

INDIANA **TECH**

REGIONAL CRISIS MANAGEMENT PLAN

August 10, 2022

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Introduction & Purpose of Plan

This plan outlines the procedures to be used at regional campuses for various crises. The procedures have been adapted from the main campus plan to meet the needs of our smaller CPS campuses. This plan defines the CPS Operations Team, location coordinators, number of crisis, 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 crises; however, the advanced planning done in its preparation and related training should help facilitate calm, quick, and thorough responses should a crisis situation arise.

Regional campus location coordinators and managers are expected to discuss and train items from this plan at least once per year. Fire, tornado, active shooter, and violent student response should be reviewed quarterly and with all new incoming regional employees.

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

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

IF 911 is called or other event that is considered a crisis situation, call Director of CPS Operations - Casey Hunsucker x2353, Alternate: Director of Safety and Security - Devin Blackford x3438 (260-399-2805 after hours). If neither are available, use the CPS Operations phone tree (page 7).

The Director of CPS Operations will immediately contact emergency personnel if appropriate, Crisis Management Team personnel, and the Vice President of Enrollment Management.

The exception to the above is Computer Emergencies. The first point of contact should be a high priority IT ticket or dial 317-466-2121, x 2769.

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 but are not limited to: 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 local county Emergency Management Team, the Indiana State Police and/or the local 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 current detailed procedures accessible to carry out their responsibilities.

Declaration of Campus State of Emergency

In a crisis situation, the President, the Executive VP of Finance & Administration, the VP of Student Affairs, the VP of Marketing & Communication, the Director of Safety & Security, or the Director of Facilities Management may declare a campus state-of-emergency. The VP of Enrollment Management may also declare a campus state-of-emergency for regional locations.

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.

Campus Visitors

Guests and contractors on university property will not have access to emergency university communications such as Blackboard Connect. To ensure their safety, employees who are hosting the visitor must communicate with the guest as an emergency arises and inform them of what to do next. Visitors should follow the directions of their host, including moving to specified locations or evacuating as necessary. Hosts should maintain consistent communication with the visitor until the emergency has passed or the visitor has safely left the campus.

Crisis Management Team & Leadership

Crisis Management Director:

EVP for Finance & Administration – **Judy Roy**
First Alternate: VP for Student Affairs – Dr. Dan Stoker
Second Alternate: VP for Marketing & Communication – Brian Engelhart
Third Alternate: Director of Facilities Operations – Mike Townsley
Fourth Alternate: VP / CIO – Jeff Leichy

Regional:

Director of CPS Operations – **Casey Hunsucker**
Alternate: Location Coordinator or Courtney Shull

Facilities:

Director of Facilities Management – Mike Townsley
Alternate: Maintenance Technician – Richard Burns

Finance & Accounting:

Controller – Shelly Musolf
Alternate: Assistant Controller – Carrie Billings

Communication/Public Information:

Director of Marketing and Communication – Matt Bair

Alternate: VP for Marketing & Communication – Brian Engelhart

Student/Staff Support Services:

Assoc. VP-Student Services – Chris Dickson

Alternate: Vice President of Diversity, Inclusion, & Belonging – Lisa Givan

Command Center Support:

Director of Human Resources – Julie Hendryx

Alternate: Human Resource Specialist – Penny Egly

Information Technology Services:

VP/ CIO – Jeff Leichy

Alternate: Director, IT Infrastructure – Dave Bulanda

Additional Crisis Management Team Members:

