

IPFW Crisis Response Plan

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Part I – Description of Plan

1.0 INTRODUCTION

Crisis Management is normally divided into four distinct parts: mitigation, preparedness, response, and recovery. A definition for each phase is outlined below.

Mitigation

Mitigation is the cornerstone of crisis management. It is the ongoing effort to reduce the likelihood of a crisis occurring and to lessen the impact that crises have on people and property. Examples include designing and constructing buildings in accordance with applicable fire and life safety codes, the development and implementation of a Behavioral Intervention Team, and the development and implementation of redundant data processing and storage capabilities.

Preparedness

Preparedness actions serve to develop the response capabilities needed in the event a crisis should arise. Protecting the lives of students, employees, guests, and visitors and insuring the continuity of an operational unit within the University structure is the focus of crisis preparedness. Each department of IPFW must develop operational continuity plans. These plans will contain clearly defined strategies and procedures to insure their operational continuity and the safety of all employees and students.

Response

This phase begins at the moment the crisis is recognized and continues through its immediate aftermath. Response activities are intended to stabilize the situation through bringing an end to the crisis, addressing the incident's immediate adverse impacts, and providing timely information to affected parties.

Recovery

The time required for the recovery of the functional area and the restoration of normal services depends on the damages caused by the crisis. The recovery process begins immediately after the crisis and takes place in correlation with mitigation operations and in accordance with the plan that has been implemented. The primary goal is to restore normal operations as soon as possible.

All IPFW departments and members of the IPFW community must coordinate efforts in all phases of crisis management. This document will focus mainly on the response phase.

2.0 PURPOSE

The Indiana University-Purdue University Fort Wayne (IPFW) Crisis Response Plan (CRP) formally establishes and documents a coordinated plan for organizing for and responding to crises, whether large or small, which may arise in spite of all mitigation efforts.

The protection of human life and health is of preeminent importance and shall take precedence throughout this combined effort.

Part I – Description of Plan

3.0 OBJECTIVES

The objective of the CRP is to provide a framework of procedures in the event of a crisis that:

- Protects and preserves human life and health.
- Minimizes loss or damage to the University's facilities and resources.
- Ensures the continuous operations of the University.
- Ensures appropriate communications and notifications within the University and the community.
- Elicits a response appropriate to the magnitude of the crisis.
- Emphasizes the practice of safety concepts during crisis operations.
- Establishes a core group of well-trained individuals capable of committing resources as necessary to ensure all the above stated objectives are achieved.
- Coordinates IPFW responses with the Fort Wayne/Allen County Crisis Management Plan.

4.0 CRISIS MANAGEMENT TEAM

The Crisis Management Team (CMT) is the group of representatives of key departments who may be called upon to provide support in times of crises. Members of the CMT may be required by the CMT Leader to assemble at a Crisis Operations Center during a crisis.

CMT members have the following responsibilities:

- Act under the authority of and report directly to the CMT Leader upon a declared or anticipated crisis.
- Provide advice to the CMT Leader.
- Provide resources required for responding to the crisis.
- Monitor the response activities of their individual units.
- Request additional assistance and resources as needed from local, state, and federal agencies.
- Recommend procedures and equipment to maintain readiness to implement the plan.
- Assist with the annual review of the CRP.
- Assist with the planning and execution of crisis drills.

The CMT consists of the members listed below. The Chancellor or designee shall serve as the CMT Leader. The members are listed in CMT Leader order of succession.

CMT membership and CMT Leader order of succession:

- Chancellor
- Vice Chancellor for Financial Affairs
- Vice Chancellor for Student Affairs
- Vice Chancellor for Academic Affairs
- Director of Physical Plant
- Executive Director of University Relations and Communication
- University Police Chief

Part I – Description of Plan

In addition, one or more of the following individuals may be asked to serve on the CMT depending on the nature of the crisis:

- Associate Vice Chancellor of Institutional Research & Analysis.
- Director of Student Housing.
- HR Director.
- Radiological/Environmental Management.
- Director of IT Services.
- Dean of affected area.
- IPFW/Parkview Student Assistance Program.
- Manager of Campus Safety and Security.
- Behavioral Health Institute Representative.
- Mental Health Liaison.
- Web Management.
- Personnel from specialty areas such as animal research, student life, campus ministry, or professors with relevant experience such as law or ethics.
- Director of Alumni.
- Director of Development.
- Community experts, such as FWFD, FWPD, Health Department, Hazardous Materials. Emergency Response Team.
- ISPGA representative.
- University Counsel.

