Purdue Fort Wayne Emergency Handbook

(Revision date: 10-2-17)
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Introduction

The Purdue Fort Wayne Emergency Handbook is prepared by the Crisis Management Committee to assist members of the campus community and deal with emergencies appropriately. While it is impossible to produce a document that is all-inclusive, this handbook addresses the most common emergencies and those that are most likely to occur in the future.

Preparation is critical to be effective in emergencies. All University personnel should become familiar with the Handbook’s contents. If you are unsure what you need to do in your building or have any questions, contact one of the following departments:

Non-Emergency Phone Numbers

| University Police Department | 260-481-6827 |
| Radiological and Environmental Management | 260-481-4193 |
| Campus Emergency Preparedness and Planning Coordinator | 260-481-5493 |

The 4 Phases of Crisis:

1. **Mitigation**: the ongoing effort to reduce the likelihood of a crisis occurring and to lessen the impact that crises have on people and property.
2. **Preparedness**: these actions serve to develop the response capabilities needed in the event a crisis should arrive. 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.
3. **Response**: this phase begins at the moment the crisis is recognized and continues through the immediate aftermath. Response activities are intended to stabilize the situation through ending the crisis, addressing the incident’s immediate adverse impacts and providing timely information to affected parties.
4. **Recovery**: the time required for the recovery of the functional area and restoration of normal services depends on the damages caused by the crisis. The recovery process begins immediately after the crisis. The primary goal is to restore normal operations as soon as possible.

Purpose

The Purdue Fort Wayne (PFW) Crisis Response Plan formally establishes and documents a coordinated plan for organizing and responding to crises, whether large or small, which may arise despite all mitigation efforts.

The protection of human life, safety and health is of preeminent importance and will take precedence throughout this process.
Objectives

The objective of the Crisis Response Plan 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.
- Coordinate PFW responses with the Fort Wayne/Allen County Crisis Management Plan in conjunction with Homeland Security.

Levels of Crisis

Authority for declaring a crisis and activating the Crisis Response Plan rests with the Chancellor or the Chancellor’s designee.

- **Localized Crisis**: a local disruption of campus operations, with or without limited injuries or fatalities, or a pending threat of an event.
- **Campus Wide Crisis**: a crisis posing significant risk to students, the 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.

On Site Command Post

If necessary, an On-Site Command Post will be established at a location near the crisis that provides the best available location and logistical support but which ensures an adequate level of safety. It is the location from which response is staged and managed.

Crisis Communications

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

- The key communication source at PFW will be the Director of Public Relations office. Questions from media representatives will be directed to this office.
Emergency Contacts
Emergencies: 911 or 9-911 from any campus phone

<table>
<thead>
<tr>
<th>Title</th>
<th>Person</th>
<th>Phone Number</th>
<th>Extension</th>
<th>Alternate Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police Chief</td>
<td>TBD</td>
<td>260-481-0739</td>
<td>x10739</td>
<td>260-445-2344</td>
</tr>
<tr>
<td>Vice Chancellor of Financial and Administrative Affairs</td>
<td>David Wesse</td>
<td>260-481-4199</td>
<td>x14199</td>
<td>260-445-2782</td>
</tr>
<tr>
<td>Vice Chancellor Student Affairs and Dean of Students</td>
<td>Eric Norman</td>
<td>260-481-6601</td>
<td>x16601</td>
<td>260-267-6367</td>
</tr>
<tr>
<td>Director of Physical Plant</td>
<td>Greg Justice</td>
<td>260-481-6787</td>
<td>x16787</td>
<td>260-710-6309</td>
</tr>
<tr>
<td>Director of Public Relations</td>
<td>Kimberly Wagner</td>
<td>260-481-6103</td>
<td>x16103</td>
<td>260-402-8162</td>
</tr>
<tr>
<td>Radiological and Environmental Management</td>
<td>Stephanie Phillips</td>
<td>260-481-4193</td>
<td>x14193</td>
<td>260-710-5383</td>
</tr>
<tr>
<td>Radiological and Environmental Management</td>
<td>Jenna Justice-Biggins</td>
<td>260-481-5744</td>
<td>x15744</td>
<td>260-498-7777</td>
</tr>
<tr>
<td>Director of Student Housing</td>
<td>Jordyn Hogan</td>
<td>260-481-0186</td>
<td>x10186</td>
<td>260-241-8998</td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>Mitch Davidson</td>
<td>260-481-6196</td>
<td>x16196</td>
<td>260-222-1541</td>
</tr>
<tr>
<td>Manager of Campus Credentials and Transportation</td>
<td>Ashley Tash</td>
<td>260-481-0678</td>
<td>x16078</td>
<td>260-710-6303</td>
</tr>
<tr>
<td>Director of Special Events; Campus Emergency Preparedness and Planning Coordinator</td>
<td>Lisa Zerkle</td>
<td>260-481-5493</td>
<td>x15493</td>
<td>260-414-7185</td>
</tr>
</tbody>
</table>

