

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 emergencies, 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:

- Minimize loss of life or injury
- Minimize damage to property
- Meet the vital human service needs of students and employees
- Protect documents and records
- Restore regular operations of the university
- Communicate accurate facts to constituents and the public
- Ensure 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 Safety & Security, ext. 2230, (260-399-2805 (direct line) or 260-740-6642 (cell) from off-campus) AND 911 (if appropriate).

The Safety & Security department will immediately contact emergency personnel if appropriate AND appropriate Crisis/Emergency/Safety Team personnel. There will be one connected phone call (live voice) 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 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 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 awareness of the plan and to test the 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 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. 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.

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.

For contractors on campus, the department that ordered the work will be considered the host. Individual employees expecting a guest on campus will be considered the host for that visitor, this includes overnight guests in the President's Suite.

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 location of the command post, along with two alternates in the case of room incapacitation, are:

1. **M. Joyce Schlatter Boardroom (ext. 2420)** in Andorfer Commons
2. Office of Student Success Conference Room in the Snyder Academic Center (ext. 2554)
3. Conference Room (144) in the Keene Building (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.

Digital Command Post

If a situation does not allow for a command post to be established at an on-campus location, the primary communication and meeting platform will be Microsoft Teams. The crisis management director will start a meeting in the “Crisis Management Team” and members who are able to join will begin performing their response-team duties. The general posts function in the Crisis Management Team will operate as the command post.

It is encouraged that digital communication be conducted in teams during any emergency activation of the Crisis Management Team to ensure rapid sharing of information.

SECTION 2 –

CRISIS TEAMS

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 Leichty

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 Resources Specialist – Penny Egly

Information Technology Services:

VP / CIO – Jeff Leichty
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 – CPS Representative
Abby Teders – Recorder
Courtney Shull – CPS Academics - Faculty Representative/Arts & Sciences
Scott Liebhauser – Academics
Devin Blackford – Director of Safety & Security

Crisis Response Teams & Members

FACILITIES

Mike Townsley, Leader

Richard Burns, alternate

Paul Eshelman

FINANCE & ACCOUNTING

Shelly Musolf, Leader

Carrie Billings, alternate

Jessica Peña

Jennifer Gaff

Jamie Eloff

Sarah Wolf

Abby Teders

Mark Hunsberger

COMMUNICATION/PUBLIC INFO

Matt Bair, Leader

Brian Engelhart, alternate

Julie Farison

Joel Kuhn

Amber Owens

STUDENT/STAFF SUPPORT SERVICES

Chris Dickson, Leader

Lisa Givan, alternate

Jill Thomas

Jessie Biggs

Greg Needler

Lauren Sewell

Associate Coordinator of Res Life

Devin Blackford

Ben Wilson

COMMAND CENTER SUPPORT

Julie Hendryx, Leader

Penny Egly, alternate

Angie Fincannon

Shayla Carlisle

Jennifer Ross

Jennifer Chipchosky

Noah Kelsey

INFORMATION TECHNOLOGY SERVICES

Jeff Leichty, Leader

Dave Bulanda, alternate

Tom Pasche

CPS OPERATIONS

Sharon Lokuta, Leader

Casey Hunsucker, alternate

Courtney Shull

Scott Liebhauser

Building Coordinator Listing

Snyder Academic Cntr	Monica Trump (ext. 2226) (260) 705 – 9877	Alt. Rick Joyal (ext. 2360) (260) 449 – 6989
Andorfer Commons	Donna Sark (ext. 2443) (260) 403 - 6290	Alt. Jared Harvey (ext. 2147) (260) 402 – 8904
Abbott Center	Jim Smithson (ext. 2404) (260) 445-3176	Alt. Andrea Crilly (ext. 2153) (260) 431 – 3108
Warrior Fieldhouse	Justin Neff (ext. 2284) (317) 376 – 3581	Alt. William Vestal (ext. 2666) (626) 215 – 3029
Cunningham	Kristin Conley (ext. 3417) (574) 527-1604	Alt. Tim Allwein (ext. 2356) (260) 385-3777
Keene Building	Jennifer Mahocker (ext. 2535) (260) 760-8480	Alt. Penny Egly (ext. 2137) (260) 418 – 6969
Residence Halls	Lauren Sewell (ext. 2235) (330) 431-4114	Alt. Associate Coordinator of Res Life (260) XXX-XXXX
Schaefer Center	Ted Albert (ext. 2323) (231) 349-5838	Alt. Kylene Biggs (ext. XXXX) (419) 351 – 4037
Uytengsu	Jennifer Ross (ext. 2131) (260) 452-5488	Alt. Mark Hunsberger (ext. 3451) (260) 446-5665
Warrior Athletic Cntr	Jill Thomas (ext. 2227) (330) 289 – 2330	Alt. Dave Bokhart (ext. 2135) (260) 403-9686
Zollner	Debbie Stevens (ext. 2216) (260) 341 – 5144	Alt. Dave Rumsey (ext. 2286) (260) 515-8977
Donald Ross Golf Course	Ernie Cook (260) 745-7093 (260) 246-0931	Alt. Jeff Feasel (260) 745-7093 (260) 450-0181
Warrior Park	Doug Edgar (ext. 2115) (260) 466-1633	Alt. Thomas Pompei (ext. 2495) (317) 730-4056

Duties of Building Coordinators:

- Emergency preparedness
 1. Review roster of employees working in your building (managed by Mark Hunsberger). Employee Roster is now located in Teams. Please download the Teams app to your cell phone. List will be under Teams, Main Campus Office Assignments, Office Assignments;
 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; and
 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.
- 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 Safety & 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; and
 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, contact the appropriate individual:

Abbott Center - Andrea Crilly, Assistant Director of Admissions for Campus Experience

Andorfer Commons/Snyder Academic Center – Noah Kelsey, Coordinator of Conference Services and Special Events

Zollner Building - Jeff Leichty, VP CIO

Fieldhouse - Sharon Lokuta, Associate VP of CPS Ops

Residence Hall facilities - Lauren Sewell, Coordinator of Residence Life

Athletic Spaces - Jessie Biggs, Director of Athletics

Donald Ross Golf Course - Ernie Cook, Golf Course General Mgr.

Crisis Management Director Job Description

Role:

The function of the crisis management director is to direct the university's response to any 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 for Finance & Administration** (Judy Roy)

In the event that the EVP for Finance & Administration is not able to serve, the following is the order of the alternates:

1. VP for Student Affairs - Dan Stoker
2. VP for Marketing & Communication - Brian Engelhart
3. Director of Facilities Operations – Mike Townsley
4. VP CIO – Jeff Leichty

Where:

The Crisis Management Team will meet in the **JS Boardroom** in Andorfer Commons.

In the event that the JS Boardroom is unavailable, the following is the order of alternate locations:

1. Office of Student Success Conference Room in the Snyder Academic Center.
2. Administrative Conference Room (144) in the Keene Building.

Duties:

The duties of the crisis management director include:

- Alerting and assigning duties to Crisis Management team members as required to respond to the particular crisis;
- Mobilizing Crisis Response Teams as needed and coordinating their activities;
- Establishing a crisis command post with the assistance of the Command Center Support Team;
- Assessing the nature and magnitude of the crisis;
- Declaring and ending, when appropriate, a campus state-of-emergency;
- Performing other related duties as may be needed by virtue of the crisis; and
- 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 11)

Duties:

A. Pre-crisis responsibilities

- Keeping a current copy of this Crisis Management Plan at home and in the office;
- Notifying the Crisis Management Director of any needed revisions to the Crisis Management Plan;
- Attending periodic review meetings;
- Making sure response team members know and understand their responsibilities;
- Maintaining appropriate resources for use by the response team to use in a crisis;

B. During a crisis

- Mobilizing his/her response team as directed by the Crisis Management Director;
- Keeping response team members informed about the nature of the crisis;
- Providing oversight and direction to his/her response team as needed;
- Keeping the crisis management director well informed as events develop;

C. Post-crisis responsibilities

- Seeing that all resources and operations pertaining to his/her response team are restored to normal status; and
- 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 12)

Where:

B&G break room

Duties:

The duties of the Facilities Response Team include:

- Taking immediate and appropriate action to protect life and property and to safeguard records as necessary;
- Notifying and coordinating activities with emergency service providers, outside contractors, and governmental agencies as necessary;
- Establishing an initial perimeter around the site to control access and traffic;
- Providing fire prevention services as needed;
- Providing equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection;
- Providing vehicles, equipment, and operators for movement of personnel and supplies;
- Obtaining the assistance of utility companies as required;
- Furnishing emergency power and lighting systems as required;
- Monitoring campus emergency warning and evacuation systems; and
- Ensuring the Crisis Management Director is kept well informed of events as they develop.

