend on a more frequent basis. It is designed for those situations in which it is safer for employees to remain in the building than to evacuate. This is not the same as going to a storm shelter. Shelter in place means simply staying indoors and stay in a safe place to await further instructions. During extreme circumstances, sheltering in place could also include additional precautions, such as turning off fans, air conditioning, and forced air heating systems to reduce any potential air contamination in the event of a chemical or biological release. Instructions to Shelter in Place are usually implemented for events that have a relatively short duration.

Hold and Secure

Staff, students and visitors of Indiana Tech have the right to learn, work and live in a safe and secure environment. However, the possibility of a major incident of violence is a reality which cannot be overlooked. All members of the Indiana Tech community need to know how to protect themselves in the event of a major incident or threat of school violence. Faculty, staff and administrators have the responsibility of helping to protect students and campus visitors.

The purpose of initiating a hold and secure is to:

- Protect students, faculty, staff, administration and visitors from a possible threat.
- Be aware this status has the possibility of being elevated to a lockdown

An incident in the area of the campus may require Indiana Tech to implement a hold and secure for the campus. Hold and secure is a process during which individuals on campus receive instructions to immediately enter or remain inside a structure in an effort to protect themselves from potential danger. The following procedures have been developed to implement a campus hold and secure.

Type of events triggering a hold and secure:

- Bank robbery in area
- Neighborhood dispute involving weapons
- Other events deemed necessary to initiate hold and secure

Notification of a university hold & secure:

The campus community will be notified that there may be an incident occurring near campus in a variety of ways. This can include one or more of the following methods:

- Public address system
- Text
- Phone message
- Email
- Facebook
- Twitter
- Website

It is important to note that messages broadcast through these media will instruct individuals that the institution is initiating a hold and secure.

Initiating a hold and secure

When a hold and secure is needed:

- Security will remotely lock all buildings which are equipped to do so.
- The Crisis Management Team/Security will notify the campus.

Implementing hold and secure procedures in your area:

It is important that the members of the campus community:

- Remain calm and encourage others to remain calm
- Remain in building
- Continue activities within the building
- Stay away from visible areas (entrance ways and windows)
- Building Coordinators may be stationed at the entrances of each building if possible. Situations may prevent this from happening. However, we will make attempts to have Building Coordinators stationed at entrances to allow students access to the building.

Hold and Secure procedures:

1. You should remain where you are;

2. Do not leave building;

3. If you can identify persons with disabilities in your area, escort them, depending on the circumstances, to the nearest secure area;

4. Monitor communications from the university through whatever media are available;

5. Remain in the building until the all clear has been issued by the university.

The exterior doors can be secured remotely or are secured 24/7 for all buildings except:

- ✓ Warrior Row A and B

Lockdown Procedures

Staff, students and visitors of Indiana Tech have the right to learn, work and live in a safe and secure environment. However, the possibility of a major incident of violence is a reality which cannot be overlooked. All members of the Indiana Tech community need to know how to protect themselves in the event of a major incident or threat of school violence. Faculty, staff and administrators have the responsibility of helping to protect students and campus visitors.

The purpose of initiating a lockdown is to:

- Protect students, faculty, staff, administration and visitors from a threat.
- With the assistance of police, isolate a dangerous situation; and depending on the situation, facilitate an organized evacuation from a dangerous area.

A crisis on campus may require Indiana Tech to implement emergency lockdown of specific areas of campus. Lockdown is a process during which individuals on campus receive instructions to immediately enter or remain inside a structure in an effort to protect themselves from potential danger. This action might be necessary when evacuation would not be appropriate. The following procedures have been developed to implement a campus lockdown.

Type of events triggering lockdown:

The types of events that could require lockdown include situations such as the following:

- Active Shooter / Mass Shooting
- Hostage Situation
- Riot / Large Uprising
- Other emergency situation in which evacuation may pose greater risk than sheltering in place

If you see a threat of violence, you have a duty to report it by calling 911. If possible also call Security (ext. 2230, office 260-399-2805 or mobile 260-740-6642) or have someone else do so.

Notification of a university lockdown:

The campus community will be notified that a violent incident is occurring on campus in a variety of ways. This can include one or more of the following methods:

- Public address system
- Text
- Phone message
- Email
- Facebook
- Twitter
- Website

It is important to note that messages broadcast through these media will instruct individuals that the institution is initiating a lockdown.

Initiating a lockdown:

When a lockdown is needed:

- Security will remotely lock all buildings which are equipped to do so.
- The Crisis Management Team/Security will notify the campus.

Implementing lockdown procedures in your area:

It is important that the members of the campus community:

- Remain calm and encourage others to remain calm.
- Immediately cease all activity (teaching, group work, meetings, and recreational activities).
- **If you are a faculty member, lock your classroom from the inside. Faculty are expected to have their key with them at all times.**
- If the threat is not in your building and you feel safe to do so, an employee with the exterior door key or the master key should secure any exterior doors that are unlocked.

Lockdown procedures:

1. You should remain where you are—provided that the area can offer some sort of shelter and security and that the person using a weapon or otherwise threatening violence is not active there;

2. If you're not in a secure room, immediately seek the nearest shelter;

3. If the person threatening violence is active in the location where you are, and immediate exit is not possible, seek whatever shelter you can find behind local furniture or architectural features;

4. If there is an immediate threat to your safety and the opportunity to flee the area exists and makes sense, flee the area;

5. If you can identify persons with disabilities in your area, escort them, depending on the circumstances, to the nearest exit or secure area;

6. If you encounter police, keep your hands elevated with palms open and visible, and immediately obey all police instructions;

7. Lock and/or barricade, if possible, all doors into the room where you are sheltering and seek whatever cover is available in the room;

8. Turn off lights or maintain minimal lighting;

9. Close any curtains or blinds on windows;

10. Remain out of sight of uncovered windows and doors with windows;

11. Remain calm and assist others in remaining quiet and out of sight;

12. Remain silent unless communication is absolutely necessary;

13. Monitor communications from the university through whatever media are available;

14. Refrain from contacting anyone outside your area of shelter unless you are certain that the person threatening violence is present or nearby; in this case, if escape is not possible, then contact police to alert them to the local danger;

15. If a fire alarm sounds in any building while the lockdown warning is in effect, disregard the alarm unless the odor of smoke is detected or evidence of an actual fire is observed. As a precaution during the alarm, identify primary, secondary and any other alternative means of escape, such as windows, in case an actual fire is detected;

16. Remain in the secure room or area until the all clear has been issued by the university or the police arrive to confirm that the emergency is over.

The exterior doors can be secured remotely or are secured 24/7 for all buildings except:

- ✓ Warrior Row A and B

Evacuation Procedures

Building Evacuation

1. All building evacuations will occur when an alarm sounds and/or upon notification by campus security, building coordinator, maintenance staff, senior leader or crisis management director.

2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

3. Once outside, move to a clear area designated for the building (must be at least 500 feet away). Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

4. DO NOT return to an evacuated building unless told to do so by campus security, building coordinator, maintenance staff or senior leader.

5. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the building coordinator to account for all building occupants.

6. Do not leave area until verbal approval is given by a member of the Crisis Management leadership team or a Building Coordinator.

Staff (including RAs) and campus security are responsible for guiding all building inhabitants to the following meeting places:

- **Abbott** – grassy area south side of fire pit near Abbott
- **Academic Center** – grassy area south side of fire pit near Abbott
- **Andorfer Commons** – west parking lot/east end of soccer field
- **Evans-Kimmell** – grassy area south side of fire pit near Abbott
- **Kalbfleisch** – west parking lot/east end of soccer field
- **Law School** – north side of Warrior Athletic Center, near tennis courts
- **Oropeza Hall** - grassy area south side of fire pit near Abbott
- **Pierson** – south side of Andorfer Commons near Scully Square area.
- **Schaefer** – grassy area south side of fire pit near Abbott
- **Warrior Athletic Center** – east side of the tennis courts near parking lot
- **Warrior Row** – alley to the north of the residence halls
- **Yergens-Rogers** – west parking lot of Yergens-Rogers Hall
- **Cunningham, Fieldhouse, Zollner, Uytengsu**, – Zollner parking lot northeast of Zollner building

Campus Evacuation

A. The crisis management director is responsible for announcing any evacuation of all or part of the campus.

B. All students, staff and campus guests are to immediately vacate the site in question and relocate as directed.

University Housing Evacuations

Indiana Tech has a responsibility to provide adequate student housing and account for students who have entered into a university housing contract and reside in university provided housing. In the event that one or more of the residential facilities require being evacuated, the following procedure is an outline for accommodating the displaced students.

Short-Term Evacuation is defined as evacuation of a facility for 48 hours or less.

Long-Term Evacuation is defined as evacuation of a residential facility anticipated to last longer than 48 hours.

In either case, all residents of the housing facility shall be temporarily housed or "staged" in the Andorfer Commons Conference Rooms and/or Recreation Center. Depending on the situation causing the evacuation, additional areas of the staging area should be allocated for medical assistance and/or counseling resources. In addition, the locker rooms located in the Schaefer Center Gymnasium and Wellness Center will be utilized for personal hygiene. If the Andorfer Commons is unavailable, an alternate building will be designated in cooperation with the Director of Security & Facilities Operations and the Director of Crisis Management.

In both short term and long term evacuations, the director of university housing will provide and maintain a roster of evacuees. That roster will be made available to the university switchboard and to the crisis management team as well as the university security staff. This directory is primarily for accountability and communications but not for dissemination to the general public.

Short-Term Evacuation: In the event that a short term evacuation must occur in one or more of the residence halls, the primary response will be to utilize the facility as temporary sleeping and eating facilities as well as a preparation and distribution of the roster evacuees. Students who choose to forgo the temporary arrangements provided by the university due to other available accommodations will still be required to register their contact information and temporary location prior to departure.

Long-Term Evacuation: If the evacuation is long term, the short term plans will be used as a staging process until displaced students can be relocated to an adequate long term temporary housing location. If there are available options remaining in other campus housing facilities, those vacancies will be utilized first and priority will be to utilize those vacancies for residential students without their own form of transportation. Other long term temporary housing solutions

include local hotels, other universities with housing facilities, nearby apartment complexes, Red Cross emergency shelters, etc. Once again, students who choose to forgo the temporary arrangements provided by the university must register their contact information and temporary location prior to departure. As students are moved from the staging area, the evacuee roster must be updated with corrected contact information and provided to the above mentioned parties.

The cost of food and housing for the displaced students during either short term or long term evacuations is the responsibility of the university except if the student opts to forgo the university provided solution. Residential Life staff as well as an increased security officer presence should be utilized to provide supervision in the short term and long term housing options. Students wishing to obtain personal items left behind in their rooms of the evacuated building may do so only under escort by an appropriate university staff or security officer if the facility is safe to enter and are expected to patiently await a reasonable amount of time for accommodation of their request.

Medical & First Aid Services

Emergency Telephone Numbers: 911

Medical Emergencies

1. If serious injury occurs on campus, quickly assess the scene for safety and the victim for a response then immediately dial 911. Give your name and describe the nature and severity of the medical problem and the campus location of the victim. Whenever possible and available, a faculty or staff member should remain with the victim and send a second person for help.

2. Call Indiana Tech campus security (ext. 2230 or direct line (260) 399-2805 or cell (260) 740-6642) and report the situation. Campus security will contact the Associate Vice President of Student Services an their client contact.