Non-Emergency University Police                                      260-481-6827

Fort Wayne Police Department Non-Emergent                             260-427-1222

Physical Plant: Building Services, Grounds, Maintenance              260-481-6832
<table>
<thead>
<tr>
<th>Building</th>
<th>Year Built</th>
<th>Voice Activated Announce</th>
<th>Key Card Access</th>
<th>Emergency Alert Monitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advancement Building</td>
<td>2004</td>
<td>No</td>
<td>Yes*</td>
<td>No</td>
</tr>
<tr>
<td>Allen County Extension</td>
<td>1963</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Alumni Center</td>
<td>2010</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Chiller Plant</td>
<td>1971</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Cole Clubhouse</td>
<td>2011</td>
<td>No</td>
<td>Yes*</td>
<td>No</td>
</tr>
<tr>
<td>Engineering Building</td>
<td>1991</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Gates</td>
<td>1982</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Ginsberg Hall</td>
<td>1965</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Helmke Library</td>
<td>1972</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing A-G</td>
<td>2004</td>
<td>No</td>
<td>Yes*</td>
<td>No</td>
</tr>
<tr>
<td>Housing H-I</td>
<td>2007</td>
<td>No</td>
<td>Yes*</td>
<td>No</td>
</tr>
<tr>
<td>Housing J-M</td>
<td>2001</td>
<td>No</td>
<td>Yes*</td>
<td>No</td>
</tr>
<tr>
<td>Kettler</td>
<td>1963</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>1981</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Life Science Resource Center</td>
<td>1986</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Medical Education</td>
<td>2009</td>
<td>No</td>
<td>Yes*</td>
<td>Yes</td>
</tr>
<tr>
<td>Modular Classroom Building</td>
<td>2013</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Modular Classroom &amp; Clinic</td>
<td>2017</td>
<td>No</td>
<td>Pending</td>
<td>No</td>
</tr>
<tr>
<td>Neff Hall</td>
<td>1971</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Outdoor Spaces</td>
<td>1963</td>
<td>Yes (Carillons)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Parking Garage 1</td>
<td>1990</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Parking Garage 2</td>
<td>1997</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Parking Garage 3</td>
<td>2011</td>
<td>No</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td>Printing Services Warehouse</td>
<td>1990</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Rhinehart Music Center</td>
<td>2007</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Science Building</td>
<td>1997</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Soccer Support Building</td>
<td>2004</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Student Services Complex</td>
<td>2011</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Support Services Building</td>
<td>1963</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>1989</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Walb Union</td>
<td>1972</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Williams Theatre</td>
<td>1991</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

* Key card access runs through separate Software House Andover Continuum system.
Locations of Emergency Alert Monitors:

<table>
<thead>
<tr>
<th></th>
<th>Located Near:</th>
<th>Near Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kettler:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lobby</td>
<td>1. Information Desk (3)</td>
<td>101</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor</td>
<td>1. Physics</td>
<td>131</td>
</tr>
<tr>
<td></td>
<td>2. Career Services</td>
<td>110J</td>
</tr>
<tr>
<td>Ground Floor</td>
<td>1. Math Mall</td>
<td>G13</td>
</tr>
<tr>
<td></td>
<td>2. Anthropology</td>
<td>G25</td>
</tr>
<tr>
<td></td>
<td>3. Trio</td>
<td>G38</td>
</tr>
<tr>
<td></td>
<td>4. Two additional pending installation</td>
<td>TBD</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor</td>
<td>1. north west wall</td>
<td>215</td>
</tr>
<tr>
<td></td>
<td>2. Math Department</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>3. ITS (2)</td>
<td>206</td>
</tr>
<tr>
<td><strong>Neff:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor</td>
<td>1. In Lobby</td>
<td>109</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor</td>
<td>1. Education Department</td>
<td>250</td>
</tr>
<tr>
<td><strong>Science Building:</strong></td>
<td>1. Common Area</td>
<td>In Commons</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Floor</td>
<td>1. Biology</td>
<td>332</td>
</tr>
<tr>
<td><strong>Engineering and Technology:</strong></td>
<td>1. Computer Science</td>
<td>111</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor</td>
<td>2. In Lobby</td>
<td>Near Door 7</td>
</tr>
<tr>
<td><strong>Liberal Arts</strong></td>
<td>1. In Lobby (2)</td>
<td>159</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor</td>
<td>1. Sociology</td>
<td>237</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Floor</td>
<td>1. Nursing</td>
<td>345</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td>1. Lobby</td>
<td>124</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor</td>
<td>1. Lobby</td>
<td>241</td>
</tr>
<tr>
<td><strong>Walb Union</strong></td>
<td>1. Main hallway near dining room</td>
<td>G21</td>
</tr>
<tr>
<td>Ground Floor</td>
<td>1. Near or In ODMA (3)</td>
<td>113, 118, 127</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor</td>
<td>1. Student Life</td>
<td>222</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Floor</td>
<td>1. Student Life</td>
<td></td>
</tr>
<tr>
<td><strong>IU Med Center</strong></td>
<td>1. Lobby (2)</td>
<td>104, 106</td>
</tr>
<tr>
<td>Building</td>
<td>Located Near:</td>
<td>Near Room #</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Visual Communications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Floor</td>
<td>1. Main hallway</td>
<td>116</td>
</tr>
<tr>
<td>2nd Floor</td>
<td>1. Main hallway</td>
<td>210</td>
</tr>
<tr>
<td>Gates Center</td>
<td>1. Fitness Area</td>
<td>130</td>
</tr>
<tr>
<td>Student Services Center</td>
<td>1. <em>Two additional pending installation</em></td>
<td>TBD</td>
</tr>
<tr>
<td>Sky Bridge</td>
<td>1. <em>Two additional pending installation</em></td>
<td>TBD</td>
</tr>
</tbody>
</table>
Emergency Notifications on Campus and Persons Designated to Trigger them

