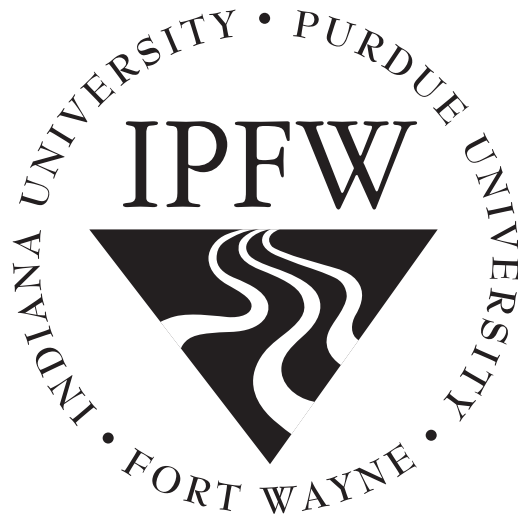


EMERGENCY PROCEDURE HANDBOOK



Indiana University–Purdue University Fort Wayne
Police Department/REM
Fort Wayne, IN 46805

Revised 09/05

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• INTRODUCTION AND PHONE NUMBERS •

The IPFW Emergency Procedure Handbook is prepared by Police and Safety and REM to assist members of the campus community and deal with emergency situations appropriately. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies and those that are most likely to occur in the future. Your judgment often determines whether or not an incident is an emergency. If you consider a situation to be an emergency, then it is an emergency and the procedures in this booklet should be followed. If in doubt, err on the side of safety.

EMERGENCY PHONE NUMBERS

(from Campus phones)

Fire Department	16911 or 911
Police Department	16911
Ambulance	16911 or 911
Hazardous Materials Emergency	16911

If you have an emergency situation, merely dial **"16911"** or **"911"** from any campus phone. Be reminded you do **NOT** need any coins to dial 911 from a pay telephone. Simply lift the handset and dial **"911."**

The university police department is staffed 24 hours a day for your assistance and protection. This service is provided seven days a week on a year-round basis.

Emergency telephones are placed in various locations around campus. Each phone is equipped with a push button that activates a dial tone and dials directly into the emergency services dispatcher at the university police department.

Any questions regarding emergency procedures should be addressed to the chief of police at 481-6827.

Non-Emergency Phone Numbers:

University Police Department	(260) 481-6827
Radiological & Environmental Management	(260) 481-5744

• BUILDING EVACUATION •

- A. All building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel.
- B. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
- C. Be aware of people with disabilities in your area who might require assistance in an emergency evacuation.
Be prepared to render assistance if necessary.

EMERGENCY ACTION

1. When the alarm sounds, leave the building immediately.
2. Alert others to the emergency and ask if they will need help in evacuation.
3. Do not use elevators unless instructed to do so by emergency personnel.

(NOTE: It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/or classmates of best methods of assistance during an emergency.) **See Appendix 1 for additional information.**

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 16911 and tell the emergency dispatcher where you are or where you will be moving. If you must move, we recommend the following:

1. Move to an exterior enclosed stairwell.
 2. Request persons exiting by way of the stairway to notify the police department of your location.
 3. As soon as practical, move onto the stairway and await emergency personnel.
- D. DO NOT USE ELEVATORS during an emergency evacuation. Emergency personnel may use an elevator for evacuation after review of the circumstances.
 - E. When the building evacuation alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same.
 - F. Once outside, MOVE CLEAR OF THE BUILDING, ALLOWING OTHERS TO EXIT.
 - G. DO NOT return to an evacuated building until advised by emergency personnel.

• FIRE •

In all cases when a faculty, staff, student, or visitor becomes aware of fire and/or smoke, the police/fire department MUST be notified immediately.

- A. Go to the nearest safe location and activate the fire alarm system at the pull station as you evacuate the building. (**FIRE ALARMS ARE INDICATED BY STROBE LIGHTS THAT READ "FIRE" AND CONTINUOUS HORN SOUNDING**) If possible, telephone 16911.

Give them the following information:

1. Name of the building.
2. Location of the fire within the building.
3. A description of the fire and (if known) how it started.

EMERGENCY ACTION

1. Activate fire alarm pull station.
2. Call 169111 from a safe location or use emergency call box.
3. Evacuate the building.