5.0 CRISIS MANAGEMENT PLANNING COMMITTEE

The Crisis Management Planning Committee (CMPC) serves as an advisory group to the Chancellor and will focus on the following objectives:

- Encourage and facilitate planning for the four stages of crisis which were identified earlier in this document.
- Conduct an annual review of the CRP.
- Advise the Chancellor on Crisis Management Policy.

The CMPC shall include representatives of the following campus departments/areas:

- Behavioral Health Institute.
- Chancellor.
- College of Health and Human Services.
- Director of IT Services.
- Director of Medical Education.
- Director of Physical Plant.
- Director of Student Housing.
- Division of Public and Environmental Affairs.
- Faculty Senate—presiding officer and IU and Purdue representatives.
- Human Resources.
- University Police.
- IPFW/Parkview Clinic.

Part I – Description of Plan

- Radiological and Environmental Management.
- University Relations and Communications.
- Vice Chancellor for Academic Affairs.
- Vice Chancellor for Financial Affairs.
- Vice Chancellor for Student Affairs.
- Web Management.

6.0 CRISIS MANAGEMENT PLANNING COORDINATOR

The Crisis Management Planning Coordinator (designated by the Chancellor) is responsible for keeping the CRP up to date; scheduling CMPC meetings, chairing CMPC meetings, and disseminating materials to the Committee members. The Coordinator is a full member of the committee but will not serve on any specific sub-committee. In an actual crisis the Coordinator will serve as the assistant/advisor to the CMT leader.

7.0 LEVELS OF CRISIS

Authority for declaring a crisis and activating the Crisis Response Plan rests with the Chancellor or the Chancellor's designee as shown Section 4.0.

Localized Crisis – A local disruption in campus operations with or without limited injuries or fatalities, or a pending threat of an event. A Localized Crisis may require the assembly of all or part of the CMT and may involve activation of the Crisis Response Plan. It may require evacuation of one or more buildings. Localized Crises may include a flood warning that the St. Joseph River is going to rise 12 feet in three days, or a Localized Crisis could be a hostile person who comes into a building and causes significant disruption to normal activities.

Campus-wide Crisis – A crisis posing significant risk to students, general public, university personnel, or resources across campus. The crisis has caused or has the potential for causing significant injury or damage, and is expected to require off-campus crisis response. A Campus-wide Crisis will likely require the assembly of all or part of the CMT and may involve activation of the Crisis Response Plan. Examples of a Campus-wide Crisis are a tornado warning, or a hostile person who harms another person, and then leaves the area/building, and is still armed and dangerous.

8.0 ON-SITE COMMAND POST

If necessary, an On-Site Command Post shall be established at a location near the crisis that provides the best available location for observation and logistical support but which ensures an adequate level of safety. It is the location from which response is staged and managed. The University Police are normally responsible for establishing and controlling the On-Site Command Post.

Part I – Description of Plan

9.0 CRISIS COMMUNICATIONS AND CALL CENTER

At the onset of a crisis, a formal Crisis Communications Plan must be followed to ensure all necessary notifications are reliably made.

- The key communication source at IPFW will be University Relations and Communications. Questions from media representatives will be directed to this office.
- The primary communications equipment for the CMT will be the existing telephone system and the University-owned, two-way radios. Cellular telephones will serve as a backup to the telephone system.

In addition, IPFW has subscribed to an emergency call center service through American Specialties Insurance. This call center can provide information about campus crisis in the event that IPFW lacks the ability or capacity to respond to incoming requests for information. The emergency call center can be activated by the CMT leader by contacting the emergency activation line.

10.0 EMPLOYEE TRAINING AND DRILLS

University Police shall conduct training on the CRP for all new employees through new employee orientation programs offered by Human Resources and Academic Affairs. Current employees will receive training throughout the year on such issues as: fire and building evacuations, response to violent situations involving firearms, explosives or violent crimes and weather emergencies.