Mark Brooks – Fort Wayne Police Dept & Adjunct Faculty Member

Frank Kahn – Lead Building Coordinator

Sharon Lokuta – Associate Vice President for CPS Operations

Abby Teders – Recorder

Courtney Shull – CPS Academics – Faculty Representative/Arts & Sciences

Scott Liebhauser – Associate VP of Academic Affairs

Devin Blackford – Director of Safety & Security

CPS Operations Response Team

NAME/

OFFICE

Sharon Lokuta

ext. 2278

Casey Hunsucker

ext. 2353

Courtney Shull

ext. 2214

Location Coordinators

Bowling Green – Holly Young ext. 6215

Elkhart – Joseph Mickels ext. 4420

Evansville – Samantha Pullman ext. 5510

Fishers – Ken Johnson 317.863.3450

Ft Wayne CPS – Carol Platt ext. 2310

Greenwood – Robin Seaton ext. 4540

Hammond – Norma Glass ext. 4820

Huntington – Skyler Rowe ext. 5910

Indianapolis – Jennifer Robertson ext. 4102

Jeffersonville – Melissa Eaton ext. 5210

Lafayette – LaCinda Garriott ext. 6125

Louisville (Jeffersontown) – Cory Tubbs ext. 4920

Mishawaka – Ellen Brown ext. 5420

Northern Kentucky (Fort Wright) – Karissa Clemens ext. 5128

Warsaw – Jeri Burkhart ext. 4710

Duties of Location Coordinators

- Emergency preparedness
 1. Maintain an up-to-date roster of employees working in the building, including faculty;
 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. Ensure security and safety issues, including incidents, are reported to the Director of Safety & Security; and
 5. Conduct drills per the fire evacuation plan. Plan staff discussions regarding active shooter and other emergency procedures.

- In an emergency and/or crisis
 1. Call 911 for fire, life-threatening injury, individual with a weapon, or other severe act which police and/or EMS is essential;
 2. Contact Safety & Security if necessary;
 - a. ext. 2230
 - b. direct line (260) 399-2805
 - c. cell phone (260) 740-6642
 3. In a crisis, contact CPS Operations for direction;
 4. Inform all employees working in the building of the emergency/crisis condition;
 5. Initiate building evacuation when appropriate and take attendance; and
 6. Maintain emergency telephone communications with officials (from an alternate site if building evacuation is necessary).
 7. Be prepared to act as a location liaison for the Crisis Management Team.
 8. Provide status regarding damage, situation, injuries, and personnel.

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 that 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 campus. Lockdown is a process during which individuals on campus receive instructions to 1) immediately evacuate the campus if outdoors, or 2) immediately shelter inside of a structure, in an effort to protect themselves from potential danger. The following procedures have been developed to implement a campus lockdown. Individuals on campus should not evacuate a building during a lockdown unless there is an Active Shooter (page 12) or the evacuation message has been given.

Type of events triggering lockdown:

The types of events that could require lockdown include, but are not limited to, situations such as the following:

- Mass Casualty;
- Hostage Situation;
- Riot / Large Uprising; and
- 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.

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:

- Verbal address by Staff;
- Text;
- Phone message;
- Email;
- Facebook;
- Twitter; and
- Website.

It is important to note that messages broadcast through these forms of media will instruct individuals that the institution is initiating a lockdown. Emergency social media messages and mass notification are only available after the crisis team has been notified.

Initiating a lockdown:

When a lockdown is needed:

- Staff will lock the main entrance if able;
- Emergency Services will be called;
- The Crisis Management Team/Safety & Security will be notified.

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);
- Lock/ Barricade the doors to the classroom or area where you are sheltering;
- Do not leave campus in motor vehicles until after ALL CLEAR has been received.

Lockdown procedures:

- 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;
- If you are not in a secure room, immediately seek the nearest shelter and barricade with what is available;
- If the person threatening violence is active in the location where you are, use RUN / HIDE / FIGHT method (page 12);
- If you can identify persons with disabilities in your area, escort them, depending on the circumstances, to the nearest exit or secure area;
- If you encounter police, keep your hands elevated with palms open and visible, and immediately obey all police instructions;
- Turn off lights or maintain minimal lighting;
- Close any curtains or blinds on windows;
- Remain out of sight of uncovered windows and doors with windows;
- Remain calm and assist others in remaining quiet and out of sight;
- Remain silent unless communication is absolutely necessary;
- Refrain from contacting anyone outside your area of shelter unless you are certain that the person threatening violence is not present or nearby; in this case, if escape is not possible, then contact police to alert them to the local danger;
- 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; and
- 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.

Active Shooter Procedure

All members of the Indiana Tech community need to know how to protect themselves in the event of an Active Shooter/ Active Killer. Faculty, staff, and administrators have the responsibility of helping protect students and campus visitors. Those caught near an Active Shooter/ Active Killer scenario have to choose the best option, RUN/ HIDE/ FIGHT, for their survival. If the area is safe, provide immediate pressure to the bleeding wounds of any casualties nearby.

Information to Provide to Law Enforcement or 911 Operator:

- Location of active shooter;
- Number of shooters, if more than one;
- Physical description of shooter(s); and
- Number of potential victims at the location.