- B. Evacuate the building following the established building evacuation procedures (see BUILDING EVACUATION).
- C. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
- D. 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 the fire is or could get out of control, the building should be evacuated.
- E. If you become trapped in a building during a fire:
1. Stay calm and take steps to protect yourself.
 2. If possible, move to a room with an outside window.
 3. If there is a telephone, call 16911 and tell the police dispatcher where you are. Do this even if you can see fire department personnel from the window.
 4. Stay where rescuers can see you through the window and wave a light-colored item to attract their attention.
 5. Stuff clothing, towels, or paper around the cracks in the door to help keep smoke out of your refuge.

6. If possible, open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in.
7. Be patient. Rescue of occupants within large structures will take time.

FIRE LIFE SAFETY EQUIPMENT

Sprinkler systems and waterflow detection devices are present in some buildings on campus. Waterflow in these devices is monitored by university police telecommunications center and automatically triggers a response.

Smoke detectors are provided where required. Student housing - - battery-powered detectors that sound a low battery signal (a chirping sound at approximately 1-minute intervals) should be reported to student housing management at 14180.

Manually activated pull stations are located at exit points in buildings that have fire alarm systems.

If any sprinkler, heat detector, or pull station is activated, an alarm will sound throughout the building. Some smoke detectors will also activate the building alarm. The location and type of device that was activated will be indicated on the central station monitoring equipment in the IPFW Police Department. This will reduce the amount of time spent locating the emergency area.

Elevator Fire Control may cause the building elevators to come to a halt at the main floor upon activation of the fire alarm system. The elevators then can be accessed by emergency personnel using a key override. **DO NOT** attempt to use the elevators to evacuate any building.

Emergency lighting is provided in some buildings. The lighting will activate automatically in a power failure and last for a minimum of 20 minutes.

Illuminated exit signs are provided throughout the buildings.

• MEDICAL EMERGENCY •

Any injury occurring on campus should be reported to the IPFW Police Department at 16911.

ILLNESS OR INJURY TO STUDENTS

During operational hours, health care is available at the IPFW/Parkview Health and Wellness Clinic in the Walb Student Union Building. Students or staff with minor illnesses or injuries may be referred to the IPFW/Parkview Health and Wellness Clinic. If on-campus students or staff are not able to get to the health center on their own, transportation assistance may be obtained by calling the IPFW Police Department at 481-6827.

EMERGENCY ACTION

1. Call 16911 or use Emergency Call Box and report incident.
2. Do not move the patient unless safety dictates.
3. If trained:
 - Use pressure to stop bleeding.
 - Provide basic life support as needed.

ILLNESS OR INJURY TO FACULTY/STAFF

Emergency treatment for job-related injury or medical illness may be obtained by calling the IPFW Police Department at 16911 or 911. The Police Department will dispatch the appropriate emergency response personnel.

An Employer's Report of Injury/Illness of Employee form must be completed by the employee's supervisor for all incidents of job related illness and injury. Please call Human Resources at 16840 for forms and assistance.

ILLNESS OR INJURY TO VISITORS AND GUESTS

Request emergency medical assistance by calling the IPFW Police Department at 16911 from any campus phone.

FIRST AID

If you provide first aid, consider the following:

1. Is immediate action needed in order to save a life?
2. Will I place myself in harm or jeopardy?

FIRST AID IS FIRST AID ONLY ... DO NOT JEOPARDIZE YOUR HEALTH OR THE HEALTH OF THE PATIENT. WAIT FOR PROFESSIONAL HELP IF YOU ARE NOT ABLE TO PROVIDE FIRST AID SAFELY.

To obtain prompt professional emergency medical treatment, call 911 or call the university police at 16911 and they will get the ambulance for you. The following is list of questions that you should be prepared to answer when calling for an ambulance:

- A. Telephone the IPFW University Police Department at 16911
- B. Provide:
 1. Exact location of the people involved. (Building and room number)
 2. Chief complaint and the number of people injured.
 3. Approximate age of person.
 4. Conscious: yes/no or alert.
 5. Breathing: yes/no or alert.
 6. Is there chest pain?
 7. Is there severe bleeding?
- C. Notify the supervisor in the area immediately.

The individual making the call should stay on the phone with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.

FIRST AID KIT LOCATIONS

For locations of First Aid Kits, see inside back cover.