- Human Resources will maintain documentation of employee attendance and training class minutes.
- All employees will participate in regularly scheduled drills on selected sections of the Crisis Response Plan. The Crisis Management Team will critique drill exercises and recommend changes to correct identified deficiencies.
- The University Police shall address fire and building evacuation response at new student orientation sessions held at the beginning of fall and spring semesters. All students shall be made aware of proper evacuation procedures for weather or other crisis procedures.

Part II – Individual Crisis Guidelines

11.0 WEATHER AND NATURAL DISASTER CRISIS

The Chancellor's Office monitors all weather situations. At the Chancellor's determination, directives, evacuation orders, and authorization to vary campus routines are issued.

The Vice Chancellor for Financial Affairs:

- Advises the Chancellor of current weather conditions based on the best available information submitted by the Physical Plant, University Police, and the local or national weather services.
- Approves content of official news releases, announcements, and taped telephone messages.
- Reports conditions to all internal units for dissemination to their respective departments.
- Announces actions of IPFW Chancellor to all Vice Chancellors for dissemination to their departments.

The IPFW Office of University Relations and Communications:

- Provides news releases from the Chancellor.
- Interfaces with news media.
- Places a notice on IPFW electronic resources.

IPFW Physical Plant and/or University Police:

- Implements sheltering or evacuation orders, and summons support resources necessary to accomplish these tasks.
- Implements the emergency notification system that may include:
 - Pre-recorded telephone messages on land lines and cell phones.
 - Text messages.
 - Emails.
- Sound emergency notification in buildings and via the carillon on the roof of the Classroom-Medical Building.

IPFW Student/Faculty/Staff will:

- Utilize specific weather incident information (below) to seek out appropriate shelter or evacuation.
- Comply with all safety directives issued by the Chancellor's office, Physical Plant, and/or the University Police.

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Part II – Individual Crisis Guidelines

HEAVY SNOW/ICE

A heavy snow warning is issued by the National Weather Service when a high rate of snowfall is occurring or is forecast. An ice storm warning is also issued by the National Weather Service when freezing rain is expected to produce a significant and possibly damaging accumulation of ice.

IPFW Responsibilities

- Monitor the weather system.
- Evaluate the safety of students and staff.
- Trigger the emergency notification system.

Personal Responsibilities

- Monitor local radio and TV weather reports.
- Call the IPFW Weather Line at 481-5770 or 481-6050.
- Be aware of your environmental surroundings.
- Comply with all safety directives issued by IPFW Administration and the University Police.

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Part II – Individual Crisis Guidelines

EARTHQUAKE

Earthquakes are the result of sudden movements of the earth's tectonic plates, caused by the release of strain that has accumulated over a long time. Earthquakes produce rumbling and vibrations, which can cause widespread damage, injuries and/or death in populated areas.

IPFW Responsibilities

- Evaluate situation.
- Initiate evacuation orders.
- Trigger the emergency notification system.

Personal Responsibilities

- Remain calm and act, don't react.
- If indoors, seek refuge under a desk or table or in a doorway and hold on to something fixed.
- Stay away from windows and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles, overhead wires, and other structures.
- Do NOT approach downed power or utility lines.
- If in an automobile, stop in the safest place possible and stay in the vehicle for the shelter it provides.

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Part II – Individual Crisis Guidelines

FLOODS AND FLASH FLOODS

A traditional flood results from days of heavy rain and/or melting snow with the rivers gradually rising and going over their banks. Traditional floods can usually be predicted with considerable accuracy, providing adequate warnings that result in saving lives and reducing loss of property. Flash floods usually result from rapidly changing weather situations, such as the sudden development of an intense local storm over a drainage basin or river. Flood waters can rise to critical levels in a matter of hours if not minutes. Flash floods can also be triggered by ice and log jams suddenly letting loose torrents of water.

Watch – Flooding or flash flooding is possible within the designated watch area. Be alert to signs of flash flooding and be ready to evacuate at a moment's notice.

Warning—Flooding or flash flooding has been reported or is imminent. Be sure to act quickly to save yourself.