Finance & Accounting Response Team

Role:

The Finance & Accounting 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 12)

Where:

2nd floor Finance & Accounting area in Uytengsu

Duties:

The duties of the Finance & Accounting Response Team include, but are not limited to:

- Contacting legal counsel for advice and service;
- Working with insurance company if necessary;
- Working with financial institutions as deemed necessary for continuity of financial affairs;
- Arranging for off-site storage of necessary records and supplies;
- Facilitating payments for needed items/services
- Securing alternate office and/or classroom space as needed;
- Securing supplies and/or equipment as needed;
- Maintaining and/or restoring financial services;
- Financially assist Student Services with securing alternate housing for students as needed;
- Financially assist Student Services with arranging alternate food service as needed; and
- 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 12)

Where:

Marketing department on first floor of Keene building.

Duties:

The duties of the Communication/Public Information Team include:

- 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 of Marketing & Communication, the President, or another individual named by the Crisis Management Director;
- 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 and social media outlets. Allow this statement to stand until more information is available for preparation of more detailed remarks. Update the statement periodically as new information warrants;
- Responding to calls from media and others requesting information while avoiding impromptu verbal responses;
- Making arrangements for direction and reception of media visiting the campus with parking and meeting locations determined by the specifics of the situation;
- Dispatching a photographer or members of the marketing staff to the scene for documentation, if appropriate;
- Communicating details to the public regarding information about chapels, funerals, and memorial services;
- Communicating details to the public regarding donations being accepted related to vital human services;
- Advising the Crisis Management Director of media reports related to the crisis;
- Scheduling news conferences for the media as approved or directed by the Crisis Management Director;

- 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; and
- 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 12)

Where:

Andorfer Executive Classroom - Room B242

Duties:

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

- Setting up an information station for students, faculty, and staff to receive information and updates on the crisis situation;
- Continually providing updates regarding the campus situation to students, faculty, and staff;
- Arranging the format and program for any campus-wide meeting(s) during and immediately following the crisis;
- Planning and implementing strategies to assist students and employees in coping with the shock associated with the crisis;
- Informing resident directors, resident assistants and counseling services of the nature of the crisis and assisting them in meeting student needs;
- Assisting outside emergency agencies in providing first-aid as needed;
- Making arrangements for transportation of students and staff to get medical attention as needed;
- Collaborating with Finance and Accounting support team with securing alternate housing for students as needed;
- Collaborating with Finance and Accounting support team with arranging alternate food service as needed; and
- 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 but are not limited to the following:
 1. Full name, age, student year, program of study;
 2. Local and home address;

3. Parents/guardians/spouses names, address, and phone number; and
 4. The position or function, if any, regarding the student's involvement in the crisis.
- Securing photo(s) of student/staff involved in a crisis if needed (consult with family prior to releasing);
 - Serving as primary liaison between the university and the families of any persons injured or killed;
 - 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). When the victim is an employee, collaborate or coordinate with Human Resources on the communication efforts.
 - Handling any other details that may be related to family concerns, funerals, medical care, travel, accommodations, and/or other areas in which the university should offer assistance;
 - Mobilizing appropriate personnel to assist the families; and
 - 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 12)

Where:

The Command Post Support Team will meet in the JS Boardroom in Andorfer Commons.

In the event that the JS Boardroom is unavailable, the following is the order of alternate locations:

1. Office of Student Success Conference Room in the Snyder Academic Center.
2. Administrative Conference Room (144) in the Keene Building.

Duties:

The duties of the Command Center Support Response Team include:

- Staffing a Crisis Command Center, including the routing of incoming calls and inquiries;
- 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;
- Alerting building coordinators of the crisis and relaying instructions to them;
- Establishing separate facilities for use by outside emergency teams and media including service for telephone and equipment, as appropriate;
- Providing assistance to the Crisis Management Director, as needed;
- Making sure that resource materials are readily available at the Command Center, including, but not limited to, multiple copies of the Crisis Management Plan, roster of currently enrolled students, employee roster, telephone directories, floor plans;
- 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. Two cellular phones;
 3. Campus phone directory and local phone directory; and
 4. Copy of Crisis Management Plan.

- Securing and distributing supplies to meet other basic needs, including but not limited to, clothing, blankets, and medical supplies;
- Arranging for the receipt of donations and coordinating with the Communication/Public Information Response Team any communication to the public regarding donations being accepted; and
- 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 work to immediately analyze and restore technology services that support the operations of business services.

Who: (see chart on page 12)

Where:

IT Services conference room/area Keene building.

Duties:

The duties of the Information Technology Response Team include:

- Assessing the impact of the crisis on technology infrastructure;
- Securing replacement equipment to restore full service;
- Restoring critical applications and systems for business operations;
- If necessary, securing offsite backups for system restoration;
- Assisting Command Center Support Team with technology, including but not limited to, computers and telecommunications; and
- 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 into the university in various ways.

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

The Safety & 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 necessary for the individual circumstance:

1. Begin “Action Timeline” immediately.
 - This should be maintained and capture all information throughout entire situation;
 - Mode of capture: Whiteboard, flip chart, or electronic (it is helpful to have as a visual so that the entire team can view it); and
 - Include column for date, time, and what happened.
2. Work with those responsible for the front-end phone calls (e.g. Day Admissions, WIN, and Safety & Security) 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.
 - Gather all information regarding occupants of the vehicle:

- a. Internal roster
 - Athletic Bus – from coach email
 - Pool vehicle – from info submitted at time of vehicle scheduling
 - Other vehicles – as available
- b. 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 in case where an athletic team is 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;
 - Info for students will come from Jenzabar.
 - Info for faculty/staff should come from PAYCOM/HR.
- 6. Determine the correct time to notify insurance company;
 - If the incident is getting media attention, report as soon as possible, even if full details are not yet known.
 - 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.;
 - 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 whether Indiana Tech representative(s) should be on scene / or in route to medical facility;
 - Who should be sent? If outside Fort Wayne, CPS staff may be utilized if appropriate
 - What (who) do they need to be effective?
 - a. Full knowledge of situation
 - b. Understanding of their role
 - c. Contacts for people at their destination
 - d. Purchase card and/or spending authority
 - e. Hotel reservations (can be made from main campus)
- 9. Areas of focus for communication;
 - Prepare information to be shared for / to and assign each area to correct person
 - a. Incoming calls
 - b. Authorities
 - c. Parents

- d. Students
 - e. Website
 - f. Media requests
 - g. Insurance company
 - 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”.
 - Depending on situation, law enforcement may be in contact with us for any information we can provide.
10. Human Resources and/or Student Affairs should determine Indiana Tech community support needed:
- Social Media campaign
 - Faith Services involvement
 - Counseling support/services
11. Follow-up communication to local community and others
- Thank you letters to the community in local paper(s)
 - Thank you letters to any medical providers
 - Thank you letters to student body
 - Thank you messages on website and social media
12. Insurance:
- 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.
 - 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

Shelter in Place is an instruction usually given for events that have a relatively short duration and is designed for situations in which it is safer for individuals to remain in the building than to evacuate. This is not the same as going to a storm shelter. Individuals are asked to stay in their present location,

NOT exit the building, and await further instruction. Sheltering in place is a technique/precaution that emergency services and public safety personnel now recommend on a more frequent basis. During extreme circumstances, Shelter in Place could also include additional precautions, such as turning off fans, air conditioning, and forced HVAC systems to reduce any potential air contamination in the event of a chemical or biological release.

The purpose of initiating a Shelter in Place (“Shelter in Place”) is to:

- Protect students, faculty, staff, administration, and visitors from a threat originating from outside of the building;
- Limit disruption to classes and other indoor activities;
- Safety & Security does not lock doors to building and inhabitants do NOT leave the building; and
- Be aware this status has the possibility of being elevated to “Hold and Secure” or “Lockdown.”

Type of events triggering a Shelter in Place:

- Hazardous materials are airborne or spilled near the building;
- Police activity in the immediate area; and
- Other events deemed necessary to initiate Shelter in Place.

Notification of a university Shelter in Place:

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

- Public address system;
- Text;
- Phone message;
- Email;
- Facebook;
- Twitter; and
- Website.