• CRIME AND VIOLENT BEHAVIOR •

How to Report

If the crime occurred on the IPFW Campus, then you must contact the IPFW Police Department to report the crime – 481-6827. If the crime occurred in the City of Fort Wayne and not on the IPFW campus, then you would need to contact the Fort Wayne Police Department to initiate a report at 427-1222.

In any event, if the crime is an emergency situation that would require immediate police and/or medical response, dial “**16911**” or “**911**.” Be reminded you do **NOT** need any coins to dial 911 from a pay telephone. Simply lift the handset and dial “**911**.”

EMERGENCY ACTION

In-Progress Incidents:

1. Protect yourself first.
2. Call 16911.

Give your name and location. The dispatcher should be told that the incident is in progress.

REPORTING CRIMES IN PROGRESS

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible to the appropriate police department serving your area. You should attempt to provide as much of the following information as possible.

1. Nature of the incident. **MAKE SURE** the dispatcher understands that the incident is in progress!
2. Location of the incident.
3. Description of suspects involved.
4. Injuries that have occurred.
5. Description of any weapons involved.
6. Description of property involved.

Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you can not communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

REPORTING CRIMES NOT IN PROGRESS

If you have become a victim of a crime and it is not an emergency or life threatening situation, telephone the local jurisdictional police department and be prepared to provide at least the following information:

1. Your name.
2. Your address.
3. Your telephone number.
4. A brief synopsis of what occurred.
5. Your exact location at the time of the call (room #, apartment #, campus building, etc.).

EMERGENCY TELEPHONE SYSTEM

Emergency telephones are located at over 50 locations on the IPFW Campus. The phones are either on a pole with a blue light or are painted yellow and marked "EMERGENCY."

In the event of an emergency, to use the Emergency Telephone System, **push the red button.** In a matter of only a few seconds, an IPFW Police Dispatcher will answer.

• PSYCHOLOGICAL CRISIS •

A psychological crisis exists when an individual is mentally ill and dangerous to themselves or others, i.e., irrational behavior, threatening suicide, threatening others, etc.

If a psychological crisis occurs, call the university police at 16911.

For non emergency counseling and assistance:

1. Students
Contact **IPFW Personal Counseling Services** at 481-6601 Monday–Friday between 8 a.m. and 5 p.m.
2. Faculty and Staff
Contact the **IPFW/Parkview Employee Assistance Program (EAP)** at 260-373-8060 or 1-800-721-8809
3. After hours, contact IPFW University Police at 16911.
4. At any time, contact the Crisis Center at 742-0244.

In an unusual or potentially dangerous situation, remember the following:

1. Never try to handle a situation that you feel might be dangerous. Call the IPFW University Police for help at 16911.
2. Notify the university police at 16911 and clearly state that you need immediate assistance. Give your name, location, and state the nature of the problem.

EMERGENCY ACTION

Call 16911 (If the situation appears violent or life threatening)

NON-EMERGENCY ACTIONS

IPFW Personal Counseling for students
Mon.-Fri. 8a.m.–5p.m.,
481-6601

IPFW/Parkview Employee Assistance
Program
260-373-8060 or 1-800-721-8809

Crisis Center
742-0244

• BOMB THREATS •

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision for anyone to make except the proper authorities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

EMERGENCY ACTION

1. Call 16911 or use emergency phone and report incident.

If a suspicious object is observed:

1. Don't touch it!
2. Evacuate the area.

All personnel should acquaint themselves with the following procedures:

- A. *If a suspicious object or potential bomb is discovered, DO NOT HANDLE THE OBJECT, CLEAR THE AREA, AND CALL 16911.* Be sure to include the location and appearance of the object when reporting.
- B. *If a phone call bomb threat is received, ask the caller the following questions (if possible) and write down the answers:*
 1. When is the bomb going to explode?
 2. Where is the bomb located?
 3. What kind of bomb is it?
 4. What does it look like?
 5. Why did you place the bomb?

Keep the caller talking as long as possible and try to determine and record the following information:

1. Time of call.
2. Age and sex of caller.
3. Speech pattern, accent, possible nationality, etc.
4. Emotional state of caller.
5. Background noise.

If an evacuation alarm sounds, follow established building evacuation procedures (See BUILDING EVACUATION).