IPFW Responsibilities

- Monitor the weather system.
- Trigger the emergency notification system.

Personal Responsibilities

- Monitor local radio and TV weather reports.
- Be prepared to evacuate at a moment's notice.
- Have an evacuation route planned.
- Be aware of your surrounding environment.

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Part II – Individual Crisis Guidelines

SEVERE THUNDERSTORM

A thunderstorm is classified as severe if it contains hail of ¾” diameter or marble sized, and/or wind gusts of 58 mph or higher and/or a tornado.

Watch—Conditions are favorable to the development of a severe weather event in or near the watch area. Prepare for the possibility of severe weather.

Warning – A severe weather event is occurring or imminent in the warning area. Immediate action is necessary.

IPFW Responsibilities

- Monitor the weather system.
- Trigger the emergency notification system.

Personal Responsibilities

- Move immediately to a substantial building or shelter, if a warning is issued for your area.
- Stay away from windows.
- Monitor local radio and TV weather reports.

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Part II – Individual Crisis Guidelines

TORNADO/HIGH WINDS

A tornado is a rotating column of air ranging in width from a few yards to more than a mile and whirling at destructively high speeds, usually accompanied by a funnel shaped cloud. Wind speeds can be in excess of 250 mph and the tornado can travel as fast as 35 to 60 mph. High Winds are straight-line winds of extreme force that can also cause damage to property.

Watch – Conditions are favorable for the development of a severe weather event in or near the watch area. Prepare for the possibility of severe weather.

Warning – A severe weather event is occurring or imminent in the warning area. Immediate action is necessary.

IPFW Responsibilities

- Monitor the weather system.
- Trigger the emergency notification system.
- **Sound the tornado alarms – a series of short horn blasts in the buildings.** (Fire alarms are identifiable as a continuous horn blast in the buildings.)

Personal Responsibilities

- Seek shelter in a designated tornado shelter or a first floor interior room. Cover your head and body.

Designated Shelters include:

- Allen County Extension – inner storage room.
- Chiller Plant – inner office.
- Classroom Medical – basement.
- Cole Commons – central corridor.
- Dolnick – central corridor.
- Engineering and Technology – ground floor corridor.
- Gates Sports Center – basement.
- Ginsberg – central corridor.
- Helmke Library – basement.
- Kettler Hall – basement or ground floor of south and east wings.
- Life Sciences – Rooms 111A and 111B.
- Medical Education Center – basement hallways.
- Neff Hall – basement.
- Parking Garage 1 (PG1) – ramp B Gold.
- Parking Garage 2 (PG2) – lower level interior ramp.
- Rhinehart Music Center – center north/south hall outside auditorium and recital hall.
- Science Building – ground floor.

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Part II – Individual Crisis Guidelines

- Student Housing – 1st floor central corridor.
- Venderly Family Bridge – under either side of the concrete abutments.
- Visual Arts – 1st floor hallway and restrooms.
- Walb Union – ground floor stair areas.
- Williams Theater – ground floor restrooms or corridor.
- Willis Family Bridge – either end in the concrete and brick structure.
- IPFW does not control outdoor warning sirens. Those sirens are activated by the city and/or county. If you hear the outdoor sirens while on campus be alert for a potential dangerous situation and monitor IPFW communications sources for campus status.

The “all clear” signal is announced by radio and television stations. The sirens will remain silent.

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Part II – Individual Crisis Guidelines

12.0 CHEMICAL, BIOLOGICAL, OR RADIOLOGICAL AGENT SPILL OR RELEASE

Whenever chemical, biological, or radiological solids, liquids or vapors are released on IPFW property, every effort shall be made to protect students, employees, visitors, emergency response units, and the Fort Wayne community. A release shall be considered the unintentional spread, spill, or other discharge of a chemical, biological, or radiological agent in a manner other than the intended use of that agent by the user.

Limited-scope Chemical, Biological, or Radiological Agent Release Crisis

Each department or unit that works with chemical, biological, or radiological agents will employ its own containment and spill abatement in the event of a small unintentional release, as outlined in the respective Radiological and Environmental Management training manuals (IPFW Radiation Safety Training Manual, Purdue Biological Safety Manual, Purdue Chemical Hygiene Plan and Hazardous Materials Safety Manual, Purdue's Handling & Disposal of Chemicals Guidelines). User training in departments or units working with chemical, biological, or radiological agents is required on an annual basis.