3. In case of minor injury or illness, first aid/CPR trained and certified personnel should quickly perform the following steps:
   a. Keep the victim still and comfortable. DO NOT MOVE THE VICTIM except if the scene is no longer safe, if necessary to provide care, or to care for someone more seriously injured.
   b. Ask the victim questions for details that may be relayed to emergency responders should the victim lose consciousness, "What is wrong?" and "How did this happen?"
   c. Monitor breathing and give CPR if necessary. ***Only trained and certified personnel should provide first aid treatment (i.e. first aid, CPR). Whoever provides first aid treatment should document their steps.**
   d. Control serious bleeding by direct pressure on the wound.
   e. Continue to assist the victim until help arrives.
   f. Look for emergency medical I.D., question witness(es) and give all information to the paramedics.
4. In cases involving loss of bodily fluids, appropriately trained staff should be contacted for cleaning and proper disposal of materials.
5. Campus security will document the occurrence.

SECTION 4-

WEATHER

EMERGENCIES

Tornado

Severe Thunderstorm - characterized by high winds and dangerous lightning and thunder.

Tornado Watch - Means conditions are favorable to the development of tornadoes. Be alert to worsening conditions and be prepared to take shelter.

Tornado Warning - Means a tornado has actually been sighted or indicated on radar. The local signal is being sounded. **Take shelter immediately** and keep in mind:

1. Go to an interior hallway or room on the lowest floor of the building or to a designated shelter area

2. Stay away from windows, to avoid flying debris

3. AVOID auditoriums, gymnasiums and other large rooms, if possible

In case of a tornado warning, Security will issue an electronic message to all Ft. Wayne Campus (including students). **In the case of a warning, moving to a safe area is <u>mandatory</u>**.

Building Coordinators will be responsible for directing people to safe areas. Each building coordinator will be equipped with a bullhorn which has a loud audible siren. The alarm signal may be used to notify the building of the emergency after which the voice option may be used to direct people to the appropriate location. The alarm signal and bullhorn should primarily only be used for a tornado warning if the warning is issued for or includes the central part of Fort Wayne.

If this occurs in the evening, Security will notify all other security officers via radio.

<u>Designated shelter by building:</u>

Residence Halls:
Pierson – First floor hallway in front of corresponding room
Kalbfleisch – First floor hallway
Yergens-Rogers –First floor lobby and close both lobby doors
**1st floor residents should remain in their rooms and move to their bathrooms*
Evans-Kimmell - First floor hallway in front of corresponding room
**1st floor residents should remain in their rooms and move to their bathrooms*
Oropeza - First floor hallway in front of corresponding room
**1st floor residents should remain in their rooms and move to their bathrooms*
Warrior Row A and B – First floor bathroom
Warrior Row C – First floor hallway in front of corresponding room
**1st floor residents should remain in their rooms and move to their bathrooms*

Other Buildings:
Abbott – First floor restrooms
Academic Center – Lower level/hallway near art gallery
Andorfer – Lower level
Cunningham – First floor in hallway or first floor stairwell
Law School - First Floor Restrooms, Court Room, Law Clinic, Administrative Suite
Schaefer – Lower level of Andorfer (connecting building)
Uytengsu – First floor away from exterior walls or first floor stairwell
Warrior Fieldhouse – Lower level hallway
Warrior Athletic Center – First floor restrooms or locker rooms
Zollner – Lower level hallway
Huntington CPS Campus - Hallway near bathrooms

Snow and/or Ice Emergency

Winter weather in Indiana is very unpredictable, and occasionally severe weather will create an unsafe condition, which requires the university to cancel classes. The decision to cancel classes is determined by individual campuses throughout the state. In Fort Wayne, where classes are conducted during the day and evening, a situation could arise where classes could be canceled in the morning, but could be conducted on schedule in the evening or vice versa. Students should read and/or listen to cancellation reports carefully.

Students need to understand that classes are likely to be held even during times when driving conditions are not ideal. We encourage you to slow down and use caution even if that means arriving late for class. If conditions in your area are severe, use your own discretion when deciding whether to attend class.

In the event that classes are canceled employees are still expected to report to work. However, the university does not expect employees to take unnecessary risks to report or remain at work. See the Indiana Tech Policies and Procedures Manual section 8.06 for more details regarding this.

The Allen County Board of Commissioners also has created three levels of snow and/or ice emergency that may be declared in unincorporated Allen County: This information may be helpful to employees when deciding whether to report or remain at work during severe weather.

Level I: **All motorists are asked to stay off roadways unless absolutely necessary.**

Level II: **Only emergency travel is allowed. Drivers may be ticketed and vehicles may be towed if on the roads. County Government offices are closed.**

Level III: **All travel is prohibited except for authorized vehicles. County Government offices are closed.**

Cancellation Information

Indiana Tech uses Blackboard Connect to communicate information about weather-related campus closings and other emergencies quickly and accurately through:

- Text messages
- Voice messages
- Email
- Facebook
- Twitter

You do not need to sign up for this service; all current students, faculty, and staff are automatically included.

Please note that the most detailed information will be available on our website.

Whenever possible, the **Indiana Tech College of Professional Studies** will decide whether to cancel classes no later than:

Sunday through Thursday – 4:00 pm
Saturday – 7:00 am

SECTION 5

NATURAL DISASTERS

Earthquake

1. IF INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.

2. IF OUTDOORS, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energized. Know your assembly points.

3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

4. If an emergency exists, activate the building alarm. If the alarm fails to go off in the building, report the emergency by telephone.

5. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

6. After the initial shock, evaluate the situation, and if emergency help is necessary, call 911. Protect yourself at all times and be prepared for after-shocks.

7. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

8. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by campus security, building coordinator, maintenance staff or senior leader.

9. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the building coordinator to account for all building occupants.

Fire

Upon receiving a call or noticing a fire or smoke, the following guidelines should be followed:

1. Pull fire alarm if not already activated and exit the facility. Pull stations are always located by main exit doors.

2. Call 911 and report the fire. Call campus security (ext. 2230 or direct line 260-399-2805 or cell 260-740-6642) to report the fire.

3. Campus security must have a current emergency contact list. The recommendation is to utilize the mobile phone outside the campus security office. Campus security should contact the following people:
   a. Securitas Site Supervisor (ext. 2230 or direct line 260-399-2805 or cell 260-740-6642)
   b. Director of Security & Facilities Operations (ext. 2246 or direct line 260-399-2829 or cell 260-740-6643)
   c. Associate VP of Student Services (ext. 2234 or 260-403-4140)

4. The Director of Security & Facilities Operations (or Associate VP of Student Services secondary person in charge) must make one connected phone call according to the following protocol agreed to by the cabinet:
   a. EVP of Finance & Administration ext. 2114
   b. VP of University Relations ext. 2299
   c. VP of Student Affairs, ext. 2276

5. The cabinet member who receives the contact from Director of Security & Facilities Operations makes the one connected call from the following list of Marketing/Institutional Advancement staff in order of preferred contact:
   a. VP of University Relations ext. 2299
   b. Director of Marketing & Communications ext. 2250
   c. Creative director ext. 2212

6. The cabinet member is responsible for:
   a. Contacting EVP of Finance & Administration for insurance purposes
   b. Determining whether the Emergency Crisis Team should be activated
   c. Calling anyone else deemed necessary

7. Campus security should obtain keys relevant to the involved building and proceed outside to meet the fire department.

8. Staff (including RAs) and campus security are responsible for guiding all building inhabitants to the following meeting places:

- **Abbott** – grassy area south side of fire pit near Abbott

- **Academic Center** – grassy area south side of fire pit near Abbott
- **Andorfer Commons** – west parking lot/east end of soccer field
- **Evans-Kimmell** – grassy area south side of fire pit near Abbott
- **Kalbfleisch** – west parking lot/east end of soccer field
- **Law School** – north side of Warrior Athletic Center, near tennis courts
- **Oropeza Hall** - grassy area south side of fire pit near Abbott
- **Pierson** – south side of Andorfer Commons near Scully Square area.
- **Schaefer** – grassy area south side of fire pit near Abbott
- **Warrior Athletic Center** – east side of the tennis courts near parking lot
- **Warrior Row** – alley to the north of the residence halls
- **Yergens-Rogers** – west parking lot of Yergens-Rogers Hall
- **Cunningham, Fieldhouse, Zollner, Uytengsu**, – Zollner parking lot northeast of Zollner building

Campus security, in conjunction with other management personnel, will inform students/faculty/staff when they may return to the buildings.

Explosion / Air Craft Crash On Campus

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.

2. If necessary, or when directed to do so, activate the building alarm. CAUTION: If the alarm fails to go off, report the emergency by phone to the security office.

3. After the effects of the explosion and/or fire have subsided, call 911 and notify the Security office (ext. 2230 or direct line 260-399-2805 or cell 260-740-6642). Give your name and describe the location and nature of the emergency.

4. When the building evacuation alarm is sounded or when told to leave by university officials, walk quickly to the nearest marked exit and ask others to do the same.

5. Assist the handicapped in exiting the building. DO NOT USE ELEVATORS IN CASE OF FIRE.

6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.

7. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by Campus security, crisis management team member or senior leader.

8. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the building coordinator to account for all building occupants.

SECTION 6 – TERRORISM/ THREATENING DISASTERS

Bomb Threat

It is important to mention that all bomb threats are to be taken seriously and they are prohibited by law. If violators are identified, they will be criminally prosecuted.

Indiana Tech employee procedure

For a bomb threat reported directly to you, the following four questions are extremely important to ask when an individual reports a bomb:

1. **Where is the bomb located?**
2. **What time will it go off?**
3. **What does it look like?**
4. **What is your name?**

1. Immediately after the caller hangs up and if the bomb is located in your facility, you should immediately exit the building and activate the manual fire pull station as you exit. DO NOT HANG UP YOUR PHONE. Leave it off the cradle on the desk.

2. It is important **not** to mention the bomb threat to other employees as this may create a panic situation.

3. Go immediately to the nearest facility and dial 911 and have someone else in the facility contact Campus security at ext. 2230. Be prepared to provide as much detail as possible.

4. If the threat is **not** in your building and the caller has identified a different facility or location immediately contact Campus security at ext. 2230, again be prepared to provide as much detail as possible.

5. Do not re-enter the facility until it has been determined to be safe by Campus security or the Director of Security & Facilities Operations.

6. Do not pick up, touch, or approach any suspicious packages in the case of a bomb threat. Report their description and location to the police. Evacuate the area.

Campus security procedure

For bomb threat **NOT** reported directly to you.

1. Instruct caller to evacuate the building immediately and ask whether emergency personnel have been notified. If not call 911 and report the threat.

2. If 911 were called, go immediately to the affected area and direct people to the designated evacuation assembly point.

3. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and wait for emergency vehicles to respond.

4. Do not allow anyone to re-enter the facility until it has been determined safe by the facilities manager.

Campus security procedure

For bomb threat reported **directly to you and in the facility you're posted in.**

1. **Where is the bomb located?**
2. **What time will it go off?**
3. **What does it look like?**
4. **What is your name?**

1. Immediately after the caller hangs up and if the bomb is located in your facility, you should immediately exit the building and activate the manual fire pull station as you exit. DO NOT HANG UP YOUR PHONE. Leave it off the cradle on the desk.

2. It is important **not** to mention the bomb threat to other employees as this may create a panic situation.

3. Go immediately to the nearest facility and dial 911. Be prepared to provide as much detail as possible.

4. Return to the effected facility and keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and wait for emergency vehicles to respond.

5. Do not re-enter the facility until it has been determined to be safe by Campus security or the Director of Security & Facilities Operations.

6. Do not pick up, touch, or approach any suspicious packages in the case of a bomb threat. Report their description and location to the police. Evacuate the area.

Campus security procedure

For bomb threat reported **directly to you, but not in the facility you're posted in.**

1. **Where is the bomb located?**
2. **What time will it go off?**
3. **What does it look like?**
4. **What is your name?**

1. Immediately after the caller hangs up you should contact the Campus security officer posted at the effected location or a member of the Indiana Tech staff and instruct them to activate the manual fire pull station. DO NOT HANG UP YOUR PHONE. Leave off the cradle on your desk.