• EXPLOSION •

In the event of an explosion or similar emergency, take the following action:

- A. Immediately take cover under tables, desks, etc., which will provide protection from falling glass or debris.
- B. Phone 16911.

Give them the following information:

- 1. Location.
- 2. Area where explosion occurred.
- 3. Cause of explosion, if known.
- 4. Injuries.

BEFORE YOU HANG UP, MAKE SURE THE EMERGENCY SERVICES DISPATCHER HAS ALL THE INFORMATION NEEDED.

- C. Evacuate the area as soon as it is safe to do so, following established building evacuation procedures (See BUILDING EVACUATION).

EMERGENCY ACTION

- 1. Take cover.
- 2. Call 16911.
- 3. Assist the injured.

• HAZARDOUS MATERIAL SPILL/RELEASE •

For spills, releases, or incidents requiring special training, procedures, or equipment (PPE) that are beyond the abilities of present personnel, take the following steps:

- A. Immediately notify affected personnel and evacuate the spill area. Pull the fire alarm if building evacuation is required.
- B. Call 16911 to report the incident.
- C. Give the operator the following information:
 - 1. Your name, telephone number, and location.
 - 2. Time and type of incident.
 - 3. Name and quantity of the material, if known.
 - 4. Extent of injuries or damage, if any.
- D. The key person on site should evacuate the affected area at once and seal it off to prevent further contamination of others until the arrival of emergency personnel.
- E. Anyone who is contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity, and give his/her name to the emergency personnel. Washing off contamination and any required first aid should be started immediately.
- F. No effort to contain or clean up spills and or releases should be made unless you have been trained.
- G. Take appropriate steps to make sure no one evacuates through the contaminated area.
- H. If an evacuation alarm sounds, follow established building evacuation procedures (see Building Evacuation).
- I. A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.
- J. Do not re-enter the area until directed by emergency personnel.

EMERGENCY ACTION

1. Call 16911 or Use Emergency Call Box and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

• TORNADO •

A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornadoes may occur with little or no advance warning or siren activation. **(TORNADO ALARMS ARE INDICATED BY A SERIES OF SHORT HORN BLASTS IN THE BUILDINGS)**

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 16911 or 911 unless you require emergency assistance.

A. Before the Storm

1. Locate an accessible basement or corridor location in your building. Designated shelter areas are marked with signs reading "Notice Tornado Shelter".
2. Stay informed through local media sources on days when severe weather is expected.
3. Obtain a NOAA Weather Radio with a warning alarm tone and battery backup to receive warnings.
4. Keep a good reliable flashlight in your office/work area.
5. Contact the Police and Safety Department for more information on Tornadoes.

B. During the Storm - Possible Indicators of a Tornado

1. Dark, often greenish sky.
2. Large hail.
3. Loud roar, similar to a train.
4. Cloud of debris (the tornado may not be visible).
5. Wind becomes calm and still.
6. Frequent lightning.
7. Tornadoes generally occur near the trailing edge of a storm.

C. When Taking Shelter

1. Proceed to the basement or ground floor of any building that has a designated shelter area. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
2. Occupants of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building, preferably with a basement.
3. Stay in the shelter until an all clear notice is relayed in person by university police officials.

D. Designated Shelters are located in the following areas;

Allen County Extension Office, inner storage room; Visual Arts, first floor hallway and restrooms; Classroom Medical Building, basement; Engineering & Technology, first floor hallways; Gates Sports Center, basement; Helmke Library, basement; Kettler Hall, basement; Life Sciences, Rooms 111A and 111B; Neff Hall, basement; Physical Plant, inner office area; Science Building, ground floor.

TORNADO WATCH

A "Tornado Watch" is issued when atmospheric conditions are favorable for the formation of tornadoes in a given area. Under these conditions, keep informed by listening to radio or television.

A TORNADO WARNING

A "Tornado Warning" indicates that a tornado has been sighted and poses a definite threat to a given area.

WARNING SIGNALS

Outdoor sirens will sound for a period in excess of two minutes. When this occurs, tune in to local radio and TV stations to determine the nature of the emergency.

The **ALL CLEAR** signal is announced by radio and television stations. The sirens remain silent.

SEVERE THUNDERSTORMS

The National Weather Service issues severe thunderstorm watches and warnings. Remember that tornadoes are spawned from severe thunderstorms.