IPFW Responsibilities

- A report of the incident will be supplied to IPFW administration by the responding department (University Police and/or Radiological & Environmental Management).

Personal Responsibilities

- At the onset of any unintentional release, the involved user(s) will notify Radiological and Environmental Management via the University Police dispatcher (481-6911) of the agent and the quantity released.
- If a “non-user”, or person not trained and directly involved with the use of a chemical, biological, or radiological agent, is involved in or discovers the unintentional release of such an agent or suspect agent, the individual should leave the area immediately, call University Police from the nearest phone at 481-6911, then secure the area so it is not disturbed until the response team arrives.

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Part II – Individual Crisis Guidelines

Major Chemical, Biological, or Radiological Agent Release Crisis

IPFW Responsibilities

- The IPFW Emergency Coordinator (specified in the Emergency-Contingency Plan) will contact an outside hazardous materials response team as they deem necessary for spill remediation.
- Employees and other building occupants will be evacuated by University Police as needed to prevent exposure to the agent released. Building Evacuation Plans outlined in the IPFW Emergency Procedures Handbook will be followed for evacuating buildings.
- Per the Emergency-Contingency Plan, the Emergency Coordinator will report the incident to appropriate regulatory agencies as necessary.
- A report of the incident will be supplied to IPFW administration by the responding department (University Police and/or Radiological and Environmental Management). A copy of the report will be kept on file in the University Police and/or Radiological and Environmental Management office.

Personal Responsibilities

- In the event of a major chemical, biological, or radiological agent release or a release on University property by an outside agency, the involved user(s) will notify Radiological and Environmental Management via the University Police dispatcher (481-6911) of the agent and the quantity released. University Police, and Radiological and Environmental Management will be responsible for coordinating spill remediation by following the IPFW Hazardous Materials Management Emergency-Contingency Plan.
- If a “non-user”, or person not trained and directly involved with the use of a chemical, biological, or radiological agent, is involved in or discovers the unintentional release of such an agent or suspect agent, the individual should leave the area immediately, call University Police from the nearest phone at 481-6911, then secure the area so it is not disturbed until the response team arrives.

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Part II – Individual Crisis Guidelines

13.0 FIRE/SMOKE/FIRE ALARM

Fire alarms are indicated by strobe lights that read “Fire” and the continuous sounding of alarm horns. (A series of short horn blasts would indicate a tornado warning.)

IPFW Responsibilities

- Cooperate with local authorities to respond to the fire/smoke/alarm.
- Determine when it is safe to return to a facility.

Personal Responsibilities

- In the event of smoke or fire, activate the fire alarm by pulling the lever of the nearest pull station and leave the building immediately.
- Telephone 481-6911 and give them the following information (if possible):
 - Name of the building.
 - Location of the fire within the building.
 - Description of the fire and (if known) how it started.
- Evacuate the building following the established building evacuation procedures in Section 20.
- Do not fight a fire if you have not been trained. Make sure the fire department has been called and the building alarm has been sounded. In all cases, possible injury and excessive risks should be avoided.
- If you become trapped in a building during a fire:
 - Stay calm and take steps to protect yourself.
 - If possible, move to a room with an outside window.
 - If there is a telephone, call 481-6911 and tell the police dispatcher where you are. Do this even if you can see fire department personnel from the window.
 - Stay where rescuers can see you through the window and wave a light-colored item to attract their attention.
 - Stuff clothing, towels, or paper around the cracks in the door to help keep smoke out of your refuge.
 - If possible, open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in.
 - Be patient. Rescue of occupants within large structures will take time.

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Part II – Individual Crisis Guidelines

14.0 LOSS OF BUILDING UTILITIES

The disruption or loss of electricity, telephone, potable water, natural gas, or other building utility may severely limit or curtail classroom or staff activity. This may result in the need to use services in another building or the temporary closing of one or more buildings.