2. Call 911 and report the threat to the authorities. Be prepared to provide as much detail as possible.

3. Go immediately to the affected area and help direct people to the designated evacuation assembly point.

4. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and wait for emergency vehicles to respond.

5. Do not allow anyone to re-enter the facility until it has been determined safe by the facilities manager.

6. Do not pick up, touch, or approach any suspicious packages in the case of a bomb threat. Report their description and location to the police. Evacuate the area.

Chemical or Radiation Spill /Aerosolization

1. Any spillage of hazardous chemical or radioactive materials should be reported immediately to Security (ext. 2230 or direct line 260-399-2805 or cell 260-740-6642). Security will notify the Director of Security & Facilities Operations or the Custodial Services Coordinator. Be specific about the nature of the involved material and exact location. The maintenance office will contact the necessary specialized authorized and medical personnel.

2. If an emergency exists, activate the building alarm and call 911.

3. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.

4. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas. HVAC system air handlers should be shut down.

5. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to Campus security or maintenance staff. Required first aid and cleanup by specialized authorities should be started at once.

6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

7. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by Campus security, crisis management team member or senior leader.

8. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the building coordinator to account for all building occupants.

Room Contamination By Aerosolization

1. Leave package or device in place; do not carry out of building, etc.

2. If possible, turn off all local fans or ventilation units in the area.

3. Alert others and evacuate the area immediately.

4. Close the door to the area and keep others out.

5. Call 911.

6. Notify maintenance office at extension 2246 or 260-740-6643 and request that the air handling system be shutdown.

7. Notify the building coordinator and assist him/her in noting who was in the area at the time of the incident.

How to Identify Suspicious Packages & Letters

Some characteristics of suspicious packages and letters include the following; however, these must be taken in the context of the mail processing setting.

- Package or letter may contain materials other than a letter, such as powder or liquid.
- Package or letter may bear restricted endorsements such as “Personal” or “Private”
- Package or letter may not have a return address, or one that is not legible.
- Addressee’s name or title may be inaccurate or it may be addressed to someone who is no longer at designated address.
- Letter may have excessive postage.
- Package or letter may feel rigid or appear uneven or lopsided.
- Package or letter may be sealed with excessive amounts of tape.

Suspicious letter or package emergency response procedure:

1. Do not handle any package that appears suspicious.

2. If the package is leaking liquid, powder or any other suspicious materials do not touch. Cover the suspected package with anything quickly available to minimize further contamination. Examples: cloth, jacket, trash can."

3. Immediately notify nearby workers, leave the area, close and lock the doors, and keep others out of the area.

4. Go to the nearest sink and wash your hands with soap and water.

5. Contact emergency personnel by calling 911.

6. Contact Campus security at 2230 or direct line 260-399-2805 or cell 260-740-6642. Campus security will assist with securing the potentially contaminated area.

7. Contact Buildings and Grounds personnel at ext. 2246 or 260-740-6643 and instruct them to turn off the air handling system.

8. Restrict movement of potentially contaminated workers to minimize additional contamination to other people and or equipment.

9. Wait for emergency personnel to arrive for further instructions and possible decontamination procedures.

Facts About Anthrax & Other Biological Threats

- Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine aerosolized mist.

***Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

- For anthrax to be effective as a covert agent, it must be aerosolized (sprayed) into very small particles. This is difficult to do and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

Contingency Plan for Incidents Involving Hazardous Waste Materials

In order to reduce hazards to employees and property in the event there is an incident involving hazardous waste materials on campus, the University has developed the following contingency plan.

Scope of the Plan
This plan will be implemented if a fire, explosion, or release of hazardous waste which threatens public health or the environment occurs at Indiana Tech.

Emergency Response Actions Facility Personnel Will Take

Spill Procedures

The following procedures should be followed in the event of a hazardous materials spill:

1. If possible, shut off any sources of ignition and/or the source of the spill without endangering yourself.

2. Evacuate the immediate area, closing the doors behind you.

3. If building evacuation is necessary, pull the fire alarm.

4. Call the Emergency Phone Number, 911.
   - Be prepared to provide the following information:
     - Your name
     - the specific location of the spill
     - the name of the substance spilled
     - the quantity spilled

5. Wait outdoors for Police Services and/or the Indiana Tech Security or representative to arrive, and identify yourself to them.

Fire/Explosion Procedures

The following procedures should be followed in the event of a fire or explosion:

1. Pull fire alarm

2. Call 911

3. Proceed to the nearest available exit by following exit signs

4. Close doors (unless there is a natural gas leak) as you leave

5. Do not smoke or use elevators while exiting

6. Do not return for any reason once you are clear of the building

7. Assemble with other building occupants at the designated area

8. Once the building or area is considered safe the Indiana Tech representative in charge will announce re-entry is permitted

Emergency Coordinator Responsibilities

Hazardous materials emergency coordinators are members of the crisis management team. When an emergency has been identified involving hazardous materials, they should be contacted immediately for evaluation of the situation.

Emergency Coordinator Duties

The following is a listing of the emergency coordinator's duties during a fire, explosion, or chemical spill involving hazardous waste:

1. Available 24 hours a day to respond to an emergency within a short period of time

2. Responsible for coordinating all emergency response measures

3. Familiar with:
   - all aspects of the facility's contingency plan
   - all facility operations and activities
   - locations and characteristics of wastes handled
   - location of all hazardous waste records within the facility
   - facility layout.

4. Authority to commit the resources needed to carry out the contingency plan.

Emergency Coordinator Procedure

The emergency procedures which the emergency coordinator will follow in the case of a fire, explosion, or chemical spill:

1. Activate internal facility alarms and communications systems.

2. If needed, notify Fort Wayne Fire Department, Rescue, and Police Services through at 911. If a release has occurred, identify the source, character, amount and extent of any released materials by record review or chemical analysis.

3. Assess the hazards to human health and the environment, considering all direct and indirect effects.

4. If it is determined that the facility has had a fire, explosion or release which could threaten human health or the environment outside the facility:

a. Determine if local evacuation may be necessary, and if so, notify the appropriate local authorities and be available to assist local authorities with evacuation measures;
b. Notify the National Response Center (800-424-8802) with following information: Emergency Coordinator's name and telephone number;
- Facility name and address;
- Time and type of incident;
- Quantity of material(s) involved to the extent known;
- Extent of any injuries;
- Possible hazards to human health and the environment outside the facility;

5. Take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous waste at the facility. These measures will include, where applicable, stopping processes and operations, collecting and containing released waste and removing or isolating containers;

6. If the facility stops operations in response to a fire, explosion, or chemical release, the emergency coordinator will monitor for leaks, pressure buildup, gas generation or ruptures in valves, pipes or other equipment, wherever this is appropriate;

7. Immediately after the emergency, the emergency coordinator will provide for treating, storing, or disposing of recovered waste, contaminated soils, or surface water, or any other material that results from a release, fire, or explosion at the facility; and

8. Ensure that in the affected areas of the facility, no waste that may be incompatible with the released material is stored until the cleanup procedures are completed and all emergency equipment is cleaned and restored to a usable condition.

Post Emergency Procedures

After the Emergency Coordinator has evaluated the situation and determined that an adequate cleanup of the affected areas is complete, she/he must do the following:

1. Notify IDEM

2. Maintain on file with the contingency plan the time, date, and details of any incident that requires implementing the contingency plan; and

3. Within 15 days after the incident, submit a written report on the incident to the IDEM. The report must include:

- Name, address, and telephone number of the owner;
- Name address and telephone number of the facility;
- Date, time, and type of incident;
- Name and quantity of material(s) involved;
- Extent of injuries, if any;
- Assessment of actual or potential hazards to human health or the environment, where this is applicable; and
- Estimated quantity and disposition of the recovered material that resulted from the incident.

Record keeping

A record of all reported hazardous waste emergencies is kept on file at the office of buildings and grounds. This includes the date, name of staff or faculty member reporting the incident, the name and amount of material involved, and what action was taken.

The contingency plan will be reviewed and if necessary amended whenever:

1. Applicable regulations are revised;

2. The plan fails in an emergency;

3. The facility changes in a way that materially increases the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents, or changes the response necessary in an emergency; or

4. The list of emergency coordinators or equipment changes. Contingency Plan Revisions

SECTION 7 – HUMAN THREATS/ CRISIS

Hostage Situation

1. Call the police: 911.

2. Notify Campus security at ext. 2230.

3. Notify Crisis Management Director and activate Command Center.

4. Activate communication plan for notifying students and employees of timely warning.

5. Stay calm and avoid taking risks that would endanger your safety and well-being or that of others. Should gunfire or discharged explosives hazard the campus, take cover immediately using all available concealment. Leave the immediate area if safe to do so.

6. Keep track of the following along with any other noteworthy information that may be of help to the police:
   a. Nature of the incident
   b. Location of the incident
   c. Description of person(s) involved
   d. Description of property involved
   e. Number of and identity of hostages
   f. Number of and identity of hostage-takers
   g. Weapons involved
   h. Injuries to hostages

7. Assist police officers as requested when they arrive on site.
   a. Prepare for an evacuation of potential witnesses.
      i. Utilize an inside location that is secure and on opposite side of campus from hostage situation.
      ii. Arrange for additional Indiana Tech staff to assist with directing witnesses to secure location.
      iii. Contact dining hall staff regarding light refreshments or any alteration to meal service as well as consideration for meals for emergency responders.
   b. Obtain building rosters, class rosters, or residence hall rosters to assist with student accountability.
      i. Once evacuees have been isolated, utilize Student/Staff Support Team to account for students and staff listed on the roster.
      ii. Attempt to locate anyone not accounted for by utilizing emergency contacts, cell phones, etc. but using appropriate wording as to not alarm guardians or parents.
      iii. Communicate the names of any unaccounted for people to the Crisis Management Team command center.
      iv. Evacuees should remain at the location until the emergency responders have obtained necessary information from each person.

c. Prepare a location for parents to wait if any arrive on campus.
   i. Location should preferably be near witness evacuation location.
   ii. Contact dining hall staff for light refreshments.
   iii. Do not use Chapel.
   iv. Be able to communicate the names of safely evacuated students to appropriate parents utilizing the rosters.

Violent or Criminal Behavior

1. Call the police: On-Campus: 911

2. Notify Campus Security at ext. 2230 or direct line 260-399-2805 or cell 260-740-6642. Campus Security will notify the Director of Security & Facilities Operations at extension 2246 or 260-740-6643 and the Associate VP of Student Services at extension 2234 or 260-403-4140.

3. Notify Crisis Management Team and activate command center if behavior is ongoing.

4. Activate communication plan for notifying students and employees of timely warning.

5. Stay calm and avoid taking risks that would endanger your safety and well-being or that of others

6. Keep track of the following along with any other noteworthy information that may be of help to the police:
   a. Nature of the incident
   b. Location of the incident
   c. Description of person(s) involved
   d. Description of property involved
   e. Number and identity of victims
   f. Number and identity of suspects
   g. Injuries to victims

7. Assist police officers as requested when they arrive on site

8. Should gunfire or discharged explosives hazard the campus, take cover immediately using all available concealment

Violent Crime Involving a Student

1. Violent Crimes Involving Students – Initial Response

In the instance that a student is involved in or victim of a violent crime, the appropriate officials from the university will respond to the situation. Contact Campus security first at extension 2230

or direct line 260-399-2805 or cell 260-740-6642. Campus security will notify the following individuals as appropriate:

- In every instance, the appropriate law enforcement officials will be notified immediately (i.e. police & ambulance).
- In every instance, Campus security will notify the Director of Security & Facilities Operations and the Associate VP of student services. They in turn will alert any further members of the Crisis Management Team as appropriate.
- The Director of Marketing & Communications will serve as the contact person for responding to the media. If at all possible, the name of the student(s) involved should be protected out of respect of the victim(s).
- Safety for the victim/campus community will serve as a primary focus for the initial response. If a situation should occur in a public atmosphere (i.e. in hallways, or other common areas of campus), Campus security and appropriate staff will be responsible for diffusing the situation and clearing the area of persons not actually involved with the incident. University officials may also be asked to assist law enforcement officials in clearing any areas. Activate communication plan for notifying students and employees of timely warning.
- The Associate VP of Student Services or a designee will follow victim to the hospital with any necessary information that will expedite the check-in process at the hospital.