• SHELTER IN PLACE •

A. What is Shelter In-Place?

Shelter In-Place simply means seeking immediate shelter inside a building or residence hall. This course of action may need to be taken during an accidental or intentional release of toxic chemicals to the outside air. The air quality may be threatened and sheltering in place keeps you inside an area offering more protection.

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

B. How would I be notified?

1. Severe Weather Alert Sirens.
2. Through radio or television.
3. You observe or sense dangerous air conditions.
4. You receive notification from the university police or residence hall staff.

C. Additional actions

1. Close all doors and windows to the outside.
2. Do not use elevators, as they may pump air into or out of the building.
3. If possible, close and/or seal vents and ducts.
4. Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

D. Information Sources

1. Tune to the Emergency Alert System station on your radio or television for further information. Almost any station in this area will carry Emergency Alert Information.
2. Remain in place until police, fire, or other emergency response officials tell you it is safe to leave or until information is announced through radio or television broadcasts alerting you that it is safe to leave.

• EARTHQUAKE •

Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case.

The best earthquake instruction is to take precautions before the earthquake (e.g., secure or remove objects above you that could fall during an earthquake).

EMERGENCY ACTION

1. Take cover.
2. Call 16911 or use emergency phone if emergency assistance is necessary.
3. Evacuate if alarm sounds or if told to do so by emergency personnel.

A. During the earthquake:

1. Remain calm and **ACT**, don't react.
2. If indoors, seek refuge under a desk or table or in a doorway and hold on. Stay away from windows, shelves, and heavy equipment.
3. If outdoors, move quickly away from buildings, utility poles, overhead wires, and other structures. **CAUTION:** Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by the proper authorities.
4. If in an automobile, stop in the safest place available, preferably an open area away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it provides.

B. After the initial shock:

1. Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage.
2. Protect yourself at all times.
3. Evaluate the situation and call 16911 for emergency assistance, if necessary.
4. Do not use lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
5. Open windows, etc., to ventilate the building. Watch out for broken glass.
6. If a fire is caused by the earthquake, implement the FIRE PROCEDURES.

7. Determine whether or not anyone has been caught in the elevators or was trapped by falling objects. If so, call 16911.
8. If the structural integrity appears to be deteriorating rapidly, evacuate the building.

DO NOT USE THE TELEPHONE UNLESS IT IS ABSOLUTELY NECESSARY FOR EMERGENCIES. Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.

- C. Damaged facilities should be reported to the Physical Plant. (**NOTE:** Gas leaks and power failures create special hazards. Please refer to the section of the handbook on UTILITY/ELEVATOR FAILURE.)
- D. If an emergency exists, call 16911.
- E. If the evacuation alarm sounds, follow established building evacuation procedures (see BUILDING EVACUATION).
- F. Should you become trapped in a building, DO NOT PANIC!
 1. If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
 2. If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.
 3. Emergency personnel will check all buildings immediately after a major quake. Priority is given to residence halls and buildings with elevators.

• UTILITY FAILURE •

If you discover a water leak, gas leak, or other major utility failure, call the university police department. Do not attempt to correct the problem on your own. The university police will notify the necessary maintenance personnel, clean up, and insurance representatives. Please do not call the university police department for information concerning a utility failure unless you have an emergency.

For non-emergency repairs or information, call the Physical Plant at 481-6832.

Electrical/Light Failure

At present, some buildings may not be equipped with emergency lighting or the emergency lighting may not provide sufficient illumination for safe exiting. It is recommended that you consider keeping a flashlight and a portable radio in your office/work area. Do not call the university police department unless you have an emergency or you have information that could help identify the source of the utility failure.

Plumbing Failure/Flood/Water Leak

Cease using all electrical equipment. Call the university police department if you know the source of the leak or discover leaking water.

Natural Gas Leak

Cease all operations, exit the area immediately, and call the university police department. Do not attempt to correct the problem yourself. Do not concern yourself with appliances or equipment. Leave the area immediately.

EMERGENCY ACTION

1. Remain calm.
2. Do not call the university police department for information concerning utility failures unless you have an emergency.
3. If you discover a water or gas leak, or know the source of a utility failure, call the university police department.
4. Call 16911 if you are injured or require emergency assistance.

• ELEVATOR FAILURE •

If you become trapped in an elevator, use the emergency telephone or activate the elevator emergency bell within the elevator car. **If you hear an elevator bell, please take the following actions.** (Most elevators on campus are equipped with an emergency telephone.)