IPFW Responsibilities

- Upon notification, Physical Plant personnel will respond to the loss of the utility.
- Physical Plant personnel will assess the situation and notify University administration.
- Physical Plant personnel will either restore the utility service or the appropriate utility company will be notified of the outage. An estimated time for restoration of service will be obtained from the utility company and forwarded to IPFW administrators for a decision on continuation of University activities.
- Physical Plant will notify Radiological and Environmental Management of water utility disruptions and request potability analysis after restoration if necessary.

Personal Responsibilities

- Maintain contact with your supervisor.

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Part II – Individual Crisis Guidelines

15.0 DANGEROUS, THREATENING, OR INTIMIDATING BEHAVIOR

Disruptive behavior consists of actions that are perceived as intimidating or threatening to persons or property.

IPFW Responsibilities

- University Police, in cooperation with other responding law enforcement agencies, will determine what areas of campus (if any) are to be evacuated and will initiate appropriate campus communication regarding such evacuations.
- The offices of the Dean of Students and Human Resources, on an as-requested basis, will coordinate crisis counseling.

Personal Responsibilities

- Any University employee, student, or campus visitor witnessing menacing disruptive behavior or a person other than a law enforcement officer with a weapon on campus should move to a safe place immediately.
- If indoors, and if it is possible, leave the building and take cover outdoors. If outdoors, take cover as soon as it is possible
- If it is possible to do so safely, call University Police at 481-6911 or 481-6827 to report the incident.
- Remain outside until authorized by University Police to reenter.
- If it is not possible to leave the building:
 - Take shelter in a room, closet, or other space.
 - Barricade the door if possible.
 - Turn off the lights.
 - Stay away from the door, and spread out so as not to be clustered with others taking shelter in the same space.
 - If it is possible to do so safely, call University Police at 481-6911 or 481-6827 to report the incident.
 - Be sure cell phones, pagers, etc. are set to silent or turned off.
 - Remain quiet and remain in place until cleared to do otherwise by University Police.
- The only circumstances under which a University employee, student, or campus visitor should confront an armed person, is when that person enters into a room or other space in which they have taken shelter. At this point, it should be assumed that the armed intruder intends serious harm. Those who have shelter must be prepared to eliminate the threat presented by the armed individual through whatever actions possible and necessary.

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Part II – Individual Crisis Guidelines

16.0 BOMB THREAT

All bomb threats must be treated seriously and considered real until proven otherwise. The procedures described below should be implemented regardless of whether the bomb threat appears real or not. All personnel should acquaint themselves with the following procedures:

IPFW Responsibilities

- The University Police will review the information received and follow IPFW policy for evaluation of the threat.

Personal Responsibilities

- If a bomb threat is received, ask the caller the following questions (if possible) and write down the answers:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
- Keep the caller talking as long as possible and try to determine and record the following information:
 - Time of call.
 - Age and sex of caller.
 - Speech pattern, accent, possible nationality, etc.
 - Emotional state of caller.
 - Background noise.
- Call 481-6911 and immediately report the bomb threat information to the University Police.
- If an evacuation alarm sounds, follow established building evacuation procedures in Section 20.

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Part II – Individual Crisis Guidelines

17.0 SUSPICIOUS PACKAGE/OBJECT

Suspicious packages may include any package found on the campus property, whether it has been delivered by a legitimate mail courier service, or if it is simply left unattended. Mail and packages delivered or found should be screened and not opened if they are suspicious in nature. Listed below are some potential elements of suspicion although the presence of one or more of these elements does not always mean the package is suspicious. In the final analysis, this evaluation depends upon the judgment of the individual screening the mail.

- Fictitious, unfamiliar or no return address.
- Hand written or poorly typed address.
- Addressed to a title only or incorrect title.
- Mailed from a foreign country.
- Excessive postage.
- Excessive string or tape on package.
- Misspelling of common words.
- Excessive weight and/or feel of a powdery substance.
- Discoloration or stains.

IPFW Responsibilities

- The University Police will evaluate the risk and take further measures if necessary.
- If object is identified as potentially dangerous University Police will secure the area.