It is important to note that the messages broadcast through these media will instruct individuals that the institution is initiating a Shelter in Place. **If a single building needs to Shelter in Place, notification will still be sent out across campus. It is important to AVOID THE AREA of any building currently under Shelter in Place. If you are already inside that building, STAY INSIDE.**

Implementing Shelter in Place 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;
- Close windows and doors; and
- Monitor the environment continuously. If contamination is in a room, seal off the room and avoid that area.

Shelter in Place procedures:

- You should remain where you are;
- Normal activities in the building can continue;
- If you can identify persons with disabilities in your area, escort them, depending on the circumstances, in case the status changes to hold and secure or evacuation;
- Monitor communications from the university through whatever media are available; and
- Remain in the building until the all clear has been issued by the university.

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; and
- 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; and
- 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:

- Safety & Security will remotely change equipped exterior doors to card access only.
- The Crisis Management Team/ Safety & 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); and
- 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.
- Building Coordinators may be stationed at the entrances of each building if possible. Situations may prevent this from happening. However, we will attempt to have Building Coordinators stationed at entrances to allow students access to the building.

Hold and Secure procedures:

- You should remain where you are;
- Do not leave building;
- If you can identify persons with disabilities in your area, escort them, depending on the circumstances, to the nearest secure area;
- Monitor communications from the university through whatever media are available; and
- 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 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 specific areas 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 (see page 37) 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. If possible, also call Safety & 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; 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.

Initiating a lockdown:

When a lockdown is needed:

- Safety & Security will remotely lock all buildings that are equipped to do so.
- The Crisis Management Team/ Safety & 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);
- Classrooms are equipped with inside paddle locks, faculty should lock the classroom and students in the hallway should enter the nearest classroom to lock and hide;
- 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; and
- 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 Safety & 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 or classroom;
- If the person threatening violence is active in the location where you are, use RUN / HIDE / FIGHT method (see page 37);
- 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;
- Lock and/or barricade, if possible, all doors into the room where you are sheltering and seek whatever cover is available in the room;
- 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;
- Monitor communications from the university through whatever media is available;
- 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;
- 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.

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

- Warrior Row A and B

Active Shooter Procedure

I. Run, Hide, Fight

Safety & Security will initiate a lockdown of campus;

- a. Safety & Security will remotely lock all buildings that are equipped to do so.
- b. Notification of the university will be initiated.

Evacuate when possible (RUN)

If it is safe to do so, evacuate the area

- o Have an escape route and plan in mind
- o Leave your belongings behind
- o Help others escape, especially anyone with disability, if safe to do so
- o Keep your hands visible
- o Follow the instructions of any police officers
- o Do not attempt to move wounded people
- o Do not evacuate campus in your vehicle
- o Call 911 when safe to do so, then notify management/ RAs/ Coaches via teams, email, text, or call that you are safe.

Hide out when necessary (HIDE)

If the shooter is not in your building or you cannot safely run, lockdown and hide

- o Be out of the active shooter's view
- o Seek protection if you hear shots fired (i.e., walls, doors, closed rooms, large items, etc.)
- o Avoid trapping or restricting your options for movement
- o Lock the door
- o Blockade the door with heavy furniture
- o Turn off any source of noise (i.e. radios, televisions, cell phones)
- o Remain quiet and calm
- o Dial 911, if possible, to alert police to the active shooter's location
- o If you cannot speak, leave the line open and allow the dispatcher to listen
- o Ignore fire alarms during an active shooter lockdown unless you see smoke or fire
- o Do not exit lockdown until an all clear has been given by the university or responding police.

Take action against the active shooter if necessary (FIGHT)

As a last resort, and only when your life is in imminent danger, fight with what is available

- o Attempt to disrupt and/or incapacitate the active shooter
- o Act as aggressively as possible against him/her
- o Throw items and improvise weapons
- o Yell

- o Commit to your actions including disarming shooter

Information to Provide to Law Enforcement or 911 Operator:

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

When Law Enforcement Arrives

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

What to Expect Immediately After

- o University mass messaging with additional information (see communication section)
- o Check in with building coordinators/ coaches/ RAs/ managers for accountability
- o Potential class and work cancellations

II. Actions During Event

Upon notification of active shooter on campus (30 seconds):

- o Security will use the radio to alert others by saying "Active Shooter (*and location*)", three times
- o Security will lockdown all card readers
- o First blackboard connect message sent (see communication)
- o Security will call 911
- o Crisis team notified by Director of Safety and Security or blackboard message
 - Crisis team will activate teams group and begin information sharing
 - Managers will attempt to gather information on their staff, coaches will check with teams, RAs will check in with their residents

As situation continues:

- o Security will use cameras to provide information to law enforcement, including descriptions of assailants and casualties
- o Blackboard Connect message 2 sent (see communication)
- o Security will be prepared to share blueprints and video access with police
- o Crisis team will continue to gather information and stay in safe locations
 - Director of Safety and Security will assist security team, passing on information when available

Law Enforcement and Emergency Services arrive:

- o Arrival of law enforcement means that the incident is now under their command
- o Security will remotely unlock entrance to incident location to allow police to enter
 - Security will provide access to areas, coordination with maintenance, and facilitate any police needs
- o Security sends police on campus blackboard message
- o Wait for all clear by police

All Clear:

- o All clear must be received by police before campus lockdown is lifted
 - Director of Safety and Security or Crisis Management Director will authorize security to send all clear to campus
- o Upon notification of all clear, security will send all clear blackboard connect message with reunification instructions
- o Security will unlock exterior doors
- o Crisis team meets at primary or secondary Crisis Command Post
 - All team members move to the location and activate individual crisis work teams

III. After Incident Actions

Crisis work teams

- o Activate any relevant work teams

Reunification/ accountability

- o Staff/ Faculty/ Students will be notified by blackboard connect to return to campus
- o Commons 803 events will be activated for each building, allowing for check in by location
- o Evacuees from affected building will move to Schaefer Gym
- o Evacuees from all other locations will meet at the evacuation locations with the building coordinators

- Building coordinators will verify check ins on commons 803 if available or pull the updated master list of employees by location. As they verify that people are accounted for from a paper list, the information needs to be moved to Frank Kahn.
- o Managers will push accountability of their teams higher, VPs and Deans will push the information to the crisis team.
- o Staff, faculty, and students will receive follow on information regarding return to work and class cancellations as soon as it is available.
- o Counselors and support staff should move to Schaefer Gym to provide support and take accountability for individuals from affected building(s).
- o Security will send officers to inform and gather people around the affected locations.
 - Security will meet with police to inform them of the reunification location.

Business Continuity Plan

- o Activate continuity plans for affected departments

IV. Communication

Security Blackboard Messages

- o First Message: “We have a report of shots fired at the *location*. RUN, HIDE, FIGHT. Secure yourself immediately!”
- o Follow up message after police have been notified: “Active Shooter in *location*. Campus is in lockdown. Do not come to campus. Police have been notified.”
- o Police arrival: “Police have arrived on campus. Follow police orders if encountered.”
- o Reunification Message: “ALL CLEAR. LOCKDOWN LIFTED. Police have the situation under control. Please exit your buildings or return to campus and move to you designated evacuation meeting locations. *Affected Location* evacuees need to meet at Schaefer Gym.”

Marketing and Communications

- o Following the incident, the communications crisis team will take over all further mass messaging regarding the incident using the emergency communication response procedure.
- o Messaging should include information about the following
 - Status of operations
 - Availability of counseling, employee assistance, and other university services
 - Hotlines for families

V. Recovery

Law enforcement will be provided locations that they can establish a command post. EMS will be provided locations for triage. Default location is Schaefer Gym. Secondary location is Warrior Athletic Center.