Indiana Tech recommends the following actions if there is an Active Shooter at your location:

1. Evacuate when possible (RUN)

- Have an escape route and plan in mind
- Leave your belongings behind
- Help others escape, if possible
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe
- Do not evacuate campus in your vehicle

2. Hide out when necessary (HIDE)

- Be out of the active shooter's view
- Seek protection if you hear shots fired (i.e., walls, doors, closed rooms, large items, etc.)
- Avoid trapping or restricting your options for movement
- Lock the door
- Blockade the door with heavy furniture
- Turn off any source of noise (i.e. radios, televisions, cell phones)
- Remain quiet and calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter if necessary (FIGHT)

- Last resort, and only when your life is in imminent danger
- Attempt to disrupt and/or incapacitate the active shooter
- Act as aggressively as possible against him/her
- Throw items and improvise weapons
- Yell

- Commit to your actions including disarming shooter

When Law Enforcement Arrives

- Officers will proceed directly to the area in which the last shots were heard.
- Remain calm, and follow the officers' instructions
- Put down any items in your hands (i.e., bags, jackets, cell phones)
- Immediately raise hands and spread fingers (keep hands visible at all times)
- Avoid making quick movements toward officers
- Remain in the secure location until the all clear has been issued by the university or by direction of law enforcement.

Fire and Evacuation Procedures

Call 911 and report the fire. Call Casey Hunsucker 260-422-5561, x 2353 to report the fire. (Devin Blackford ext. 3438 or 260-399-2805 after hours)

The Director of CPS Operations will contact the Vice President of Enrollment Management.

Building Evacuation

1. All building evacuations will occur when an alarm sounds and/or upon notification by campus staff or police. **DO NOT USE ELEVATORS IN CASE OF FIRE**
2. When a building evacuation is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Employees should turn off lights and close doors to the area they are leaving unless it hinders timely evacuation.
4. Look for injured or persons with disabilities in need of assistance
5. 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.
6. **DO NOT** return to an evacuated building unless told to do so by campus staff or police.
7. Following the evacuation, report to your designated assembly point and remain there until campus staff can take attendance. If a person is supposed to be present and is unaccounted for, their name will be recorded and provided to emergency services when they arrive.
8. Do not leave area until verbal approval is given by campus staff
9. Do not leave campus in motor vehicles until after **ALL CLEAR** has been sent.
10. **ALL CLEAR** should be provided first by the Fire Department after a fire call.

Staff and Faculty are responsible for guiding all building inhabitants to the following meeting places:

- **Bowling Green** – Public walkway West of Starbucks
- **Elkhart** – North East at tables near parking lot entrance
- **Evansville** – Bus stop bench and mailboxes in the North East corner of the parking lot
- **Fishers** – Main parking lot by entrance sign, near lantern road
- **Fort Wright** – East side of road in VonLehman parking lot across from campus
- **Greenwood** – East rear of large landscaped median in the main parking lot
- **Hammond** – North parking lot at outdoor break area
- **Huntington** – South light pole in front parking lot
- **Indianapolis** – Grass area next to parking lot, North East of Tower 3
- **Jeffersonville** – Left light pole in rear of parking lot
- **Lafayette** – West parking lot entrance, second island from building
- **Louisville (Jeffersontown)** – South parking lot, grass area in center
- **Mishawaka** – North corner of north parking lot
- **Warsaw** – North parking lot at “Indiana Tech” sign

Evacuation Procedures for Persons with Disabilities

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options:

1. Horizontal evacuation: using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
2. Stairway evacuation: using steps to reach ground level exits from the building.
3. Stay in Place: unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire resistant door. With this approach, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A "solid" or fire resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

4. Area of refuge: with an evacuation assistant, going to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary. Usually, the safest areas of refuge are landings in fire rated stairways. Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the local fire department. The fire department will tell the individual their decision or relay the information via campus staff.

Mobility Impaired Wheelchair

Persons using wheelchairs should Stay in Place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell the fire department the location of the person with a disability. If the person with a disability is alone, they should phone emergency services at 911 with their present location and the area of refuge they are headed.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

Mobility Impaired - Non Wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired

All buildings on campus are equipped with fire alarm strobe lights.