A. Call 16911.

Give the emergency dispatcher the following information:

1. Name of the building.
2. Location within the building of malfunctioning elevator.
3. Where the car is stopped, if known.
4. If a medical emergency exists.

Before you hang up, make sure dispatch has all the information they need.

B. Elevators have mechanical safety brakes that will operate in all situations, even during power failures.

C. Keep the occupants calm and wait for help to arrive.

The activation of an elevator lobby smoke detector will cause building elevators to return non-stop to the main floor and lock with the doors open. Never use an elevator to evacuate a building.

EMERGENCY ACTION

1. Remain calm.
2. Activate on-board emergency telephone or alarm.
3. Call 16911 if you hear an elevator alarm.
 - Give building location.
 - Tell where care is stopped.
4. Keep occupants calm.

APPENDIX 1: Supplemental Evacuation Guidelines for People With Disabilities

The following guidelines have been adopted by IPFW to assist in planning for the evacuation of people with physical disabilities.

In all emergencies, after an evacuation has been ordered:

- A. Evacuate if possible.
 - B. **DO NOT** use elevators, unless authorized to do so by emergency services personnel.
 - C. **If you have a physical disability and are unable to use stairways:**
 - 1. Stay calm and take steps to protect yourself.
 - 2. If there is a working phone, call 16911 and tell the police dispatcher where you are or where you will be moving to.
 - 3. If you must move, we recommend the following:
 - a. Move to an enclosed exit stairway.
 - b. Request persons exiting by way of the stairway to notify the IPFW University Police Department of your location.
 - c. As soon as practical, move onto the stairway and await IPFW University Police Department personnel. If the situation is life threatening, call 16911 from a campus telephone or 911 from a pay telephone.
 - D. Check on people with special needs during an evacuation. A "buddy system," where people with disabilities arrange for volunteers (co-workers/neighbors) to alert them and assist them in an emergency, is recommended.
 - E. **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.
 - F. 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 come with the person.
-

Blindness or Visual Impairment

- A. Provide verbal instructions to advise of the safest route or direction using simple directions, estimated distances, and directional terms.
- B. 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.
- C. Give other verbal instructions or information (i.e., elevators cannot be used).

Deafness or Hearing Loss

- A. Get the attention of a person with a hearing disability 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.
- B. Offer visual instructions to advise of the safest route or direction by pointing toward exits or evacuation maps.

Mobility Impairment

- A. It may be necessary to help clear the exit route of debris (if possible).
- B. If people with mobility impairments cannot exit, they should move to a safer area, e.g.,
 - 1. most enclosed stairwells
 - 2. an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes).
- C. Call 16911 to notify police and/or fire personnel immediately about any people remaining in the building and their locations.
- D. Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The fire department may determine that it is safe to override the rule against using elevators.
- E. If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

Power Outages:

- A. If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular business hours, notify emergency personnel.
- B. If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call 16911 and request evacuation assistance.

The following guidelines are general and may not apply in every circumstance.

- A. Occupants should be invited to volunteer ahead of time to assist people with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- B. Two or more trained volunteers, if available, should conduct the evacuation.
- C. Try to avoid evacuating people with disabilities in their wheelchairs. This is standard practice to ensure the safety of people with disabilities and volunteers. Wheelchairs will be evacuated later if possible.
- D. ALWAYS **ASK** people with disabilities how you can help **before** attempting any emergency evacuation assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- E. Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs.
- F. Certain lifts may need to be modified, depending on the disabilities of the people.

Summary

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Plans must cover regular working hours, after hours, and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare.

FIRST AID KIT LOCATIONS (As of 9/05)

Building	Location in Building
CCC	each classroom (4 kits)
CM	314, 339
ET	124
GC	check-in desk
Grounds	shop, each club car
KT	B9, G32 (Studio Theatre), G56, 132A, 153 (Info. Desk), 206, 232, Bursar's
LB	B37, B46, 140 (Service Desk)
LSRC	111
NF	B42, B59, 160, 161, 175
PP	104, 108
Police & Safety	each vehicle
PW	100, 108
SB	230, 330, 459, 496
VA	102B, 113
WU	127
Warsaw Facility	front office
WT	Box Office, 128, 150