Facilities involved in violent incidents will likely be secured by police as a crime scene. After authorities have released the location, the following should be completed:

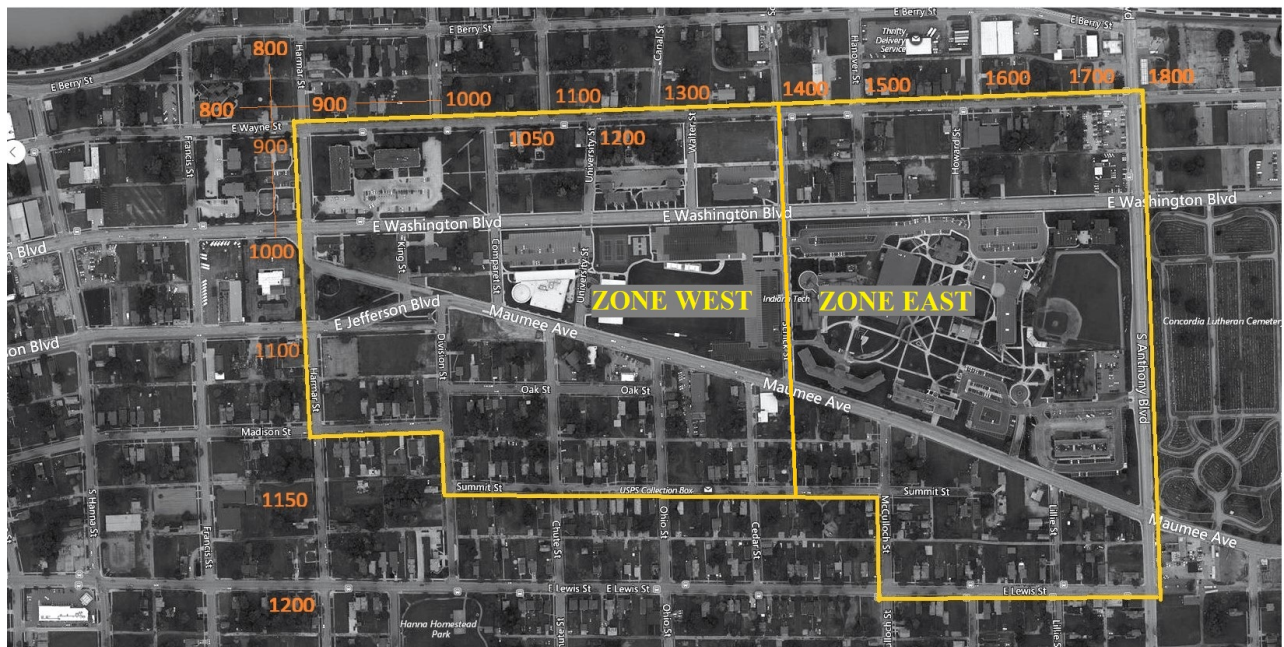
- o Facility cleaned and sanitized
 - May include biohazard remediation company
- o Estimate cost of repairs and determine damages
- o Determine if all classes/ office work should be temporarily removed from the space
 - Relocation plan for those activities

Post Incident Investigation and Response Debrief will need to be conducted. All known information, timeline, and actions (both positive and negative) will need to be discussed by Crisis Team. Items needing correction will be listed with a timeline and plan for each corrective measure.

Immediate Reaction Boundary

Safety & Security maintains an Immediate Reaction Boundary map used to reduce reaction time during threat events. The boundary map indicates the boundary, a rough address grid for rapid locating, zones dividing campus. Upon notification of a threat, Safety & Security can evaluate location, threat type, and impact to campus. Safety & Security will notify law enforcement as necessary.

- Outside of the boundary line:
 - If there is a potential for an event to become a threat to campus safety, Safety & Security will begin notification of the Director of Safety & Security and continue to develop the situation. If the event poses a threat, Safety & Security is postured to move to Hold and Secure.
- On or Inside the boundary line:
 - If there is an immediate potential for violence to the campus community, Safety & Security will initiate Hold and Secure and then begin notification of the Director of Safety & Security.
 - If there is an imminent threat to life within the boundary, Safety & Security will initiate a Lockdown and begin notification of the Director of Safety & Security.



INDIANA TECH IMMEDIATE REACTION BOUNDARY

- 1) ON or INSIDE BOUNDARY LINE: Initiate one of the following responses if:
 - a) There is an immediate potential for injury due to violence - **HOLD AND SECURE** for nearest ZONE - Contact Site Supervisor then Director of Security;
 - b) There is an imminent threat to life due to violence - **LOCKDOWN** all buildings - Contact Director of Security then Site Supervisor.
- 2) OUTSIDE OF BOUNDARY: For activity that may be a threat to the campus community, but occurs outside of the boundary, contact the Site Supervisor and then the Director of Security to initiate further response.

Security will remain vigilant to changes in threat status and location

Evacuation Procedures

Building Evacuation

1. All building evacuations will occur when an alarm sounds and/or upon notification by Safety & 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. Building Coordinators will need to account for employees in their building. Employee rosters are located in the Teams app under Teams, Main Campus Office Assignments, Office Assignments.
4. DO NOT return to an evacuated building unless told to do so by Safety & 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.
7. Do not leave campus in motor vehicles until after ALL CLEAR has been sent.

Staff (including RAs) and Safety & Security are responsible for guiding all building inhabitants, including visitors to the following meeting places:

- **Abbott, Evans-Kimmell, Oropeza, Schaefer, Snyder Academic Center** – grassy area south side of fire pit near Abbott
- **Andorfer Commons** – Parking Lot 6/ Pierson parking area, west of Andorfer Commons
- **Kalbfleisch** – alley to the north of the residence halls
- **Keene, Warrior Athletic Center** – north side of Warrior Athletic Center, near tennis courts
- **Pierson** – Scully Square, south side of Andorfer Commons
- **Summit, Yergens-Rogers** – small parking lot next to trash corral
- **Warrior Park** – outdoor track entrance gate
- **Warrior Row** – alley to the north of the residence halls
- **Cunningham, Fieldhouse, Zollner, Uytengsu** – grass near fieldhouse loading dock, top of hill
- **Zollner Alt** – Fire Pit
- **Donald Ross Golf Club** – parking lot near maintenance outbuilding

Campus Evacuation

- The Crisis Management Director is responsible for announcing any full campus evacuation, with the exception of Active Shooter (see page 37). Individual areas may be evacuated by Safety & Security.
- All students, staff and campus guests are to immediately vacate the specific identified site 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. (Typical reasons might include a power loss lasting longer than 4-8 hours or beyond battery backup systems)

Long-Term Evacuation is defined as evacuation of a residential facility anticipated to last longer than 48 hours. (Examples might include building damages requiring extensive repair, longer periods of power loss, etc.)

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 Fitness 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 Facilities Management and the Director of Crisis Management.

In both short-term and long-term evacuations, the director of residence life 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 and 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 Andorfer Commons 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. Priority will be given to 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. Students are expected to patiently await a reasonable amount of time for accommodation of their request.

Evacuation Procedures for Persons with Disabilities

Evacuation Information

All Indiana Tech students, faculty, staff and administrators are responsible for familiarizing themselves with the emergency information regarding their work areas, classrooms, and/or living areas. This includes emergency evacuation plans comprising exits, alternate routes of egress, the location of fire alarm pull stations, portable fire extinguishers and respective rally area. The best time to plan for an emergency is before the emergency occurs.

Personal Evacuation Plans

This information provides a general guideline of evacuation procedures for persons with disabilities for fire and other building emergencies. Faculty, staff, students, and visitors must develop their own facilities evacuation plans and identify their primary and secondary evacuation routes from each building they use. Students requiring assistance are encouraged to contact the Disability Services Coordinator to develop a personal evacuation plan at 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 Safety and Security at security@indianatech.edu.

Once a personal evacuation plan is created, it should be reviewed and practiced regularly.

Evacuation of Service Animals

A person with a service animal should relay to evacuation assistants his or her specific preferences regarding the evacuation and handling of the animal. Those preferences then need to be put in the person's evacuation plan. It is advised that this plan is shared with the appropriate building and management personnel. People with service animals should also discuss how they can best be assisted if the service animal becomes hesitant or disoriented during the emergency situation. The procedure should be practiced so that everyone, including the service animal, is comfortable with it. First responders should be notified of the presence of a service animal and be provided with specific information in the evacuation plan.

Emergency evacuation plans should include:

- Being familiar with evacuation options
- Seeking evacuation assistants who are willing to assist in case of an emergency
- Asking supervisors, instructors, or security about evacuation plans for buildings
- Program emergency contacts: Emergency services 911, Security 260-399-2805

Most Indiana Tech buildings have accessible exits at the ground level floor which can be used during an emergency. However, in most Indiana Tech buildings people will need to use stairways to reach

building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings they are automatically recalled to the ground floor.

Evacuation options:

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 then Indiana Tech security at 260-399-2805 and reporting his or her location directly. Security will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. 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 % 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 Fort Wayne Fire department. The Fort Wayne fire department will tell the individual their decision or relay the information via campus security.

Evacuation Guidelines for Persons with Disabilities

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

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 Fort Wayne Fire department or campus security the location of the person with a disability. If the person with a disability is alone, he/she 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.

Guidelines for 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).
- Do not separate a person with a disability who is partnered with a service dog from their service dog.