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

Students requiring assistance are encouraged to contact the disability coordinator to develop a personal evacuation plan. disabilitycoordinator@indianatech.edu

Employees requiring assistance should contact human resources to develop a personal evacuation plan.

If you have additional questions, contact the Director of Facilities Operations.

facilities@indianatech.edu

Guidelines for Persons Assisting Disabled Occupants

The following general guidelines have been adopted by the University to help evacuate individuals with disabilities. However, these guidelines may not apply in every circumstance due to specific individual needs. It is important to remember that evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. It is also important to know that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts. Before attempting to evacuate a person with a disability consider your options and the risk of injury to yourself and others. Do not make an emergency situation worse.

- Occupants should be invited to volunteer ahead of time to assist persons with disabilities in an emergency. If a volunteer is not available, identify someone to assist who is willing to accept the responsibility.
- Two or more volunteers, if available, should conduct the evacuation.
- Do not evacuate persons in their wheelchairs. This is standard practice to ensure the safety of persons with disabilities and volunteers. Wheelchairs will be evacuated later if possible.
- Always ask someone with a disability how you can help before attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques should be used to avoid injury to rescuers' backs (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift).
- Do not use elevators, unless authorized to do so by fire personnel. Elevators could fail during a fire.
- If the situation is life threatening, call 911 or campus security 260-399-2805.
- Check on people with disabilities during an evacuation. A "buddy system", where persons with disabilities pre-identify volunteers (co-workers/roommates) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation only if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance. (The Local Fire Department is trained in rescue procedures).

Blindness or Visual Impairment

Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.

- Do not grasp a visually impaired person's arm. Ask if they would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

Deafness or Hearing Impairment

- Get the attention of a person with a hearing impairment by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

Mobility Impairment

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area, e.g., most enclosed stairwells, an office with the door shut which is a good distance from the hazard
- Notify emergency responders or campus security immediately about any people remaining in the building and their locations.
- Fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The responding fire department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safe area to wait for assistance, it may be necessary to evacuate them using an alternative means.

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 Casey Hunsucker 260-422-5561, x 2353 to report situation. (Alternate: Devin Blackford ext. 3438 or 260-399-2805) The Director of CPS Operations will contact the Vice President of Enrollment Management.
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 witnesses 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.

Bomb Threat

All bomb threats are to be taken seriously. They are against the 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 or as soon as able, 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. Go immediately to the nearest facility and dial 911. Be prepared to provide as much detail as possible;
3. Call Casey Hunsucker 260-422-5561, x 2353 to report situation. (Alternate: Devin Blackford ext. 3438 or 260-399-2805) The Director of CPS Operations will contact the Vice President of Enrollment Management.
4. Do not re-enter the facility until it has been determined to be safe by local police or fire;
5. 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.

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. Call Casey Hunsucker 260-422-5561, x 2353 to report situation. (Alternate: Devin Blackford ext. 3438 or 260-399-2805) The Director of CPS Operations will contact the Vice President of Enrollment Management.
7. Restrict movement of potentially contaminated workers to minimize additional contamination to other people and or equipment; and
8. Wait for emergency personnel to arrive for further instructions and possible decontamination procedures.

Facts About Anthrax

- Anthrax is a bacterial organism that can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaling spores.

***Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not contagious and person-to-person transmission is extremely rare.
- Anthrax has been used as a weapon as recently as 2001 through US Mail. It can be put in powders, sprays, food, or water. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.
- If mail is found with an unknown powder inside of it, quick reporting to the campus will lead to quick reporting to local FBI for testing.

Biological Threats

Indiana Tech has plans for infectious disease that can create a biological threat to campus. As an infectious disease is identified to be a threat to the campus community, the plan will be enacted and the crisis team will inform the community of appropriate steps to mitigate spread.

If you believe there is a biological threat on campus or an imminent possibility of an outbreak, notify CPS Operations for further guidance. Alternate contact is Devin Blackford, ext. 3438 / 260-399-2805.