2. Violent Crimes Involving Students – Parental Notification

In the instance that parents are to be notified, the contact person will be the Associate VP of Student Services or a designee in their absence. As severity of incident dictates, the victim should be given the opportunity to notify his/her parents. Parents may be notified on the judgment of the Associate VP of Student Services or designee if victim is incapacitated and as the severity of the crime dictates. The Associate VP of Student Services or designee then initiates the following procedures:

- Inform the VP of Student Affairs and the President of the university, updating the condition of the student.
- Provide contact information to the parents/guardians of victim.
- Offer assistance to victim after initial incident including contact information and counseling services provided by the university.
- Determine an effective way of notifying the campus community in cooperation with the director of marketing & communications.

3. Violent Crimes Involving Student – Response of the University (Media)

- The VP of University Relations and Director of Marketing & Communications will develop a plan for providing information to the media. Considerations to keep in mind include:
- Contacting university legal counsel
- Who will be the contact person for the media
- What information to provide – keeping the respect of the family in regards to confidentiality issues.

4. Violent Crimes Involving Student – Response of the University

In the instance of a violent crime committed by or against a student, the director of student life will coordinate a campus response for the campus. In these instances, the Associate VP of Student Services should initiate the following:

- Initiate disciplinary procedures for student, who following the collection of pertinent information is deemed a danger to the campus community. This could include the suspension of the student following non-academic disciplinary procedures as outlined in the Student Handbook. If a student is asked to leave the university, the following procedures will be followed:

The Associate VP of Student Services or VP of Student Affairs will immediately make the following call to university personnel who would most likely be involved with a student who may be a threat. (A probable list of personnel is provided. Others involved with specific students would be added.) This message will also go out in email form to the same group.

(Student) has been dismissed from campus. He/she is not allowed to return to campus. I believe that there is a chance of danger to campus individuals so, if you see this student, you must call 911, Campus security (2230), Mike Townsley (2246) and Chris Dickson (2234) in this order. If you cannot get Chris, contact Dan Stoker (2276). An email is being sent to you of what should be said and done if you see the student on campus.

The exact message for the police is this: a student, who was banned from the university, has returned to campus. We have been warned by student affairs that he/she poses a significant risk of harm to staff and students. Can you send someone immediately?

Give location. Give other information requested—student's name, Associate VP Student Services's name, etc.

Police can reach Campus security at 740-6642 and the Associate VP of Student Services at 403-4140.

The Associate VP of Student Services will then continue with the following procedures:

- Continue to follow up on the condition of victims involved
- Coordinate a report and investigation led by student life with cooperation of Campus security and others present at the incident
- Contact residential life staff to prepare for peer counseling of students living on campus affected by the crime. (Notification of roommate as appropriate with support services offered to roommate.)
- Coordinate any educational or support programs for student population through student life professionals.
- Follow up to make sure that all professors, coaches, classmates, teammates, advisors, academic department heads, and others related to the student's academic and co-curricular status at the university are informed of any necessary information.

5. Violent Crimes Involving Student – Post Intervention Follow Up

Following the incident and judicial process of the university, the Associate VP of Student Services will coordinate the following:

- Whenever possible, share outcome of investigation with the university.
- Continued support of victim via counseling and support of the university community through educational efforts.

- Informing university attorney with information regarding the incident.
- Coordinate necessary arrangements for the victim with regards to academic process (temporary leave of absence/retaking of classes/change of residence).
- Providing "front-line" staff & students with counseling and/or discussion groups.

6. Violent Crimes Involving Student – Review of Policies

Following the incident and a sense of normalcy has returned to campus, The Crisis Management Team will review the entire response to the incident and evaluate the process. This committee will serve to make additions to the protocol and further develop a more effective response (if needed) for future incidents. The Associate VP of Student Services will also evaluate the circumstances surrounding the incident and make recommendations regarding prevention of future incidents.

Death of a Student

1. Death of a student on campus – finding the student response

In the instance that a student dies on campus, the appropriate officials from the university will respond to the situation.

- In every instance, the appropriate law enforcement officials will be notified immediately (i.e. police, ambulance, and then Campus security).
- Regardless of the nature of the death (i.e. suicide, accidental death, or crime) the Associate VP of Student Services and the Director of Security & Facilities Operations will be notified. They will contact additional members of the crisis management team.
- The director of marketing & communications will serve as the contact person for responding to the media. If at all possible, the name of the student should be protected until the parents are notified.
- Determine an effective way of notifying the campus community. In most cases, the official communication will come from the President of the university.
- Secure student's housing and belongings as well as networking accounts for any pending investigation until cause of death is determined or until the conclusion of investigation by authorities.
- Relocate any roommate and suitemates as quickly as possible.

2. Death of a Student – Off Campus

In the instance that a student is killed off- campus, the appropriate officials from the university will respond to the situation.

- In every instance, the appropriate law enforcement officials will be notified immediately (i.e. police, ambulance, and then Campus security).
- Regardless of the nature of the death (i.e. suicide, accidental death, or crime) the Associate VP of Student Services and the Director of Security & Facilities Operations will be notified. They will contact additional members of the Crisis Management Team.
- The director of marketing & communications will serve as the contact person for responding to the media. If at all possible, the name of the student should be protected until the parents are notified.

- Determine an effective way of notifying the campus community. In most cases, the official communication will come from the President of the university

3. Death of a Student – Notification of Parents

After the identity of the student is confirmed, the university should allow the appropriate law enforcement agency to notify the parents of the death after which the Associate VP of Student Services or the most appropriate designated university staff as decided by the crisis management team will contact the parents, legal guardians, or next of kin and inform them of the university's response.

- Update the parents as to any pertinent information (location of the deceased, offering ways the university can assist them, etc.)
- In the case that the Associate VP of Student Services is unavailable, the VP of Student Affairs then becomes the contact person.

4. Death of a Student – Response of the University (Media)

- The director of marketing & communications will develop a plan for providing information to the media.

Considerations to keep in mind include:

  - Contacting university legal counsel
  - Who will be the contact person for the media
  - What information to provide – keeping the respect of the family in regards to confidentiality issues

A news release will occur for all on campus occurrences and at the discretion of the president for off campus occurrences. If the cause of death is from suicide, the university may choose not to issue a news release due to the sensitive nature of the occurrence.

5. Death of a Student – Response of the University

In the instance of a death of a student, the Associate VP of Student Services will coordinate a campus response for the mourning of campus. In these instances, contact the following:

- Campus Ministries to organize a special service for students to assist in the spiritual aspect of the situation.
- Residential life staff to prepare for peer counseling of students
- Coordinate any vigil support programs for students through Student Life Professionals.
- Communicate to all professors, coaches, classmates, teammates, advisors, academic department heads, and others related to the student's academic and co-curricular status at the university.
- Make sure that name is removed from mailing lists/email at the university.

6. Death of a Student – Follow Up

After the initial event, the Associate VP of Student Services will coordinate the following:

- Possible utilization of President's Club Suite for family of deceased use during stay in Fort Wayne.
- Arrange for students, staff & faculty to attend memorial service and/or funeral.
- Serve as contact or coordinate with the designated staff member regarding the deceased student's family in any follow up needs.

- Work with Athletic Director and Student Affairs staff in regards to any necessary cancellation of scheduled events or competitions when appropriate.
- Upon conclusion of investigation, assist with the collection of belongings, closing of email and network accounts, forwarding of mail, enrollment, etc.
- Coordinate with Business Office any refunds due to family.
- Payroll issuing final paycheck for student if employed on campus.
- Work with Academic/Athletic/Student Affairs Departments as well as Financial Aid Office on a possible memorial scholarship fund. Communicate to Institutional Advancement re: donation solicitation.
- If in the case of a senior, possible conferring of a degree from the university. Consideration of conferring an associate degree for sophomores will be determined by the VP of Academics.
- Other campus activities related to the deceased such as candlelight vigil, FCA huddle or appropriate gathering for a non-athlete.
- Counseling for any students, staff, and faculty involved with the immediate response to the situation.
- Financial aid adjustments to student account.
- Primary letter of notification and request of information will be sent from the VP of Student Affairs with a potential letter regarding possible conferral of degree sent from the VP of Academics.
- Document occurrence and details of university response for review at a later time.

7. Death of Student – Review of Policies

Following the incident and once a sense of normalcy has returned to campus, The Crisis Management Team will review the entire response to the incident and evaluate the process. This committee will serve to make additions to the protocol and further develop a more effective response (if needed) for future incidents. The Associate VP of Student Services will also evaluate the circumstances surrounding the death and make recommendations regarding prevention of future incidents.

Suicide

Suicide Signs or Direct Requests for Assistance

Signs: Be aware that these signs are not necessarily directly related to suicidal tendencies or thoughts and may be a result of other problems or issues, nor are they all inclusive:

Emotional: dull, tired, sad, numb feelings, little or no pleasure derived from ordinarily enjoyable activities and people

Behavioral: irritability, excessive complaining about small annoyances, inability to concentrate, difficulty in making decisions, crying, excessive feelings of guilt, giving away personal belongings

Physical: loss of appetite, insomnia or restless sleep, weight loss, headaches, indigestion, signs of abuse

Steps for direct requests for assistance or discussions with potential suicide situations

1. Assess the immediacy or severity of a person's potential for committing suicide. Begin and maintain documentation of your steps and discussions.
2. Assess the availability of others to help and communicate with the director of student life. Remaining steps should be continued by the director of student life or at minimum in his/her presence.
3. Discuss with the person some coping mechanisms available to deal with the problem.
4. Help the person determine a course of positive action by helping him or her assess the problem, brainstorm alternatives, consider consequences of each, identify a specific alternative, and determine a timetable; then schedule a second interview.
5. Get the person to agree not to kill him or herself for a stated period of time as a non-suicide contract. If the person refuses, get immediate help. Stay with the person until appropriate help has arrived.

Attempted Suicide

1. Assess the scene for any immediate danger to the person, yourself, and any other people around. Call 911 (if possible have second person place the call).
2. Contact Indiana Tech Campus security. Campus security will contact the Associate VP of Student Services.
3. Stay with victim. First aid or CPR should be administered by a properly trained and certified person.
4. When victim is safe, document the occurrence.
5. The Associate VP of Student Services will then begin steps for direct requests for assistance outlined above.

Suicide

1. Call 911. Call Indiana Tech Campus security. Campus security will call the Associate VP of Student Services. Do not touch or approach victim. Secure the scene as much as possible by keeping others away from the victim and surroundings.
2. When proper authorities arrive, cooperate with any questions they may have. Do not speak with the media. Upon completion, Campus security will document the occurrence.
3. Follow the guidelines established for the death of a student.

* In all of these situations, the Associate VP of Student Services or designated staff will contact the parents or family of the person involved. Law enforcement should perform the notification of death.