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 he or she 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 a first aid kit and AED device.
2. Call Indiana Tech Safety & Security (ext. 2230, direct line (260) 399-2805, or cell (260) 740-6642) and report the situation. Safety & Security will contact the Associate Vice President of Student Services and 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 S.A.M.P.L.E. questions for details. This stands for Signs/Symptoms, Allergies, Medications, Past medical history, Last meal, and Events preceding. This information may be relayed to emergency responders should the victim lose consciousness.
 - c. Monitor breathing and give CPR/First Aid 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. Continue to assist the victim until help arrives and do not leave.
 - e. Look for emergency medical ID, 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. Safety & Security will document the occurrence after rendering appropriate aid and emergency services have taken over the scene.

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:

- 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 auditoriums, gymnasiums and other large rooms, if possible.

In case of a tornado warning, Safety & Security will issue an electronic message to all of the Fort Wayne Campus (including students). **In the case of a warning, moving to a safe area is mandatory.**

Building Coordinators will be responsible for directing people to safe areas. Each building coordinator will be equipped with a bullhorn that 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, Safety & Security will notify all other officers via radio.

Designated shelter by building:

Residence Halls:

Pierson – First floor hallway in front of corresponding room

Kalbfleisch – First floor hallway in front of corresponding room

**1st floor residents should remain in their rooms and move to their bathrooms*

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*

Summit – Emergency exit stairwells on lowest level (If in building entry, use hall next to elevator)

Warrior Row A and B – First floor bathroom

Other Buildings/ Areas:

Abbott – First floor restrooms

Andorfer Commons – Lower level Rec Center

Campus Grounds – Move to nearest building (non-residents should move to nearest academic building)

Central Grounds Coffee – Restrooms

Cunningham – First floor stairwell, 1st floor restrooms

Keene Building – First Floor Restrooms, Seminar Room, Suite 120

Market C – Back hallway away from door

Max's Bistro – Restrooms

Schaefer Center – Lower level of Andorfer (connecting building)

Snyder Academic Center – Lower level/hallway near art gallery

Uytengsu – First floor away from exterior walls or first floor stairwell

Warrior Fieldhouse – Interior hallway outside of 132, restrooms

Warrior Athletic Center – First floor restrooms or locker rooms

Warrior Park Athletic Multipurpose Building – Main hallway

Warrior Park Grounds – Move to Multipurpose Building

Zollner – Lower level center hallway

Donald Ross Golf Course – Storage/Locker room

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

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 Safety & Security, building coordinator, maintenance staff, and/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 and/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 Safety & Security (ext. 2230 or direct line 260-399-2805 or cell 260-740-6642) to report the fire.
3. Safety & Security must have a current emergency contact list. The recommendation is to utilize the mobile phone outside the Safety & Security office. Safety & Security should contact the following people:
 - a. Security Operations Manager (ext. 2230 or direct line 260-399-2805 or cell 260-740-6642).
 - b. Safety & Security Director (ext. 3438 or 260-312-0092).
 - c. Director of Facilities Management (ext. 2246 or direct line 260-399-2829 or cell 260-740-6643).
 - d. Associate VP of Student Services (ext. 2234 or 260-403-4140).
4. The Director of Safety & Security (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 for Finance & Administration ext. 2114.
 - b. VP for Student Affairs ext. 2276.
 - c. VP for Marketing and Communication ext. 2299.
5. The cabinet member who receives the contact from Director of Safety & Security makes the one connected call from the following list of Marketing/Institutional Advancement staff in order of preferred contact:
 - a. VP for Marketing and Communication ext. 2299.
 - b. Director of Marketing & Communications ext. 2250.
 - c. Creative Director ext. 2212.
6. The cabinet member is responsible for:
 - a. Contacting EVP for Finance & Administration for insurance purposes.
 - b. Determining whether the Emergency Crisis Team should be activated.
 - c. Calling anyone else deemed necessary.
7. Safety & Security should obtain keys relevant to the involved building and proceed outside to meet the fire department.

8. Staff (including RAs) and Safety & Security are responsible for guiding all building inhabitants to the following meeting places. (If a fire is close to meeting location, move further away but stay in sight of meeting area):

- **Abbott, Evans-Kimmell, Oropeza, Schaefer, Snyder Academic Center** – grassy area south side of fire pit near Abbott
- **Andorfer Commons** – Parking Lot 6/ Pierson parking area, west of Andorfer Commons
- **Kalbfleisch** – alley to the north of the residence halls
- **Keene, Warrior Athletic Center** – north side of Warrior Athletic Center, near tennis courts
- **Pierson** – Scully Square, south side of Andorfer Commons
- **Summit, Yergens-Rogers** – small parking lot next to trash corral\
- **Warrior Park** – outdoor track entrance gate
- **Warrior Row** – alley to the north of the residence halls
- **Cunningham, Fieldhouse, Zollner, Uytensu** – grass near Fieldhouse loading area, top of hill
- **Zollner Alt** – Fire Pit
- **Donald Ross Golf Club** – parking lot near maintenance outbuilding

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

Explosion / Aircraft 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 Safety & Security office;
3. After the effects of the explosion and/or fire have subsided, call 911 and notify the Safety & 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 Safety & Security, crisis management team member or senior leader; and
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

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 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. Immediately have someone else in the facility contact Safety & 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 Safety & 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 Safety & Security or the Director of Facilities Operations; and
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

1. Instruct informant to evacuate the building immediately and ask whether emergency personnel have been notified. If not, call 911 and report the threat.
2. Send Blackboard Connect message to evacuate building
3. Contact Crisis Management Team
4. Go immediately to the affected area and direct people to the designated evacuation assembly point.
5. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and wait for emergency vehicles to respond.
6. Do not allow anyone to re-enter the facility until it has been determined safe by the facilities manager.

Chemical or Radiation Spill /Aerosolization

1. Any spillage of hazardous chemical or radioactive materials should be reported immediately to Safety & Security (ext. 2230 or direct line 260-399-2805 or cell 260-740-6642). They will notify the Director of Safety & Security, the Director of Facilities Management, 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. A determination will be made to evacuate the area or to shelter in place;
2. **If an emergency exists inside the building, activate the building alarm and call 911;**
3. **If the threat is not present in the building, call 911 and stay in the building until told to evacuate;**
4. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same;
5. 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. Notify maintenance office at ext. 2246 or 260-740-6643 and request that the air handling system be shut down;
6. 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 Safety & Security or maintenance staff. Required first aid and cleanup by specialized authorities should be started at once;
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 Safety & Security, crisis management team member or senior leader; and
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.

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 shut down; and
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, but are not limited to, 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; and
- 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 Safety & Security at 2230 or direct line 260-399-2805 or cell 260-740-6642. Safety & 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; and
9. 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 Safety and Security, ext. 2230 or 260-399-2805.

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 Safety & 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; and
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; and
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 by calling 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 that 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; and
 - 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 and/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, he/she 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 amended as necessary when the following occur:

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.
5. Contingency Plan Revisions

SECTION 7 –

HUMAN

THREATS/

CRISIS

Hostage Situation

1. Call the police: 911;
2. Notify Safety & 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 and refer to the active shooter guidelines on how to respond. 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; and
 - h. Injuries to hostages.
7. Assist police officers as requested when they arrive on site.
 - a. Prepare for an evacuation of potential witnesses.
 - Utilize an inside location that is secure and on opposite side of campus from hostage situation.
 - Arrange for additional Indiana Tech staff to assist with directing witnesses to secure location.
 - 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.
 - Once evacuees have been isolated, utilize Student/Staff Support Team to account for students and staff listed on the roster.
 - 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 command center.

- 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.
- Location should preferably be near witness evacuation location.
 - Contact dining hall staff for light refreshments.
 - Do not use Chapel.
 - Be able to communicate the names of safely evacuated students to appropriate parents utilizing the rosters.

Violent or Criminal Behavior

1. Call the police: 911;
2. Notify Safety & Security at ext. 2230 or direct line 260-399-2805 or cell 260-740-6642. They will notify the Director of Safety & Security at extension 3438 or 260-312-0092 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:
 - 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.
7. Assist police officers as requested when they arrive on site; and
8. 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. Contact Safety & Security first at extension 2230 or direct line 260-399-2805 or cell 260-740-6642. Safety & 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, 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), Safety & 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 where parents need 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 based upon the judgment of the Associate VP of Student Services or designee if victim is incapacitated and/or 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;
- 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 regarding 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 Associate VP of Student Services will coordinate a 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 for 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 Safety & Security (2230), Devin Blackford (3438) and Chris Dickson (2234) in this order. If you cannot reach Chris, contact Dan Stoker (2276). 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, Associate VP of Student Services name, etc.