Hostage Situation

1. Call the police: 911;
2. Call Casey Hunsucker 260-422-5561, x 2353 to report situation. (Alternate: Devin Blackford ext. 3438 or 260-399-2805) The Director of CPS Operations will contact the Vice President of Enrollment Management;
3. Activate communication plan for notifying students and employees of timely warning;
4. 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 and refer to the active shooter guidelines on how to respond. Leave the immediate area if safe to do so;
5. 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; and
 - h. Injuries to hostages.
6. Assist police officers as requested when they arrive on site.
 - i. Prepare for an evacuation of potential witnesses.
 - j. Obtain building rosters, class rosters, or residence hall rosters to assist with student accountability.
 - Attempt to locate anyone not accounted for by utilizing emergency contacts, cell phones, etc. Please use appropriate wording as to not alarm guardians or parents.
 - Communicate the names of any unaccounted for people to the Crisis Management Team or CPS Operations.
 - Evacuees should remain at the location until the emergency responders have obtained necessary information from each person.

Violent or Criminal Behavior

1. Call the police: 911;
2. Call Casey Hunsucker 260-422-5561, x 2353 to report situation. (Alternate: Devin Blackford ext. 3438 or 260-399-2805 after hours) The Director of CPS Operations will contact the Vice President of Enrollment Management;
3. Stay calm and avoid taking risks that would endanger your safety and well-being or that of others;
4. Keep track of the following along with any other noteworthy information that may be of help to the police:
 - Nature of the incident;
 - Location of the incident;
 - Description of person(s) involved;
 - Description of property involved;
 - Number and identity of victims;
 - Number and identity of suspects; and
 - Injuries to victims.
5. Assist police officers as requested when they arrive on site; and
6. Should gunfire or discharged explosives hazard the campus, take cover immediately using all available concealment. Safety & Security will follow lockdown procedures.

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. Call Casey Hunsucker 260-422-5561, x 2353 report situation. (Alternate: Devin Blackford ext. 3438 or 260-399-2805 after hours) The Director of CPS Operations will contact the Vice President of Enrollment Management.

- In every instance, the appropriate law enforcement officials will be notified immediately (i.e. police & ambulance).
- In every instance, the Director of Safety & Security and the Associate VP of Student Services will be notified. 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 for 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), law enforcement 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 through crisis team.

2. Violent Crimes Involving Students – Parental Notification

As severity of incident dictates, the victim should be given the opportunity to notify his/her parents. Parents may be notified based upon the judgment of the local dean or designee if victim is incapacitated and/or as the severity of the crime dictates. The local dean or designee then initiates the following procedures:

- Inform the VP of Enrollment Management and the President of the university, updating the condition of the student;
- Provide contact information to the parents/guardians of victim;
- Assist the victim after initial incident including providing contact information for counseling services provided by the university; and
- 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 Marketing & Communication 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; and
- 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 local dean and crisis team will coordinate a response for the campus. In these instances, the dean 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 Director of CPS Operations or Vice President of CPS 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, Call Casey Hunsucker 260-422-5561, x 2353 to report situation. (Alternate: Devin Blackford ext. 3438 or 260-399-2805 after hours). An email is being sent to you informing 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 and other information requested - student's name, CPS Operations Coordinator name, etc.

The Operations Coordinator 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 Safety & Security and others present at the incident;
- Coordinate any educational or support programs for student population through student life professionals; and
- 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); and
- 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.

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, and 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 a designee.
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.

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. If it occurred on or near campus, call Casey Hunsucker 260-422-5561, x 2353 to report situation. (Alternate: Devin Blackford ext. 3438 or 260-399-2805 after hours) The Director of CPS Operations will contact the Vice President of Enrollment Management.
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 will document the occurrence; and
11. All documentation will be given to the Title IX Coordinator who will work with the investigation and record keeping.

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. 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 students 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.

Staff, faculty, and students should regularly review the communication preferences in Blackboard Connect to ensure that the contact information is kept up to date.

Please note that the most detailed information will be available on the Indiana Tech 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

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:

- Go to an interior hallway or room on the lowest floor of the building or to a designated shelter area.
- Stay away from windows, to avoid flying debris.
- AVOID open areas and windows.

In the case of a warning, moving to a safe area is mandatory.

Staff and Faculty are responsible for guiding all building inhabitants to a safe interior location.

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

Nuclear Contamination

The Midwest is home to 26 different nuclear power plants, four of which are located in close proximity to northern Indiana. The Department of Homeland Security – Indiana is responsible for taking over emergency response for any Indiana location within 50 miles of these power plants. The 50 mile radius is called the *Ingestion Pathway Zone* and refers to the possibility of food and outdoor water being contaminated by radiological material inside the area. The likelihood of a radiological emergency from any of these four power plants is highly unlikely due to modern protective measures and their location in the United States.