Sexual Assault/Rape

1. Assure the person is currently safe.
2. Activate communication plan for notifying students and employees of timely warning if potential danger still exists.
3. Encourage the victim to call 911. Ideally, the victim should make the report but if unable and you are asked, assist in placing the call. This will ultimately be beneficial to the victim's emotional recovery.
4. Encourage the victim to continue the reporting process through Indiana Tech's Title IX violation reporting procedures but inform them that you must report the occurrence to the Title IX Coordinator.
5. Contact Indiana Tech Campus security if it is a current on-campus situation. Campus security will contact the Associate VP of Student Services.
6. Keep in mind the emotional status of the victim. The victim may be more comfortable receiving assistance from someone of the same gender.
7. Discourage the victim from showering, brushing their teeth, bathing, douching, or destroying any of the clothing being worn at the time of the attack. Do not disturb the area of the attack until after an investigation has been completed.
8. After the authorities arrive and gather necessary information, the victim should be taken to the sexual assault treatment center or a hospital emergency room for medical care during which an forensic examination will occur. A change of clothes should be taken with the victim to change into after the exam. Additionally, someone should stay with the victim while at the hospital.
9. Assist the victim in obtaining appropriate counseling, refer them to a university advocate and provide them resources associated with title IX.
10. The first responder and Campus security will document the occurrence.
11. All documentation will be given to the Title IX Coordinator who will work with the investigation and record keeping.

Indiana Tech Missing Student Procedure

The university is required by the Higher Education Opportunity Act to establish and follow a procedure for reporting and investigating reports of missing students who reside in campus residence hall facilities.

Definition
A **missing student** shall be defined as any student who has been reported absent from the university residence halls for more than 24 hours without any known reason.

Reporting Procedure
Reports of suspected missing students should be made to the security office. An incident report will be created for documentation purposes. In addition to the name of the person, the report should contain as much of the additional helpful information listed below as possible.

Investigation
When a report is received regarding a potential missing student, the following protocol will be initiated by the Associate VP of Student Services in cooperation with university security and housing staff:

- An investigation to determine the validity of the missing person report
- Attempt to call any provided cell phone number for the missing student
- Contact missing student's RA and roommates
- Contact appropriate class instructors for class attendance or coaches for athletes
- Contact missing student's missing person contacts
- Contact missing student's parents or legal guardian
- For international students, contact the office of international admissions enrollment
- Check on technology tracking such as network activity, ID card access, and EZ labor payroll
- Obtain vehicle information if registered through permit application and attempt to determine if vehicle is located on campus
- Contact the dining hall for last known usage of facility
- Contact the VP of Student Affairs
- Make a determination of the status of the missing student for further procedures

This step of the procedure is to establish contact with the student who has been reported missing and proper language should be used until the validity of the report has been determined.

Response to Missing Determination
If the result of the investigation determines the student to be missing, the following protocol will occur within 24 hours:

- Notify the missing student's missing person contacts
- If the student is under 18, notify the student's custodial parent or guardian contained in university records
- Notify Fort Wayne Police
- Notify appropriate members of Crisis Management Committee and university staff
- Initiate whatever action deemed appropriate under the circumstances in the best interest of the missing student

Additional Helpful Information
Some additional information that may be helpful to gather before reporting is as follows:

- Description of person – age, build, clothes last seen in, facial hair, glasses, hair length and color, other identifying characteristics
- Length of time missing – last time seen, who were they with, last known destination, type of transportation
- Emotional state – any information provided on emotional state by last people who saw the person (stressed, stable, suicidal, etc.)
- Typical habits, hangout locations, and friends
- Physical state – sleepy, intoxicated, etc.

Campus Wide Search Procedures

In the event that a campus wide search needed to be done, utilizing master keys and building plans is essential for being able to check each room in a building and track which areas have been completed. Coordinate with Facilities Management for key access and work with the crisis management command team to identify which staff will conduct or assist with search. Document which person is assigned to each area and provide them with the building plans. For searches conducted outside, utilize a campus map for tracking.

SECTION 8 – UTILITY EMERGENCIES

Water Leak Emergency

Contact Campus security and report exact location of ruptured water line.

Campus security Responsibilities

1. If leak occurs **after normal office hours,** Campus security should investigate and determine exact location of water leak.
2. If leak is determined to be inside the facility and the equipment has a visible water shut off, Campus security should attempt to turn off water supply and contact the facilities manager.
3. If leak is determined to be outside the facility, Campus security should contact the facilities manager and perform responsibilities as instructed.
4. If leak occurs **during normal office hours,** Campus security should immediately contact the facilities manager and perform responsibilities as instructed.

Facilities Personnel Responsibilities

1. Facility manager will assess situation and determine response based on the type and location of the leak.
   - Water main leak

     Facilities will contact City Utilities water maintenance and service at 311 and request them to shut off the water main.

     The facilities manager will select appropriate contractor to perform the necessary repairs.
   - Water leak inside facility

     Facilities personnel will determine the location of the leak and turn off the water supply as necessary.

The facilities manager will assess the situation and select either a maintenance technician or the appropriate contractor to perform the necessary repairs and the appropriate clean up.

Natural Gas Service Emergency

Natural Gas Main Rupture

1. Immediately call 911 and report location of gas leak. Do not use the telephone near the ruptured gas line.
2. Contact Campus security at extension 2230 and report exact location of gas leak. Do not use the telephone near the ruptured gas line.
3. Campus security should attempt to safely secure the area surrounding the rupture and wait for emergency vehicles to respond.
4. Campus security will contact facilities manager and report leak location.
5. Facilities manager will contact NIPSCO to report gas leak at 1-800-634-3524.

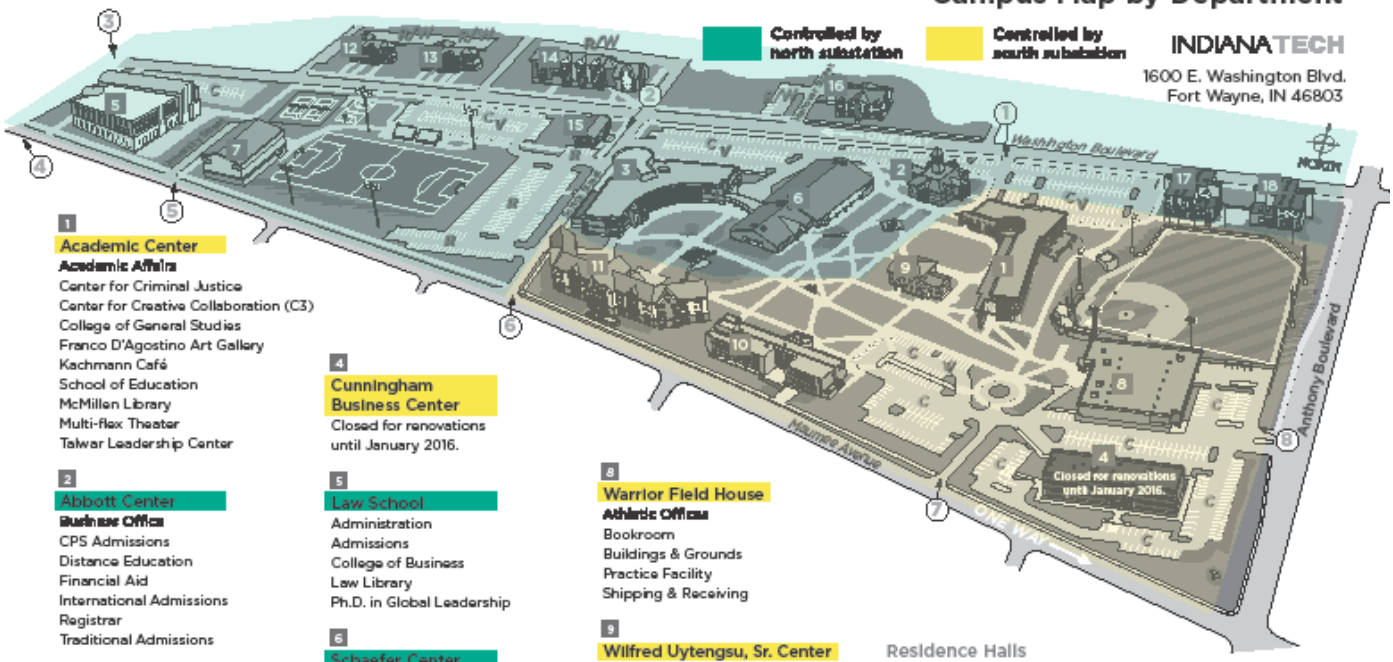
Natural Gas Leak in Facility

1. Immediately evacuate facility where leak has been detected and activate the manual fire pull station as you exit.
2. Immediately call 911 and report location of gas leak. **Do not use a telephone in the facility where the leak has been detected.**
3. Contact Campus security at ext. 2230 and report exact location of gas leak. **Do not use a telephone in the facility where the leak has been detected.**
4. Campus security should secure facility where leak was detected and contact facilities manager.
5. Facilities manager will contact NIPSCO to report gas leak at 1-800-634-3524.
6. Facilities manager will instruct maintenance technician to turn off the main gas supply to effected facility.
7. Emergency personnel and facility manager will determine when facility is safe to occupy.

Electrical Service Emergency

1. If the university experiences an electrical outage the following procedure should be followed.
2. Determine if the outage is campus wide, or is restricted to a specific facility.
3. If outage is caused by downed power lines, dial 911 and keep all personnel and vehicles clear of the area and wait for emergency response.
4. Contact the facilities manager for instructions.
5. If the outage is campus wide the facilities manager will contact American Electric Power at 1-800-311-4634 to determine the length of the outage and report findings using the following methods of communication.
    a. Blackboard Connect
    b. Phones (phone system will operate for a short period of time)
    c. Cellphones
6. If outage is restricted to a specific facility the facilities manager will contact either a qualified maintenance technician or electrician to facilitate the necessary repairs. Our campus is fed from two electrical substations. This campus map details the buildings on campus, along with the electrical substation that services each building:

Campus Map by Department



1 Academic Center
Academic Affairs
Center for Criminal Justice
Center for Creative Collaboration (C3)
College of General Studies
Franco D'Agostino Art Gallery
Kachmann Café
School of Education
McMillen Library
Multi-flex Theater
Talwar Leadership Center

2 Abbott Center
Business Office
CPS Admissions
Distance Education
Financial Aid
International Admissions
Registrar
Traditional Admissions

3 Andorfer Commons
Academic Outreach Office
(Tutoring Center)
Career Center
CPS Operations
Dining Hall
Magee-O'Connor Theater
Residence Life
Security
Seitz Conference Center
Student Life
Tech Treasures
Warrior Information Network (WIN)
Wegener Worship Center

4 Cunningham Business Center
Closed for renovations until January 2016.

5 Law School
Administration
Admissions
College of Business
Law Library
Ph.D. in Global Leadership

6 Schaefer Center
Athletic Director
Athletic Offices
Fitness Center
Main Gym

7 Warrior Athletic Center
Athletic Offices
Practice Gym

8 Warrior Field House
Athletic Offices
Bookroom
Buildings & Grounds
Practice Facility
Shipping & Receiving

9 Wilfred Uytengsu, Sr. Center
Accounting & Finance
Alumni Relations
CPS Administration
Human Resources
Institutional Advancement
Marketing
President

10 Zollner Engineering Center
College of Engineering
Information Technology Services
School of Computer Sciences

Residence Halls
11 Pierson Center
12 Warrior Row A
13 Warrior Row B
14 Warrior Row C
15 Kalbfleisch Hall
16 Yergens-Rogers Hall
17 Evans-Kimmell Hall
18 Frank & Anne Oropeza Hall

Parking
- Residential Permit Parking
- Commuter Permit Parking
- Visitor Parking
- Rogers/Warrior Row Permit Parking

Entrances

Campus Security Responsibilities

1. All Campus security officers should remain at their assigned posts and wait for information and instructions.
2. Communicate information and instructions to building occupants, especially other faculty, staff and administrators, so they can determine if the outage requires class dismissal or alteration of work assignments.
3. Campus security officers should continue to monitor radio traffic for further updates and remain visible at the main entrance of the facility.
a. UPS will maintain repeater for only a brief period supervisor should instruct radio users to switch to channel 2 until power has been restored.
4. Campus security should only leave assigned post if instructed to do so by immediate supervisor on duty.