Police can reach Campus Safety & Security at 260-740-6642 and the Associate VP of Student Services at 260-403-4140.

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 Safety & 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; 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 and 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 Safety & 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 Safety & Security 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; and
- Relocate any roommates and suitemates as quickly as possible.

2. Death of a Student – Off Campus

In the instance that a student dies 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 Safety & 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 Safety & Security 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; and
- 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. Following that notification, 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 for 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; and
 - What information to provide – keeping the respect of the family regarding 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:

- Coordinate or organize a special service for students to assist in the spiritual aspect of the situation utilizing appropriate faith based or non-denominational resources;
- Residential Life staff to prepare for peer counseling of students;
- Coordinate any vigil support programs for students through Student Life Professionals;
- Communicate information as needed 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; and
- 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 regarding 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, and enrollment;
- Coordinate with Business Office for 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 for conferring an associate degree for sophomores will be made by the VP for Academic Affairs;
- 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 for Student Affairs. A letter regarding possible conferral of a degree may be sent from the VP for Academic Affairs if deemed appropriate; and
- 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, 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 Safety and Security. Remaining steps should be continued by the Associate Vice President 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.

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 Safety & Security. They will contact the Director of Safety & Security and 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 Safety & Security. They will call the Director of Safety & Security and 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, Safety & Security will document the occurrence.
3. Follow the guidelines established for the death of a student.

* In all 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 Safety & Security if it is a current on-campus situation. They will contact the Director of Safety & Security, the Associate VP of Student Services, and Residence Life;
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 a 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 Safety & Security 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.

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 all reports of missing students who reside in campus residence hall facilities.

Definition

A **Missing Student (“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 Student(s) should be made to Safety & Security. 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 residence life 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 Paycom;
- 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 for Student Affairs; and
- Determine 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. 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 Team and university staff; and
- 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 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 Safety & Security or Facilities Operations and report exact location of ruptured water line.

Campus security Responsibilities

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

Facilities Personnel Responsibilities

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

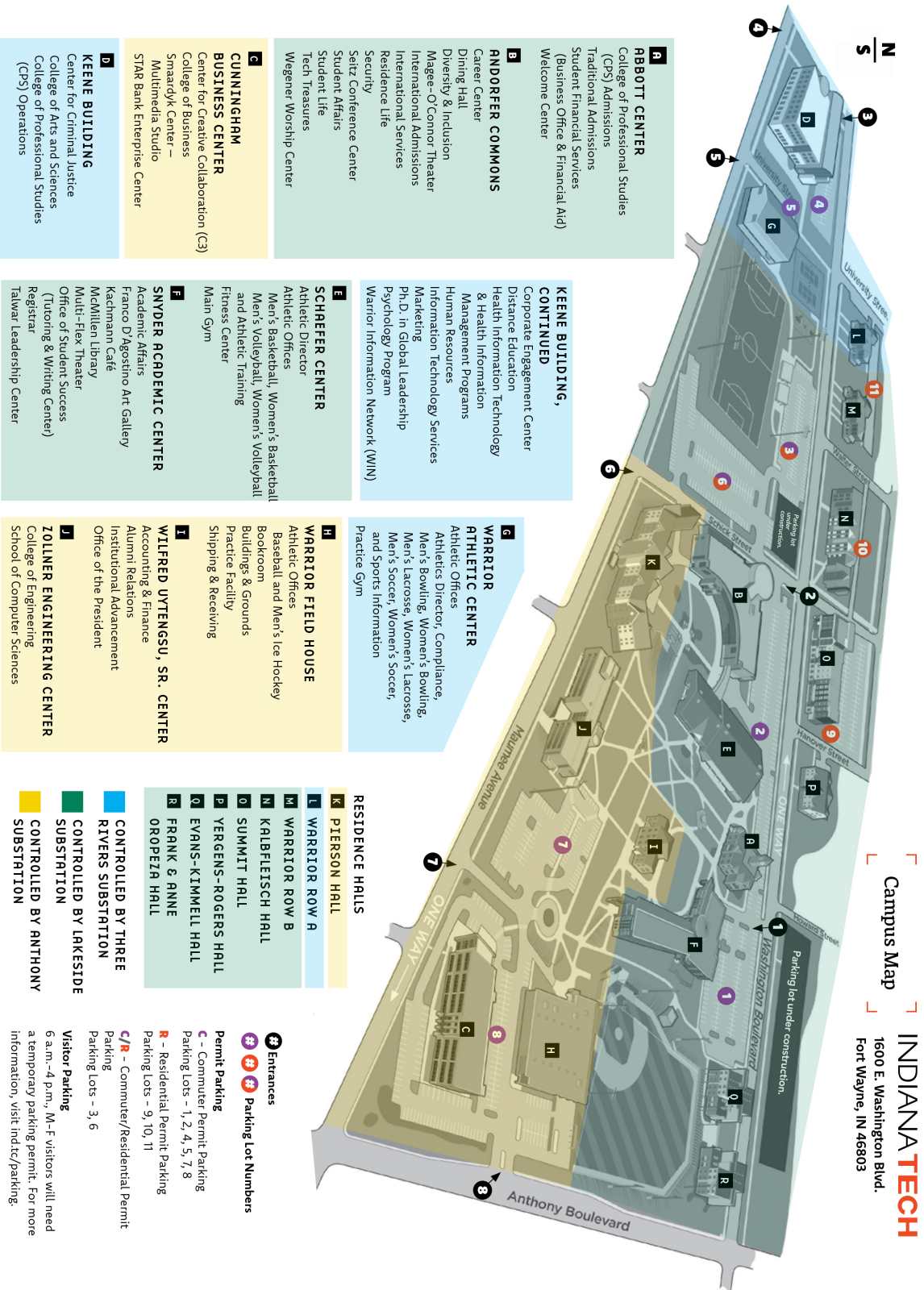
Natural Gas Leak in Facility

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 Safety & 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. Safety & 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; and
7. Emergency personnel and facility manager will determine when facility is safe to occupy.

Electrical Service Emergency

If the university experiences an electrical outage, the following procedure should be followed:

- Determine if the outage is campus wide, or is restricted to a specific facility;
- 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;
- Contact the facilities manager for instructions;
- Schaefer Center, Andorfer Commons, Pierson Hall, and Kalbfleisch Hall have backup electrical generators;
- 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.
 - Blackboard Connect
 - Phones (phone system will operate for a short period of time)
 - Cellphones
- 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 Security Responsibilities

1. 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;
2. Safety & Security officers should continue to monitor radio traffic for further updates and remain visible at the main entrance of the facility;
3. Contact the Director of Safety & Security with the status of power across campus;
4. If Andorfer Commons has lost power, Supervisors should instruct radio users to switch to channel 2 until power has been restored;
5. Safety & Security should verify that the emergency generators are operating;
6. Safety & Security will work with Residence Life to relocate residents without working fire safety equipment; and
7. Safety & Security will work with offices managers to relocate displaced offices to computer labs with power.

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.
2. If the power has not been restored after 60 minutes; RAs will move residents to buildings with operational backup generators.

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. They will then 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.

On-Campus Space to Continue Work Duties

(WOS)—stands for wide-open space, or space where people can utilize Wi-Fi to work on laptop

Andorfer Commons

- Seitz Conference Center (WOS)
- Magee-O'Connor (WOS)
- Dining Hall (WOS)

Cunningham Business Center

- Study Pods (WOS)
- Conference Room 106 (WOS)
- Conference Room 300 (WOS)
- Student Lounge Room 200 (WOS)
- CPU Lab Room 110 with 20 stations
- CPU Lab Room 216 with 24 stations
- CPU Lab Room 309 with 24 stations

Keene Building

- Corporate Engagement Center (WOS)
- Lobby (WOS)
- Seminar Room (WOS)
- Marketing Conference Room (WOS)
- Room 263 with 10 stations
- CPU Lab Room 356 A&B with 32 stations in each section

Snyder Academic Center

- Talwar Leadership Center (WOS)
- Multi-Flex (WOS)
- Atrium (WOS)
- Lower Level (WOS)
- Conference Room 008 (WOS)
- Study Pods (WOS)
- Second floor of library (new Writing Center space) has open approximately 12 CPUs and (WOS)
- CPU Lab Room 210 with 32 stations

SECTION 9 –
INFORMATION
SECURITY
INCIDENTS

Information 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 of 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 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 reporting an incident is as follows:

- Contact the IT Services Department through any, or all of the following means:
 - 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.