The eleven Indiana counties where all or some of the county is in the *Ingestion Pathway Zone* are; Elkhart, Jasper, Kosciusko, LaGrange, Lake, LaPorte, Marshall, Newton, Porter, St. Joseph, and Starke.

The Emergency Classification System is a standard emergency alert system distributed by nuclear power plant operators to notify the public that something unusual is happening at the power plant. There are four different emergency classification “levels.”

- Notification of Unusual Event (lowest severity)
- Alert
- Site Area Emergency
- General Emergency (Highest Severity)

The first three levels refer to leaks that are safety concerns confined within protective areas. They are not considered a threat to the public. A General Emergency (GE) is the highest emergency level, and is triggered when the reactor core becomes or is expected to become damaged. During General Emergencies, radiation release is expected to be above the U.S. EPA protective guidelines, and exposure levels are expected to go beyond plant boundaries. Members of the public living within a 50 mile radius of the power plant will immediately be notified and provided with protective action information.

During a General Emergency, citizens living within a 50 mile radius of the affected power plant will be given specific instructions to evacuate or relocate to an area that will keep them safe from harmful radiation exposure. Local or state officials will make the decision to evacuate or relocate citizens. If a General Emergency is sounded, people within the 50 mile radius should stay indoors as often as possible, do not consume outdoor food or water, and await further instruction.

Following an incident, radiation and food specialists will work to test food, water and other items that may have been impacted. As these specialists learn more, they will work with local and state officials to provide additional safety instructions to citizens.

If an employee of Indiana Tech receives a General Emergency warning for their regional campus, they must report it immediately to Casey Hunsucker 260-422-5561, x 2353.

(Alternate: Devin Blackford ext. 3438 or 260-399-2805 after hours). The Director of CPS Operations will contact the Vice President of Enrollment Management.

Information Technology Security Related Incidents

Indiana Tech subscribes to reasonable and customary security measures to prevent, detect and respond to issues that occur; however, any computer connected to a network has some level of risk. Information security incidents involve any attempt to gain unauthorized access, use, disclosure, modification or destruction of Indiana Tech's data assets or a violation of explicitly implied provisions set forth in Indiana Tech's acceptable use or information security policies. The university's ability to respond quickly is far better when faculty and staff recognize and report anything out of the ordinary.

Below are examples of incidents (but not limited to):

- Unauthorized use of systems or data;
- Unauthorized change to computer or software;
- Loss or theft equipment used to store data assets;
- Interference with the intended use of information technology resources;
- Compromised User ID's
- Phishing Emails

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 Security Threats

It will be required by all workforce members to report information security incidents as soon as feasible, but no later than 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.

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. They are 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; and
- Directing other Communication/Public Information Response Team members to assist, as needed.

VP for Marketing & Communication: Depending on the nature of the situation, the VP for Marketing & Communication may assume the role of primary spokesperson for the university. The VP for Marketing & Communication 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; and
- 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 describing 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

Varieties 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:** Safety & Security officers, Director of Safety & Security, Director of Facilities Operations, and Director of Marketing & Communications.
- **Responsible for maintenance:** Buildings & Grounds

Blackboard Connect

- **Use:** Used for communication via phone, email, text, PA, and Desktop Alerts, social media to various groups.
- **Authorized users:** Safety & Security officers, Marketing, IT, Director of Safety & Security, Director of Facilities Operations, AVP of 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:** Director of Safety & Security, EVP for Finance & Administration, Marketing, and 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 (e.g., 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.

Situation	Method of Communication by Indiana Tech							
	Phone	Web site	Email	Text	Facebook	Twitter	News Media	PA
Tornado Warning	X		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.