Personal Responsibilities

- If a suspicious object or potential bomb is discovered:
 - Do not handle the object.
 - Clear the area and call 481-6911.
 - Be sure to include the location and appearance of the object when reporting.
 - Stay on the line with the University Police and answer all questions.
- Radio and cellular telephone communication should not be used in the vicinity of any suspected explosive device or suspicious package.
- If a building evacuation alarm sounds, follow established building evacuation procedures in Section 20.
- If someone opens a package that has suspicious contents, close the package back up and secure the room/area that the package is in.
 - Immediately wash your hands with soap and water and remove any clothing that has come in contact with the substance.
 - Put the clothing in a plastic bag and then call University Police at 481-6911.
 - Do not allow anyone into the room where the package is located. Keep in mind that this is a potential crime scene.
 - Try to remain calm and wait for crisis personnel to arrive.

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Part II – Individual Crisis Guidelines

- Everyone who may have been exposed to the substance should also wash their hands with soap and water and remain outside of the closed off area until crisis personnel arrive and evaluate the situation.

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Part II – Individual Crisis Guidelines

18.0 DEMONSTRATION/CIVIL DISTURBANCE

Group acts of violence and disorder causing immediate danger, damage, or injury to person or property.

IPFW Responsibilities

- Only authorized University employees (Vice Chancellor for Student Affairs or designee and University Police) should engage in discussion or negotiation with leaders or participants in a demonstration or civil disturbance.
- University Police, in cooperation with Student Affairs and other IPFW officials, will determine what areas of campus (if any) are to be evacuated and will initiate appropriate campus communication regarding such evacuations.

Personal Responsibilities

- Any University employee, student, or campus visitor witnessing a developing demonstration or civil disturbance on campus should immediately call University Police at 481-6911 or 481-6827 to report the incident.

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Part II – Individual Crisis Guidelines

19.0 CRIME IN PROGRESS

A crime in progress would be any unlawful act observed. This could include, but would not be limited to, breaking and entering, robbery, hit and run, physical assaults, or other actions that are perceived as a threat to person or property.

IPFW Responsibilities

- University Police will gather as much information as possible about the criminal, including height, weight, sex, race, age, clothing, distinguishing marks or mannerisms, vehicles involved, and if the individual is armed.

Personal Responsibilities

- Observed criminal activity, including theft and crimes of violence will be reported to University Police (481-6911). Information should include the name of the caller, the type of crime and an exact location.
- A person reporting a crime should not get involved in trying to prevent it unless self-defense demands such action.

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Part II – Individual Crisis Guidelines

20.0 BUILDING EVACUATION

Evacuation is the process for totally clearing identified campus buildings in the event of a dangerous situation. Some reasons for evacuations include bomb threats, fire, dangerous individual, etc.

IPFW Responsibilities

- Chancellor or Chancellor’s designee determines when to evacuate University buildings.
- Once the decision to evacuate is made, the evacuation alarm should sound continuously.
- Trigger the emergency notification system when necessary.
- Planned evacuation routes are to be posted in each classroom.
- Identify ahead of time those persons with disabilities and discuss with them the emergency procedures for their department.
- Occupants should be invited to volunteer ahead of time to assist people with disabilities in an emergency. If volunteers are not available, two individuals willing to assume the responsibility should be designated to serve as a primary and a back-up “buddy” to assist the person with disabilities.

Personal Responsibilities

- In all crisis situations, after an evacuation has been ordered, leave the building immediately by the shortest possible route.
- Do not use elevators, unless authorized to do so by emergency services personnel.
- If you have a physical disability and are unable to use stairways:
 - Stay calm and take steps to protect yourself.
 - If there is a working phone, call 481-6911 and tell the police dispatcher where you are or where you will be moving to.
- If you must move, we recommend the following:
 - Move to an enclosed exit stairway.
 - Request persons exiting by way of the stairway to notify the University Police Department of your location.
 - As soon as practical, move onto the stairway and await University Police Department personnel.
- If the situation is life threatening, call 481-6911 from a campus telephone or other telephone.
- Only attempt an emergency evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency services personnel.
- Individuals with disabilities should familiarize themselves with their department’s evacuation plan ahead of time.

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Part II – Individual Crisis Guidelines

- Always ask someone with a disability how you can help before attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to be observed with the person.
- Wait for official notification that the structure is safe before re-entering the building.