Cafeteria Personnel Responsibilities

1. If necessary return all items that need refrigeration to the appropriate cooler or freezer immediately.
2. Close and secure all cooler and freezer doors. Doors must remain secured until power has been successfully restored.

Residence Life Staff Responsibilities

1. Resident Assistants will be notified and requested to assist in monitoring lobbies, hallways, and community areas inside the residence halls.

Facilities Personnel Responsibilities

1. Facility manager will assess outage and determine response based on type of outage.
   - Campus Wide Outage
     Facility personnel will wait for power to be restored and reset equipment and systems as required.
   - Facility Specific Outage
     Facilities will determine the cause of outage and perform repairs or call for service from the appropriate service provider.
   - Downed Power Lines
     Call 911 and secure area surrounding downed power lines. Wait for emergency response and for utility company repairs.

SECTION 9 – COMPUTER EMERGENCIES

Virus Disruption

Faculty/Staff Responsibilities

Indiana Tech maintains anti-virus software on all computers; however, there are times when a new virus makes it past this protection. Please review the following actions to deal with a virus infection on your computer.

1. If you are notified that you have a virus WHICH HAS BEEN "CLEANED," please close the window and continue to work normally. The anti-virus package has dealt with the issue appropriately.

2. If you are notified that a virus CANNOT BE "CLEANED," please follow the actions noted in the reporting section of this page. IT Services staff will review the situation and take the appropriate actions.

Reporting

It will be required by all workforce members to report information security incidents within 24 hours of the occurrence. The process of the reporting an incident is as follows:

- Contact the IT Services Department through any or all of the following means:
  - Email: statdesk@indianatech.edu
  - Tel: 260-399-2858
  - Internal: x2369
- If appropriate,
  - IT Services will complete the Information Security Incident Report Form with assistance from the individual who reported the incident.
  - IT Services will email the completed form to the Incident Response Team

Network Intrusion

Faculty/Staff Responsibilities

Indiana Tech's subscribes to reasonable and customary network security measures; however, any computer connected to a network has some level of risk. IT Services takes very seriously any attempt to bypass network security measures.

Please take the following actions if you are made aware of any of the following:

- Unauthorized individuals having access to University confidential information
- Students/non-employees "boasting" about a network security lapse being exploited
- Student data being stolen or misused

1. Immediately submit a High Priority ST@T Help Desk request per the instructions found in the reporting section.

2. Information Technology staff will follow-up, review the situation, and take the appropriate action.

3. In order to maintain confidentiality while researching the issue, do NOT discuss the incident with anyone else at the university.

Reporting

It will be required by all workforce members to report information security incidents within 24 hours of the occurrence. The process of the reporting an incident is as follows:

- Contact the IT Services Department through any or all of the following means:
  - Email: statdesk@indianatech.edu
  - Tel: 260-399-2858
  - Internal: x2369
- If appropriate,
  - IT Services will complete the Information Security Incident Report Form with assistance from the individual who reported the incident.
  - IT Services will email the completed form to the Incident Response Team

Information Security Incident Response

Information security incidents are defined as an attempt or successful unauthorized access, use, disclosure, modification or destruction of Indiana Tech's data assets; or violation of explicit implied provisions set forth in Indiana Tech's acceptable use or related security policies. Below are examples of information security incidents (bit are not limited to):

- Computer Security intrusion
- Unauthorized use of systems or data
- Unauthorized change to computer or software
- Loss or theft equipment used to store data assets
- Denial of service attack
- Interference with the intended use of information technology resources
- Compromised User ID's

An incident that has been deemed as significant are incidents that may pose a threat to Indiana Tech's resources, stakeholders, and/or services. Below are examples of incidents that are deemed as significant (but not limited to):

Involves potential unauthorized disclosure of data assets (as defined below)

- Involves serious legal issues
- May cause severe disruption to critical services
- Involves active threats
- Is widespread
- Is likely to raise public interest

A data asset is defined as information whose unauthorized disclosure may have serious adverse effects on Indiana Tech's reputation, resources, services, or individuals.

Reporting

It will be required by all workforce members to report information security incidents within 24 hours of the occurrence. The process of the reporting an incident is as follows:

- Contact the IT Services Department through any or all of the following means:
  - Email: statdesk@indianatech.edu
  - Tel: 260-399-2858
  - Internal: x2369
- If appropriate,
  - IT Services will complete the Information Security Incident Report Form with assistance from the individual who reported the incident.
  - IT Services will email the completed form to the Incident Response Team

Emergency Phone Messages

In order to provide accurate communication and expectations during a crisis event at Indiana Tech, a method has been established for callers to the university to receive a message related to a crisis situation with references to where additional information can be found.

Crisis Message Process

1. Crisis Team Director activates the Crisis Team or subset thereof

2. Crisis Team Director determines an emergency phone message is necessary
   a. Primary Contact for Initiation: Security Office to initiate the message
   b. Secondary Contact: Director of Facilities
   c. Third Contact: Network/Telecommunications Manager

3. When the Crisis Team Director decides the immediate crisis is closed or the phone message has been determined to be unneeded, one of the contacts named above must be contacted to turn off the emergence message.

Section 10 – Crisis Communications

Communication/Public Information Response Team

Overview

The Communication/Public Information Response Team is one of several Crisis Response Teams within the university. The team is responsible for providing information to all affected parties in a crisis, including students, faculty, staff, Board of Trustees, and the media.

Team Member Responsibilities

Director of Marketing & Communications: The director of marketing & communications is the team leader and the primary spokesperson for communication with the media and general public. The director of marketing is responsible for:

- Crafting and disseminating announcements, warnings, information and updates using the appropriate communication tools for the situation
- Responding to inquiries from media and the general public
- Arranging news conferences as needed
- Monitoring media/public reaction and sharing the information with other Crisis Management Team members as needed
- Directing other Communication/Public Information Response Team members to assist as needed

VP for University Relations: Depending on the nature of the situation, the VP for university relations may assume the role of primary spokesperson for the university. The VP for university relations also serves as team leader when the director of marketing & communications is unavailable.

Webmaster: Depending on the nature of the situation, the webmaster's responsibilities may include:

- Posting and updating notifications on the IndianaTech.edu home page
- Building additional web pages
- Maintaining alternative disaster response page
- Assisting with social media postings

Other team members: Depending on the nature of the situation, other team members' responsibilities may include:

- Serving as alternate team leader when director of marketing & communications is unavailable
- Taking photographs to document situation
- Creating materials such as signage and flyers to provide information and directions during crisis/emergency situation
- Assisting with media/public response by taking messages and/or providing scripted responses

- Assisting other crisis response teams as needed

Additional information on general duties of the team, names of team members, and contact information can be found in the university's Crisis/Emergency/Safety Management Plan.

Communication Tools

Available Communication Tools

A variety of tools are available for sharing information with various internal and external audiences.

Indiana Tech web site

- **Use:** The Indiana Tech web site will be the primary repository for detailed information throughout a crisis situation. An Emergency Announcements page exists within the website, however, in normal circumstances it is not public. During crisis situations, a large graphic is placed near the top of the home page giving a brief statement of the situation and linking visitors to the announcement page for more details.
- **Authorized users:** Marketing
- **Responsible for maintenance:** Marketing

Public address speakers

- **Use:** Outdoor speakers will be used to blast emergency announcements across campus when immediate safety is a concern.
- **Authorized users:** Security, Director of Security & Facilities Operations, Director of Marketing & Communications
- **Responsible for maintenance:** Buildings & Grounds

Blackboard Connect

- **Use:** Used for communication via phone, email, text, PA, and social media to various groups
- **Authorized users:** Security, Marketing, IT, Director of Security & Facilities Operations, AVP-Student Life
- **Responsible for maintenance:** IT/Marketing

Facebook/Twitter

- **Use:** Social media will be used to share messages and direct users to university website for more information. These tools also can be used to answer questions regarding the situation.
- **Authorized users:** Marketing
- **Responsible for maintenance:** Marketing

Email

- **Use:** Email notifications will be used to communicate with staff, faculty and students. Depending on the situation, the message can be tailored to the recipient group.
- **Authorized users:** Security, EVP for Finance & Administration, Marketing, IT
- **Responsible for maintenance:** IT maintains the email distribution lists for various groups based on their role in the university community.

News Media

- **Use:** Local TV and radio stations will be notified when a campus is closed in order to notify the general public. Additional communication with broadcast and print news outlets will be used when appropriate (for example, in the case of a fire it may be necessary to announce information regarding injuries and damages after the crisis has been resolved).
- **Authorized users:** Marketing
- **Responsible for maintenance:** Marketing

Use of Communication Tools

Multiple communication tools will be used to reach as many people as possible in crisis/emergency situations. The appropriate tools for various situations are indicated by an X in the chart below.

	Method of Communication by Indiana Tech							
Situation	**Phone**	**Web site**	**Email**	**Text**	**Facebook**	**Twitter**	**News Media**	**PA**
Tornado Warning			X	X				X
Campus closed	X	X	X	X	X	X	X	
Avoid Area	X	X	X	X	X	X	*	X
Campus Fire	X	X	X	X	X	X		X
Evacuation	X	X	X	X	X	X	*	X
Hazardous Materials Spill	X	X	X	X	X	X	*	X
Shooting/Police Emergency	X	X	X	X	X	X		X
All Clear	X	X	X	X	X	X		X

** Notification of news media depends on nature and scope of situation.*

Blackboard Connect enables most communication methods to be used simultaneously. If for some reason Blackboard Connect is not available, the list below notes the order in which the communication tools will be used. When multiple people are available to assist, some steps in the communication flow may occur simultaneously or slightly out of order. For example, the

Director of Marketing & Communications may send a text while security or the Director of Security & Facilities Operations issues a PA announcement.

- Tornado Warning
    1. PA
    2. Email
    3. Text
- Campus closed
    1. Email
    2. Text
    3. Website
    4. News media
    5. Twitter
    6. Facebook
- Avoid Area
    1. PA
    2. Email
    3. Text
    4. Website
    5. News media*
    6. Twitter
    7. Facebook
- Campus Fire
    1. PA
    2. Email
    3. Text
    4. Website
    5. Twitter
    6. Facebook
- Evacuation
    1. PA
    2. Email
    3. Text
    4. Website
    5. News media*
    6. Twitter
    7. Facebook
- Hazardous Materials Spill
    1. PA
    2. Email
    3. Text

    4. Website
    5. News media*
    6. Twitter
    7. Facebook
- Shooting/Police Emergency
    1. PA
    2. Email
    3. Text
    4. Website
    5. Twitter
    6. Facebook
- All Clear
    1. PA
    2. Email
    3. Text
    4. Website
    5. Twitter
    6. Facebook

Emergency Message Samples/Templates

The following messages have been drafted for use in Blackboard Connect.

Avoid Area

(Location) is closed due to (situation). Avoid the area until further notice. Go to IndianaTech.edu for more information.

Fire

Fire reported at (location). Avoid the surrounding area until further notice. Go to IndianaTech.edu for more information.

Small evacuation

Emergency at (location), evacuate area immediately and avoid until further notice. Go to indianatech.edu for more information.

Large evacuation

Evacuate the campus immediately due to (emergency). Go to IndianaTech.edu for more information.

HazMat spill

Hazardous materials at (location). Stay indoors or go indoors until further notice. Go to IndianaTech.edu for more information.

Shooting

Report of shots fired at (location). Go to secure location and lockdown now! Go to indianatech.edu for more information.