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. 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](https://indiana-tech.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/Instagram

- **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.*

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 Safety & Security or the Director of Safety & Security issues a PA announcement.

- Tornado Warning
 - PA
 - Email
 - Text
- Campus closed
 - Email
 - Text
 - Website
 - News media
 - Twitter
 - Facebook
- Avoid Area
 - PA
 - Email
 - Text
 - Website
 - News media*
 - Twitter
 - Facebook
- Campus Fire
 - PA
 - Email
 - Text
 - Website
 - Twitter
 - Facebook
- Evacuation
 - PA
- Email
- Text
- Website
- News media*
- Twitter
- Facebook
- Hazardous Materials Spill
 - PA
 - Email
 - Text
 - Website
 - News media*
 - Twitter
 - Facebook
- Shooting/Police Emergency
 - PA
 - Email
 - Text
 - Website
 - Twitter
 - Facebook
- All Clear
 - PA
 - Email
 - Text
 - Website
 - Twitter
 - 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 the Fort Wayne campus. 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.

Tornado Warning

The National Weather Service has issued a tornado warning for Allen County. 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

- **Emergency:** dial 911 from on-campus
- **Campus Safety & Security:** ext. 2230, direct line 260-399-2805, or cell 260-740-6642
- **Maintenance:** ext. 2246 or cell 260-740-6643

Off-Campus

AEP (customer service)	800-311-4634
AEP (outage)	800-311-4634 or 800-277-2177
Allen County Department of Health.....	260-449-7561
Allen County Sheriff	911 or 449-3000
American Red Cross Northeast Indiana	260-484-9336
American Red Cross Indiana Region	888-684-1441 or 317-684-1441
Dupont Hospital.....	260-416-3000
Emergency Management/Civil Defense	260-449-4663
(Allen County Office of Homeland Security)	
Environmental Emergencies	888 233-7745 or 317 233-7745
(Indiana Department of Environmental Management (IDEM))	
FEMA Indiana Department of Homeland Security	317-232-3986
Fort Wayne City Police/Emergency	911 or 260-427-1222
Fort Wayne City Services	311 or 260-427-8311
Fort Wayne Fire Department	911 or 260-427-1478
Fort Wayne Health Department.....	260-449-7561
Fort Wayne Street & Sanitation Department.....	260-427-1235
Fort Wayne Water Maintenance.....	260-427-1247
Frontier	800-921-8101
Indiana Poison Center	800-222-1222
Indiana State Police (emergency only)	260-432-8661 or 800-552-0976
Lutheran Hospital (W Jefferson)	260-435-7001

Lutheran Hospital (Downtown).....	260-425-3000
National Response Center (hazardous spills and releases)	800-424-8802
New Haven Police Department	260-748-7080
NIPSCO (customer service)	800-464-7726
NIPSCO (gas leak)	800-634-3524
Parkview Hospital Randallia	260-373-4000
Parkview Regional Medical Center	260-266-1000

APPENDIX B

Community Counseling Resources - Fort Wayne Campus

Student Assistance Plan

Parkview Behavioral Health

(scheduling) **260-266-8060**

(after hours) **260-446-1867**

(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 of Student Services at ext. 2234.

NO SLIDING SCALE

Information and Referral / Crisis / Addictions – Substance Abuse

First Call For Help

211 (free call from cell)

866-211-9966

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 do not know where to go for help. Will take crisis calls.

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.

Adult Protective Services

260-449-7989

800-992-6978

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.

Allen County Department of Health STD Clinic

260-449-7504

4813 New Haven Ave

<https://www.allencountyhealth.com/get-tested/>

Services: STD Testing • Confidential AIDS/HIV testing • Patient education/information • Case management & referrals • Dispense medication on site as needed for clients undergoing treatment • Health Screenings

Amani Family Services (formerly Crime Victim Care)

260-484-1414

5104 N Clinton St

<http://www.amanifamilyservices.org/>

Services: Child abuse/neglect • Family casework • Substance abuse • Support groups • Parent education • Counseling • Crime victim advocacy

*most services free

Catholic Charities

260-422-5625

915 S. Clinton

Counseling Services Available

*fees on sliding scale

Center for Non-Violence

260-456-4112

Crisis Line:

800-799-7233

235 W. Creighton Ave.

Provides education and support for non-violence.

Child Abuse and Neglect Hotline

800-800-5556

Community Health Resource Directory

<https://www.healthcaredirectory.org/>

Erin's House for Grieving Children

260-423-2466

5670 YMCA Park Dr. West

<https://www.erinshouse.org/>

Services: Bereavement support groups • Peer support for children, teens, young adults and families who have suffered the death of a loved one

*free

Fort Wayne Sexual Assault Treatment Center

260-423-2222

1420 Kerrway Ct

<https://fwsatc.org/>

Medical forensic exam and evidence collection

*free

FWPD Domestic Violence Unit (restraining orders, court accompaniment, victim compensation, victim rights)

260-427-1205

Headwaters Counseling (Formerly Family & Children's Services) 2712 S. Calhoun St https://www.headwaterscounseling.org/ • Quality outpatient Mental Health and/or Substance Use counseling services, for individuals of all ages and their families. Our services address anxiety, depression, grief, loss, alcohol abuse, drug abuse, smoking cessation, abuse, domestic violence, and adjustment issues *Sliding fee scale based upon income	260-744-4326
LGBTQ+ Youth Support Group	260-456-4112
Lutheran Social Services 333 E Lewis St Counseling Services Available *fees on sliding scale	260-426-3347
Legal Assistance: Prosecutor's Office	260-449-7641
Allen County Clerk (protective orders):	260-449-3683
Matthew 25 Health & Dental Clinic 413 E. Jefferson Blvd http://www.matthew25online.org/ Services: Medications • Patient assistance available for medications at no cost • Diabetes education classes • Pre-Diabetes classes • Smoking cessation • Mental health counseling • Medical and vision exams • Health education • Treatment of chronic illnesses • Dental Provider *free - \$5 donation suggested	260-426-3250
NAMI Fort Wayne (National Alliance On Mental Illness) 2200 Lake Ave., Suite 110 Support groups *free	260-447-8990
Narcotics Abuse 24 Hour Helpline (SAMHSA National Hotline)	800-662-4357
National Suicide and Crisis Lifeline	988

Neighborhood Health (S. Calhoun)**260-458-2641**

1717 S Calhoun St

<https://www.mynhfw.org/>

Services: Medical care for adults and children • Family practice • Pregnancy and childbirth (Obstetrics/OB), ultrasounds, women's health • Pediatrics/children • Lab tests • Patient assistance in applying for reduced-fee prescriptions • Medication formulary with low-cost alternatives • Optometry services • Assistance with enrolling for market place insurance and Medicaid. • Dental Provider • Immunizations

*Sliding scale based on income

Northeast Indiana Positive Resource Connection**260-744-1144**

(Formerly AIDS Task Force)

800-417-3085

525 Oxford St

<https://positiveresourceconnection.org/>

Medical case management • Free HIV testing • Education, prevention, testing and risk reduction counseling • Health Screenings • Patient Support & Education • Financial Assistance

*free

Park Center – Community Mental Health Center**260-481-2700****24 Hour Emergency Services (of Park Center)****260-471-9440**

909 E State Blvd

<https://www.parkcenter.org/>

Services: 24-Hour crisis intervention and stabilization • Outpatient & home-based services • Residential programs • Case management • Evaluation and testing • Addiction services • Court-ordered services • Dispensary of low-cost medications on site, as needed, for clients undergoing treatment • Patient assistance in applying for reduced-fee prescriptions through on-site pharmacy • Trained professionals to help clients enroll in health insurance • Three Wishes Program: classes for parents to improve development & their capacity to care for young children with behavioral health needs

*Financial Assistance Plan

Parkview Behavioral Health**800-284-8439**

1720 Beacon St

<https://www.parkview.com/services-specialties/behavioral-health/behavioral-health>

Services: Free & confidential screenings through the Help Line 24/7 to give guidance for treatment and resources • Acute inpatient units for all ages & outpatient group services for adults struggling with mental health issues, chemical dependency, & chronic pain • Outpatient medication management through Parkview Psychiatry Physicians Group for all ages • Urgent Care Clinic available for short-term 1:1 therapy for all ages for crisis stabilization until a permanent therapist can be obtained

*Fees vary by service

RAINN (Rape, Abuse & Incest National Network)**800-656-HOPE (4673)****Rape Crisis Hotline (Women's Bureau)****260-426-7273**

The Bowen Center 2100 Goshen Rd https://www.bowencenter.org/ Services: Substance abuse and mental health counseling • Outpatient services • Home-based/school-based rehabilitation services • Individual and group therapy • Medication assisted treatment • Psychiatric medication management *Sliding fee scale based upon income	800-342-5653
The Trevor Project (LGBTQ suicide prevention) https://www.thetrevorproject.org/get-help/ Text “Start”	866-488-7386 678-678
VA Northern Indiana Health Care System	260-426-5431
YWCA Shelter Domestic Violence – 24-hour Hotline Sexual Assault – 24 hour Crisis Line	260-447-7233 800-441-4073 800-441-4073
YWCA Hope Center for Pregnancy and Relational Resources 3630 Hobson Rd. <ul style="list-style-type: none"> • Advocacy for pregnant women; not professional counseling • No charge 	260-422-3544 224-585-3544 (text)

Community Counseling Resources - Other Campus/Classroom Locations

Locations

Auburn

Avilla

Kendallville

Community Mental Health Center

Northeastern Center, Inc.