APPENDIX A

Community Counseling Resources

Narcotics Abuse 24 Hour Helpline (SAMHSA National Hotline) 800-662-4375

National Suicide Prevention Lifeline 988

Location's

Community Center

Kendallville

Northeastern Center, Inc.
1930 East Dowling Street
Kendallville, IN 46755
(260) 347- 4400
Nec.org

Huntington

The Otis R. Bowen Center for Human Services, Inc.
2860 Northpark Ave
Huntington, IN 46750
(888) 470-0082
bowncenter.org

The Otis R. Bowen Center for Human Services, Inc.
2219 E Dubois Drive
Warsaw, IN 46580
(888) 470-0082
bowncenter.org

Warsaw

Fishers

Carmel, IN 46032
(800) 560-4038 or (317) 574-1252
<http://www.aspireindiana.org>

Aspire Indiana
697 Pro-Med Lane

Hammond

Regional Health Systems

4016 Hohman Ave
Hammond, IN 46320
(219) 769-4005

Rhs.care

Greenwood

Centerstone.org

Centerstone

710 Executive Park Drive, Suite 11
Greenwood, IN 46143
(800) 344-8802

Indianapolis

Aspire Indiana

2506 Willowbrook Pkwy #300
Indianapolis, IN 46205
(800) 560-4038 or (317) 574-1252
<http://www.aspireindiana.org>

Midtown Community Mental Health Center

1001 W 10th St.
Indianapolis, IN 46202
(317) 554-2704
Lisa E. Harris, M.D. CEO
serving Marion County
<http://www.eskenazihealth.edu/>

Adult & Child Mental Health Center

8320 Madison Avenue
Indianapolis, IN 46227
(317) 882-5122
<http://adultandchild.org/>

Gallahue Mental Health Services

6950 Hillsdale Court
Indianapolis, IN 46250
(317) 621-5719
(866) 621-5719

Lafayette

North Central Health Services

2900 N River Rd.
West Lafayette, IN 47906
(765) 423-1604
<https://www.nchsi.com>

Elkhart

Elkhart General Center – Behavioral Health

1506 Osolo Road #A
Elkhart, IN 46514
(574) 523-3347

Oaklawn Psychiatric Center

2600 Oakland Avenue,
Elkhart, IN 46517
(574) 533-1234
Oaklawn.org

Mishawaka

Saint Joseph Behavioral Health

221 Red Coach Dr E
Mishawaka, IN 46545
(574) 335-7630
Sjmed.com

Bowling Green

**Rivendell Behavioral Health Services of
Kentucky**

1035 Porter Pike
Bowling Green, KY 42103
(270) 843-1199
<https://rivendellbehavioral.com>

Louisville Behavioral Health

3430 Newburg Road, Suite 210
Louisville, KY 40218
(502) 454-8800
Louisvillebehavioral.com

Louisville/Jeffersonville

Lake Behavioral Health

1507 Spring Street
Jeffersonville, IN 47130
(812) 901-6881

Breckenridge Counseling Center

2950 Breckenridge Lane, Suite 10A
Louisville, KY 40220
(502) 509-7079

<https://www.breckenridgecounseling.com/>

Lakebh.com

Evansville

ADAPT Counseling Services

125 N Weinbach Avenue, Suite 410
Evansville, Indiana 47711
(812) 421-9900

<http://www.adaptcounselingservices.com>

Covington/Northern Kentucky

NorthKey Community Care

503 Farrel Drive
Covington, KY 41011
(859) 578-3200
Northkey.org

Greater Cincinnati area

Cincinnati, OH 45220
(513) 475-5300
thecrossroadscenter.com/

The Crossroads Center
311 Martin Luther King Dr E

APPENDIX B

Notification Cabinet Phone Tree

First Point of Contact: Casey Hunsucker 260-422-5561, x 2353 to report situation. (Alternate: Devin Blackford ext. 3438 / 260-399-2805 or Courtney Shull ext. 2214). The Director of CPS Operations will contact the Vice President of Enrollment Management.

1st Call:

Judy Roy, EVP for Finance & Administration, ext. 2114

Alternate #1:

Dan Stoker, VP for Student Affairs, ext. 2276

Alternate #2:

Brian Engelhart, VP for Marketing & Communication, ext. 2299

Alternate #3:

Mike Townsley, Dir of Facilities Management, ext. 2246

Alternate #4:

Jeff Leichty, VP CIO, ext. 2104

Cabinet Emergency Contacts:

Karl Einolf, President, ext. 3333

Steve Herendeen, VP for Enrollment Management, ext. 2121

Kate Watland, VP for Academic Affairs, ext. 2207

Dan Grigg, VP for Institutional Advancement, ext. 2440

Lisa Givan, VP for Diversity and Inclusion, ext. 3436