Police Emergency

Police emergency at (location). Remain indoors or seek indoor shelter immediately! Go to IndianaTech.edu for more information.

Weather emergency

A tornado warning has been issued. Go to designated shelter areas indoors immediately and remain indoors until further notice.

All clear

The emergency has passed. All clear! Resume normal activities, but please use caution.
The tornado warning has expired. You may resume normal activities.

Test

This is a test of the Warrior Alert system. In a real emergency you would be directed to IndianaTech.edu for more information. This is only a test.

SECTION 11 – APPENDICES

APPENDIX A

Emergency Assistance

On-Campus

1. **Emergency:** dial 911 from on-campus

2. **Campus security:** dial ext. 2230 or direct line 260-399-2805 or cell phone 260-740-6642

3. **Maintenance:** dial ext. 2246 or cell phone 740-6643

Off-Campus

Fort Wayne City Services 311
American Red Cross 480-8100
Allen County Sheriff.....911 or 449-3000
AEP (outage).....800-311-4634
AEP (customer service) 800-311-4634
Emergency Management/Civil Defense 439-8300
Environmental Emergencies 888-233-7745
Fort Wayne City Police/Emergency .....911 or 427-1222
Fort Wayne Fire Department .....911 or 427-1478
Fort Wayne Health Department 449-7561
Fort Wayne Street & Sanitation Department 427-1235
Fort Wayne Water Maintenance 427-1247
Indiana Poison Center 800-222-1222
Indiana State Police (Emergency only).....800-552-0976
National Response Center (hazardous spills and releases) 800-424-8802
Parkview Hospital 373-4000
Lutheran Hospital 435-7001
St Joseph Hospital..... 425-3000
Frontier 1-800-921-8104 (24 hr. service) 800-921-8104
NIPSCO (customer service).....800-464-7726
NIPSCO (gas leak).....800-634-3524

APPENDIX B

Community Counseling Resources - Fort Wayne Campus

Student Assistance Plan

Parkview Behavioral Health **260-373-7500**

(Onsite counseling available during specific hours)
(Inpatient and outpatient mental health services located at 1720 Beacon St.)
For questions regarding plan and referrals, contact AVP – Student Services at extension 2234.
NO SLIDING SCALE

Information and Referral

First Call For Help **211** (free call from cell)
1-877-502-0700
260-744-0700

Excellent source of information on wide variety of services, support groups, etc. This is an excellent source to start with if you don't know where to go for help. Will take crisis calls. firstcallinfo.org

Personal Crisis

Access Center (of Parkview Behavioral Health) **260-373-7500**

- Free assessments for individuals in crisis
- a doctor's referral is **not** needed
- call number for appointment
- every effort is made to see the person within 24 hours
- Best place to start for crisis intervention.

Park Center – Community Mental Health Center **260-481-2700**

909 E. State Blvd.

24 Hour Emergency Services (of Park Center) **260-471-9440**

Eating disorders: ask for Call Center
Park Center is a large comprehensive mental health center and would have services for most problems. Medical services are available for clients needing medication (i.e., antidepressants).
Best place to start with mental health issues.
*fees on sliding scale

Catholic Charities **260-745-7039**
915 S. Clinton
Counseling Services Available
*fees on sliding scale

Family & Children's Services **260-744-4326**
2712 S. Calhoun St.
Counseling Services Available
*fees on sliding scale

Lutheran Social Services **260-426-3347**
330 Madison
Counseling Services Available
*fees on sliding scale

Fort Wayne Women's Bureau **260-424-7977**
2417 Fairfield Ave.
Rape counseling Monday through Friday, 8 a.m. – 5 p.m. (appointment only)
Encourage decision-making, provide support, information, referrals, business start up counseling
No charge for initial meeting

Rape Crisis Hotline **260-426-7273**
Women's Bureau

YWCA Shelter **260-447-7233**
Battered Women – 24-hour Hotline **800-441-4073**

YWCA Hope Center for Pregnancy and Relational Resources **260-422-3544**
3630 Hobson Rd.
Advocacy for pregnant women; not professional counseling
No charge

Center for Non-Violence **260-456-4112**
235 W. Creighton
Provides education and support for non-violence

Addictions – Substance Abuse

Park Center **260-481-2700**
1909 Carew St.
*fees on sliding scale

Alcoholics Anonymous **260-471-6262**
Self-help – not professional; helps individuals learn, once they have stopped drinking, to rebuild a life in which drinking is not the focus.

Narcotics Abuse 24 Hour Helpline and Treatment **1-800-711-6375**

Planned Parenthood **260-423-1322**
3914 W. Jefferson Blvd.
Birth Control
Pap Smears
STD Testing
Emergency Contraceptives
*fees on sliding scale

****A sliding fee scale means that clients are charged for services according to their ability to pay.***

Community Counseling Resources - Other Campus/Classroom Locations

Locations	Community Mental Health Center
Auburn **Avilla** **Kendallville**	**Northeastern Center, Inc.** 220 South Main Street, PO Box 817 Kendallville, IN 46755 (260) 347-2453/after hrs (800) 790-0118 Jerry Hollister, CEO northeasterncenter.org serving Dekalb, LaGrange, Noble, and Steuben counties
Columbia City **Huntington** **Warsaw**	**The Otis R. Bowen Center for Human Services, Inc.** 850 North Harrison Street Warsaw, IN 46581-0497 (574) 267-7169 Kurt Carlson, MS, CEO bowencenter.org serving Huntington, Kosciuscko, Marshall, Wabash and Whitley counties
Bluffton	**Bluffton Counseling Services (Park Center)** 1115 South Main Street Bluffton, IN 46714 (260) 824-1071 or 1-866-654-1071

INDIANAPOLIS AREA

Locations	Community Mental Health Center
Anderson	**Aspire Indiana** 2020 Brown St. Anderson, IN 46015 (765) 641-8389 Richard DeHaven, CEO http://www.cfmh.orgaspireindiana.org serving Madison countyhttp://www.cfmh.orghttp://www.cfmh.org
Carmel **Fishers** **Indianapolis**	**Aspire Indiana** 697 Pro-Med Lane Carmel, IN 46032 (317) 587-0500 http://www.cfmh.orgaspireindiana.org serving Marion (pike and Washington Townships), Hamilton and Boone Countieshttp://www.cfmh.orghttp://www.cfmh.org
Crawfordsville	**Wabash Valley Hospital, Inc.** 1480 Darlington Ave Crawfordsville, IN 47933 (765) 362-2852 Rick Crawley, CEO wvhmhc.org serving Jasper, Newton, Carroll, White, Warren, Montgomery, Tippecanoe, Benton and Fountain counties
Frankfort **Kokomo**	**Howard Regional Health Systems** **Behavioral Health Services** 322 N Main St. Kokomo, IN 46901 (765) 453-8555 Nicky Scott, VP of BHS howardregional.org

serving Clinton, Howard, and Tipton counties

INDIANAPOLIS AREA cont.

Locations	Community Mental Health Center
Greenwood **Indianapolis**	Indianapolis, IN 46250 (317) 621-5719 (866) 621-5719 Bryan Mills, Network President & CEO serving Marion (Lawrence and Warren Townships), Hancock, and Shelby counties
Gallahue Mental Health Services 6950 Hillsdale Court	
Indianapolis **Martinsville**	**Centerstone Monroe County** 645 South Rogers Street Bloomington, IN 47403 (812) 339-1691 serving Lawrence, Monroe, Morgan, Owen and Marion counties Services in Spanish & variety of other languages.
Indianapolis **Greenwood**	**Adult & Child Mental Health Center** 8320 Madison Avenue Indianapolis, IN 46227 (317) 882-5122 adultchild.org serving Johnson county, Decatur, Perry and Franklin Township of Marion County, Beech Grove
Indianapolis	**Midtown Community Mental Health Center** 1001 W 10th St. Indianapolis, IN 46202 (317) 554-2704 Lisa E. Harris, M.D. CEO serving Marion County Eskenazihealth.edu

INDIANAPOLIS AREA cont.

Locations	Community Mental Health Center
Muncie	**Meridian Services** 240 North Tillotson Avenue Muncie, IN 47304 (765) 288-1928 meridianhs.org Delaware, Henry, and Jay counties

SOUTHERN INDIANA / KENTUCKY AREAS

Louisville/Jeffersonville	
	Breckenridge Counseling Center 2950 Breckenridge Lane, Suite 10A Louisville, KY 40220 (502) 509-7079 breckenridgecounseling.com serving Kentuckiana area
	Behavioral Counseling Services 2210 Goldsmith Lane Louisville, KY 40220 Tel (502) 479-1002 BCSLOU.com serving Kentuckiana area
Evansville	**ADAPT Counseling Services** 715 North 1st Avenue, Suite 44 Evansville, Indiana 47710 812-421-9900 (Evansville, Indiana) 270-454-4558 (Henderson, Kentucky) adaptcounselingservices.comlicensed and certified in KY, IN and Ill.
Covington/Northern Kentucky	**The Crossroads Center** 311 Martin Luther King Dr E Cincinnati, OH 45220 (P): 513-475-5300 thecrossroadscenter.com/ serving Kentuckiana area

SOUTHERN INDIANA / KENTUCKY AREAS cont.

Locations	Community Mental Health Center
Greater Cincinnati area	**Lifepoint Solutions** Northern Kentucky Center 434 Scott Boulevard Covington, Kentucky 41011 Phone: 859.291.1121 lifepointsolutions.org/

ELKHART AREA

Elkhart	**Oaklawn Psychiatric Center** 2600 Oakland Avenue Elkhart, IN 46517 574/533-1234 Laurie N Nafziger, President & CEO oaklawn.org serving Elkhart county
Munster	**Mid-America Psychological and Counseling Services, PC** 9335 Calumet Ave. Ste D Munster, IN 46321 219-513-8508 midamericapsych@aol.com serving Elkhart county
	Regional Mental Health Center 5900 Hohman Ave Hammond, IN 46320 219.931.0427 regionalmentalhealth.org Serves Lake & Porter Counties EMERGENCY HOTLINE 219.769.4005
Mishawaka	**Memorial Epworth Center** 420 N Niles Ave South Bend, IN 46617 574/647-8400 qualityoflife.org serving St. Joseph and surrounding counties

ADD CHICAGO & DETROIT

APPENDIX C

Indiana Tech CPR/First Aid/AED Certified Staff List		
Last Name	**First Name**	**Building:**
Allen*	Jason	WAC
Biggs*	Jessie	Schaefer
Bokhart	Gordan David	WAC
Brooks*	Patrice	Andorfer
Danals*	Brandt	WAC
Deprey	Ed	Schaefer
Dickson	Christopher	Andorfer
DiCristofaro*	Frank	WAC
Dreyfus	Jeff	WAC
Eberhart	Kassidy	Andorfer
Edgar	Doug	WAC
Heyman	Joy	Fieldhouse
Hurst	Jenita	Cunningham
Huttie*	Zach	Fieldhouse
Kellogg*	Rachel	Andorfer
Klinker	Kyle	Andorfer
LaMont	Lydia	Law School
Lipocky	James	Schaefer
Martin*	Arian	Schaefer
Martin	Leslie	Schaefer
McWilliams	Kip	Fieldhouse
Mettert	Kelly	Schaefer
Miller	Tierni	WAC
Osborne	Thomas	WAC
Peckinpaugh*	John	Schaefer
Pompei	Thomas	WAC
Resinger	Joshua Caleb	Cunningham
Robinson	Beth	Academic Center
Ross	Jennifer	Uytengsu
Roy	Judy	Uytengsu
Sark	Donna	Andorfer
Savieo	Kimberly	Law School
Seaman*	Brian	Schaefer
Seiler	Ryan	Andorfer
Sheehan	John	Cunningham
Snyder	Reisa	Academic Center
Snyder	Arthur	Uytengsu
Snyder	Camille	Uytengsu
Wilkins	Bonnie	Cunningham
Wilson*	Kourtney	Schaefer
Wolfe	Joshua	WAC
Zimny*	Stephanie	Fieldhouse