220 South Main Street, PO Box 817

Kendallville, IN 46755

(260) 347-2453

after hrs. (800) 790-0118

Steve Howell, CEO

www.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 46580-0497

(800) 342-5653

Kurt Carlson, MS, CEO

www.bowencenter.org

Serving Allen, Huntington, Kosciusko, 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

APPENDIX C

Crisis Response Teams Contact Numbers

FACILITIES RESPONSE TEAM

<u>NAME</u>	<u>OFFICE</u>
Mike Townsley	ext. 2246
Richard Burns	ext. 2450
Paul Eshelman	ext. 3466

FINANCE & ACCOUNTING RESPONSE TEAM

<u>NAME</u>	<u>OFFICE</u>
Judy Roy	ext. 2114
Shelly Musolf	ext. 2300
Carrie Billings	ext. 2528
Jessica Peña	ext. 2303
Jennifer Gaff	ext. 2364
Jamie Eloph	ext. 2329
Abby Teders	ext. 3419
Mark Hunsberger	ext. 3451

COMMUNICATION/PUBLIC INFORMATION RESPONSE TEAM

<u>NAME</u>	<u>OFFICE</u>
Matt Bair	ext. 2250
Brian Engelhart	ext. 2299
Joel Kuhn	ext. 2526
Julie Farison	ext. 2212
Amber Owens	ext. 3418

STUDENT/STAFF SUPPORT SERVICES RESPONSE TEAM

<u>NAME</u>	<u>OFFICE</u>
Chris Dickson	ext. 2234
Lisa Givan	ext. 3436
Jill Thomas	ext. 2227
Jessie Biggs	ext. 2244
Greg Needler	ext. 2263
Lauren Sewell	ext. 2235
Assoc. Coord. Res Life	ext. 2552
Devin Blackford	ext. 3438
Ben Wilson	ext. 2142

COMMAND CENTER SUPPORT RESPONSE TEAM

<u>NAME</u>	<u>OFFICE</u>
Julie Hendryx	ext. 2277
Penny Egly	ext. 2137
Angie Fincannon	ext. 2446
Shayla Carlisle	ext. 2202
Jennifer Ross	ext. 2131
Jennifer Chipchosky	ext. 2274
Noah Kelsey	ext. 2317

INFORMATION TECHNOLOGY RESPONSE TEAM

<u>NAME</u>	<u>OFFICE</u>
Jeff Leichty	ext. 2104
Dave Bulanda	ext. 2312
Tom Pasche	ext. 3468

CPS OPERATIONS RESPONSE TEAM

<u>NAME</u>	<u>OFFICE</u>
Sharon Lokuta	ext. 2278
Casey Hunsucker	ext. 2353
Scott Liebhauser	ext. 3449

ADDITIONAL CRISIS MANAGEMENT TEAM MEMBERS

<u>NAME</u>	<u>OFFICE</u>
Frank Kahn	ext. 2290
Courtney Shull	ext. 2214

BUILDING COORDINATORS & ALTERNATES

<u>NAME</u>	<u>OFFICE</u>
Frank Kahn (Lead Coordinator)	ext. 2290
Jim Smithson – (Abbott)	ext. 2361
Andrea Crilly – Alt – (Abbott)	ext. 2153
Donna Sark (Andorfer)	ext. 2443
Jared Harvey – Alt – (Andorfer)	ext. 2147
Kristin Conley (Cunningham)	ext. 3417
Tim Allwein – Alt – (Cunningham)	ext. 2356
Jennifer Mahocker (Keene)	ext. 2535
Penny Egly – Alt – (Keene)	ext. 2137
Lauren Sewell (Residence Halls)	ext. 2235
Assoc. Coord. Res Life – Alt – (Residence Halls)	ext. 2552
Ted Albert (Schaefer Center)	ext. 2323
Kylene Biggs – Alt – (Schaefer Center)	ext. XXXX
Monica Trump (Snyder Academic Center)	ext. 2226
Rick Joyal – Alt – (Snyder Academic Center)	ext. 2360
Jennifer Ross – (Uytengsu)	ext. 2131
Mark Hunsberger – Alt – (Uytengsu)	ext. 3451

Jill Thomas (WAC)	ext. 2227
David Bokhart – Alt – (WAC)	ext. 2275
William Vestal – Alt – (Warrior Field House)	ext. 2666
Justin Neff (Warrior Field House)	ext. 2284
Debbie Stevens (Zollner)	ext. 2216
Dave Rumsey – Alt – (Zollner)	ext. 2286
Ernie Cook - (Donald Ross Golf Course)	
Jeff Feasel – Alt - (Donald Ross Golf Course)	
Doug Edgar (Warrior Park)	ext. 2115
Thomas Pompei – Alt - (Warrior Park)	ext. 2495

OTHER PHONE NUMBERS TO KNOW

<u>NAME</u>	<u>OFFICE</u>
Ben Wilson	ext. 2142
Heidi Kantenwein	ext. 2355
Scott Thum	ext. 2208
Administrative Conference Room (144)	ext. 3455
Andorfer Boardroom	ext. 2420
Office of Student Success Conference Room	ext. 2554
Uytengsu 2 nd Floor Conf	ext. 2009

ATHLETIC DEPARTMENT CONTACT INFORMATION

First	Last	Sport	Ext.	Office Location
Ted	Albert	Men's Basketball	2323	Schaefer Ctr
Jessie	Biggs	Director of Athletics	2244	Warrior Ath Ctr
Jessie	Biggs	Women's Basketball	2282	Schaefer Ctr
David	Bokhart	Assoc AD /Compliance	2135	Warrior Ath Ctr
Frank	DiCristofaro	Men's Ice Hockey	2457	Fieldhouse
Alexis	DiGiovanni	Women's Lacrosse	2425	Warrior Ath Ctr
Paul	Gilbert	Men's Soccer	2275	Warrior Ath Ctr
Doug	Edgar	Track and Field	2115	Warrior Park
Scott	Hicks	Women's Ice Hockey	-	Fieldhouse
Open		Sports Info. Dir.	3442	Warrior Ath Ctr
Alex	Kluchki	Cross Country	2414	Warrior Park
Andrea	Gorton	Women's Soccer	2262	Warrior Ath Ctr
Kip	McWilliams	Baseball	2313	Fieldhouse
Kelly	Mettert	Golf	-	off campus
Jake	Middleton	eSports	2244	Andorfer
Matt	Coomer	Tennis	2136	Warrior Park
Tom	Osborne	Bowling	2260	Warrior Ath Ctr
Thomas	Pompei	Men's Wrestling	2495	Warrior Park
Paul	Rademacher	Women's Wrestling	2415	Warrior Park
Rich	Riles	Athletic Trainer	2322	Schaefer Ctr
Bryan	Seaman	Men's Lacrosse	2128	Warrior Ath Ctr
Kyle	Shondell	Men's Volleyball	2132	Schaefer Ctr
Jill	Thomas	Athletics Admin.	2227	Warrior Ath Ctr
Open		Band		
Matt	Fishman	Women's Volleyball	2383	Schaefer Ctr
Stephanie	Zimny	Softball	2280	Warrior Park

APPENDIX D

Notification Cabinet Phone Tree

First Point of Contact: **Campus Safety & Security/ Devin Blackford** ext. 3438 or (260-399-2805 for security). **Alternate for Devin Blackford is Ben Wilson.**

Devin Blackford or Campus Safety & Security makes one connected phone call to the Cabinet in the following order:

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