All security staff and athletic trainers are certified.
*denotes pending renewal or new certification at time of revision

CPR/AED/First Aid Certified RA Staff

Last Name	First Name
Abraham	Darrin
Barnes	Brandi
Cordero	Anabell
Derosier*	Tamia
Dixon	Alain
Duckmann*	Geoff
Franklin	James
Garner*	Deliyah
Hostetler*	Tim
Mifsud	Laurence
Miracle	Cynthia
Pham*	Anh
Riley	Kerigan
Stone	Devin
Strellen*	Robin
Torres	Matthew
Tremaine*	Heidi
Wilson*	LaTonya
Woods	DeShawn
Zurcher	Jessica

*denotes pending renewal or new certification at time of revision

APPENDIX D

Crisis Response Teams Contact Numbers

FACILITIES RESPONSE TEAM

	HOME	OFFICE	CELL PHONE
Mike Townsley		ext. 2246	(260) 740-6643
Richard Burns		ext. 2450	(260) 452-6978
Justin Elder		ext. 2451	(260) 705-6998

BUSINESS OFFICE RESPONSE TEAM

	HOME	OFFICE	CELL PHONE
Judy Roy	ext. 2114	(260) 341-2421	
Shelly Musolf		ext. 2300	(260) 348-0053 (260) 750-2528 (spouse Craig)
Carrie Billings		ext. 2528	(260) 449-1833
Frank Kahn		ext. 2290	(260) 466-3653 (260) 466-7403 (spouse Tara)
Jessica Pena		ext. 2303	(503) 998-9482
Jennifer Gaff (Payroll)		ext. 2364	(260) 433-3661
Jamie Eloph		ext. 2329	

LAW SCHOOL RESPONSE TEAM

	HOME	OFFICE	CELL PHONE
John Nussbaumer		ext. 3445	(248) 520-4772
Lydia LaMont		ext. 3444	(260) 715-9913
Celia Garza		ext. 3415	(260) 255-1103
Katrese Reeves		ext. 3417	(260) 445-4184

Vicki Troemel	ext. 3442

COMMUNICATION/PUBLIC INFORMATION RESPONSE TEAM

	HOME	OFFICE	CELL PHONE
Matt Bair	(260) 637-8809	ext. 2250	(260) 341-0605
Brian Engelhart	(260) 625-1083	ext. 2299	(260) 444-6882
Elizabeth Lowe	(260) 310-2242	ext. 2231	
Julie Farison		ext. 2212	(260) 422-1252
Lucinda Neff	none	ext. 2296	(574) 538-9416
Sarah Suraci		ext. 2347	(260) 797-2776

STUDENT/STAFF SUPPORT SERVICES RESPONSE TEAM

	HOME	OFFICE	CELL PHONE
Chris Dickson	(260) 918-3157	ext. 2234	(260) 403-4140
Daniel Stoker	(260) 676-2226	ext. 2276	(317) 370-6651
Jill Thomas	none	ext. 2227	(330) 289-2330
Debra Warren		ext. 2244	(205) 535-0374
Andrea Check	(260) 486-1002	ext. 2158	(231) 466-3537
Rachel Kellogg	none	ext. 2235	(260)704-4627
Garrett Tyk		ext. 2263	(260) 385-6242

COMMAND CENTER SUPPORT RESPONSE TEAM

	HOME	OFFICE	CELL PHONE
Chris Black	(260) 755-5514	ext. 2277	(260) 241-1005
Penny Egly	None	ext. 2202	(260) 418-6969
Jennifer Ross	None	ext. 2131	(260) 452-5488

Nancy 'Abby' Teders	(260) 443-5490	ext. 2274	(260) 443-5490
Amy Jagger	(260) 755-5649	ext. 2137	(260) 341-8354
Arienne Juliano	None	ext. 2418	(260) 578-0340

INFORMATION TECHNOLOGY RESPONSE TEAM

	HOME	OFFICE	CELL PHONE
Jeff Leichty	None	ext. 2104	(260) 348-9529 (260) 920-4647 (spouse Jennie)
Dave Bulanda	(260) 486-7333	ext. 2312	(260) 402-8969
Joel Esslinger	(260) 436-0933	ext. 2247	(260) 403-0616
Kyle Johnson	None	ext. 2107	(260) 343-1606
Jason Mutzfeld	None	ext. 2220	(260) 235-1671 (260) 444-6955 (spouse Michelle)

CPS OPERATIONS RESPONSE TEAM

	HOME	OFFICE	CELL PHONE
FW/Hunt/Kend			
Sharon Lokuta	ext. 2278	(260) 515-3823	
Casey Hunsucker	ext. 2353	(317) 258-1185	
Elk/Mun/War/Mish			
Casey Hunsucker		260-422-5561 ext. 2353	(317) 258-1185
Lisa Kindred		574-296-7075 ext. 4435	(574) 309-0965
Indy/Plain/Green/Fish/Lou/NKen/Jeff			
Eric Shearer		260-422-5561 ext. 2232	(260) 267-8331
Laina Molaski		317-466-2121 ext. 4111	(317) 989-0469
Lisa Moeller		859-916-5884 ext. 5120	(859) 816-0010

ADDITIONAL CRISIS MANAGEMENT TEAM MEMBERS

	HOME	OFFICE	CELL PHONE
Sharon Lokuta		ext. 2278	(260) 515-3823

Frank Kahn	ext. 2290	(260) 466-3653
Courtney Shull	ext. 2214	(419) 506-1360
Dominic Lombardo	ext. 2248	(260) 437-7222
Lisa Brown	ext. 2291	

BUILDING COORDINATORS & ALTERNATES

	OFFICE	CELL PHONE
Frank Kahn (Lead Coordinator)	ext. 2290	(260) 466-3653
Jennifer Mahocker (Academic Center)	ext. 2536	(260) 760-8480
Josh Francis – Alt – (Academic Center)	ext. 2343	(419) 630-3873
Cindy Verduce (Andorfer)	ext. 2200	(260) 438-7697
Andrea Check – Alt - (Andorfer)	ext. 2158	(260) 466-3537
Amanda Ebert (Abbott)	ext. 2456	(765) 517-1190
Andrea Crilly – Alt - (Abbott)	ext. 2153	(260) 431-3108
Joy Heyman (Warrior Field House)	ext. 2138	(260) 580-5995
Justin Neff – Alt - (Warrior Field House)	ext. 2284	(317) 376-3581
Caleb Resinger (Cunningham)	ext. 2374	(559) 960-2062
Jeff Zimmerman – Alt - (Cunningham)	ext. 2117	(910) 273-5827
Rachel Kellogg (Residence Halls)	ext. 2235	(260) 704-4627
Chris Dickson – Alt - (Residence Halls)	ext. 2234	(260) 403-4140
Jill Thomas (Schaefer Center)	ext. 2227	(260) 289-2330
Debra Warren – Alt - (Schaefer Center)	ext. 2492	(205) 535-0374
Penny Egly (Uytengsu)	ext. 2202	(260) 418-6969
Jennifer Ross – Alt - (Uytengsu)	ext. 2131	(260) 452-5488
Jim Lipocky (WAC)	ext. 2262	(260) 797-2767
David Bokhart – Alt -(WAC)	ext. 2275	(260) 403-9686
John Nussbaumer (Law School)	ext. 3445	(248) 520-4772
Lydia LaMont –Alt- (Law School)	ext. 3444	(260) 715-9913
Kris Byndom (Zollner)	ext. 2216	(260) 249-5597
Dave Aschliman – Alt (Zollner)	ext. 2102	(260) 341-1608

OTHER PHONE #S TO KNOW

	HOME	OFFICE	CELL PHONE
Scott Thum		ext. 2208	(906) 362-2965
Juan Rodriguez		ext. 2249	(260) 403-1969
Andrea Check	(260) 486-1002	ext. 2158	(260) 466-3537
Nicole Scott		ext. 2209	(574) 850-1901

Uytengsu 2nd Floor Conf	ext. 2009
Andorfer Board Room	ext. 2420
C3 Conference Room	ext. 2554
Dean's Conf Room – Law School	ext. 3455
Crystal Vann Wallstrom	ext. 2134

ATHLETIC DEPARTMENT CONTACT INFORMATION

	SPORT	OFFICE	CELL PHONE
Debra Warren	Athletic Director	ext. 2244	(205) 535-0374
Jill Thomas	Adm. Assistant	ext. 2227	(330) 289-2330
Jessie Biggs	Women's Basketball	ext. 2282	(641) 777-7388
David Bokhart	Men's Soccer	ext. 2275	(260) 403-9686
Frank DiCristofaro	Hockey	ext. 2457	(313) 443-0934
Doug Edgar	Cross Country/Track	ext. 2115	(260) 466-1633
Thomas Pompei	Wrestling	ext. 2495	(317) 730-4056
John Peckinpaugh	Men's Basketball	ext. 2323	(765) 717-9363
Stephanie Zimny	Softball	ext. 2280	(219) 629-1699
Tierni Miller	Cheer	ext. 2507	(260) 610-1589
Jim Lipocky	Women's Soccer	ext. 2262	(260) 797-2767
Kip McWilliams	Baseball	ext. 2313	(260) 602-3795
Kelly Mettert	Golf	ext. 2123	(260) 710-6090
Bryan Seaman	Men's Lacrosse	ext. 2128	(978) 790-4690
Debra Warren	Band	ext. 2244	(205) 535-0374
Thomas Osborne	Bowling	ext. 2260	(260) 760-3165
Tyler Stevenson	Sports Information	ext. 2492	(219) 242-9548

Jason Allen	Women's Lacrosse	ext. 2425	(419) 514-6564
Brandt Danals	Tennis	ext. 2136	(260) 458-4105
Kourtney Wilson	Volleyball	ext. 2383	(330) 933-1512
Josh Wolfe	XCountry	ext. 2504	(260) 908-2201
Rich Riles	Athletic Trainer	ext. 2322	(260) 417-1072
Brittany Pompei	Athletic Trainer	ext. 2322	(218) 791-9352
Zach Nagle	Athletic Trainer	ext. 2322	(260) 438-2121

APPENDIX E

Notification Cabinet Phone Tree

First Point of Contact: Campus security/Mike Townsley

Mike Townsley or Campus security makes one connected phone call to the Cabinet in the following order:

1st Call:

- **Judy Roy**, EVP of Finance & Administration, ext. 2114
  - Cell: (260) 341-2421
  - Home: (260) 442-7081 (son Jared)

Alternate #1:

- **Brian Engelhart**, VP of University Relations, ext. 2299
  - Cell: (260) 444-6882
  - Home: (260) 625-1083

Alternate #2:

- **Dan Stoker**, VP of Student Affairs, ext. 2276
  - Cell: (317) 370-6651
  - Home: (260) 676-2226

Alternate #3:

- **Mike Townsley**, Dir of Security & Facilities Operations, ext. 2246
  - Cell: (260) 740-6643

Alternate #4:

- **Jeff Leichty**, Dir of IT Services, ext. 2104
  - Cell: (260) 348-9529

Cabinet Emergency Contacts:

- **Arthur Snyder**, President, ext. 3333
  - Cell: (260) 417-6604

- **Steve Herendeen**, VP for Enrollment Management, ext. 2121
  - Home: (260) 349-0283
  - Cell: (260) 414-8021

- **John Shannon**, VP for Academic Affairs, ext. 2207
  - Cell: 260-668-0276

- **Charles Cercone**, Dean and Professor of Law, ext. 3420
  - Cell: (517) 490-0778