Rave and Alertus:

Emergency Message Triggered to:

1. Rave synchronizes with Alertus to send emergency messages in a “pop-up” fashion to all PFW-owned computer monitors.
2. Messages are also sent to digital signage/informational TV monitors around campus. (see page 10 for additional information)
3. Phone calls to all PFW landlines and to all registered cell phones.
   a. To opt in to cell call alerts visit: https://my.ipfw.edu/
4. Email to all PFW email accounts.
5. Text Messages to all registered cell phones.
   a. To opt in to text message alerts visit: https://my.ipfw.edu/
6. PFW Facebook and Twitter Accounts

Rave and Alertus messages are triggered by:

1. Director of Public Relations
2. Public Relations Specialist
3. Chief of Police
4. Social Media Manager
5. Web Manager

Note: All students, faculty and staff who have cell phones are eligible to opt in to Rave and Alertus notifications. To opt into these emergency notifications please visit: http://ipfw.edu/offices/its/help/alert-phone-number.html

Carillons:

Rooftop alert systems. (See page 23 for additional information)

Carillon Alerts are triggered by:

1. University Police Department: from Dispatch, as authorized by Police Chief or his/her designee.
2. Telephone Operations: in Kettler Hall, as authorized by the Chancellor or his/her designee.

Voice Activated Building Alarms

Sends pre-programmed emergency alerts in buildings with Voice Activated Announce Capability. (See page 9 for additional information)

Voice Activated Building Alarms are triggered through the Rave and Alertus process.
PFW Campus Maps
Emergency Response Zones
Emergency Telephone System

PFW Campus 2017
Emergency Telephone System Call Boxes
Note: See Science Building First Floor for doors 5-6
Campus Emergency Response Plans
INTRODUCTION AND PHONE NUMBERS

What is an Emergency?

An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or ambulance personnel.

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.

Dial 9-911 from any campus telephone if you have an emergency situation. You do NOT need any coins to dial 911 from a pay telephone. Lift the handset and dial. Call 911 if using a cell phone.

University Police 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 Call Boxes are placed in various locations around campus. Each call box is equipped with a push button that activates a dial tone and dials an emergency services dispatcher at University Police.

Any questions regarding emergency procedures should be addressed to the chief of university police at 260-481-6827.

Emergency Telephone System Call Boxes are placed in various locations around campus. Each box is equipped with a push button (or a telephone handset that you pick up) that activates an alarm.

The ETS Boxes are painted bright blue have a blue light on top and are marked “EMERGENCY.” See map on page 22 for ETS box locations.

To operate:

- Open the door and/or
- Push the button

In a few seconds, the 911 operator will answer.
BUILDING EVACUATIONS

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, active attackers, etc.

A. Activate the building’s alarm if necessary or if directed to do so by emergency personnel.

B. Evacuate the building when an alarm sounds continuously or if directed to do so by emergency personnel.

C. Leave the building immediately using the shortest route possible in all crisis situations.

D. **DO NOT USE ELEVATORS** during an emergency evacuation. Emergency personnel may use an elevator for evacuation after a review of the circumstances.

E. Head to the nearest marked exit quickly and ask others to do the same when an evacuation alarm is sounded or when told to leave by emergency personnel.

F. **MOVE CLEAR OF A BUILDING** once you have evacuated it, allowing others to exit freely.

G. **DO NOT** return to an evacuated building until advised to do so by emergency personnel.

H. **IF YOU HAVE A DISABILITY AND ARE UNABLE TO USE STAIRWAYS:**
   1. Stay calm and take actions to protect yourself. Call 911 if you have access to a campus telephone or a cell phone.
   2. Follow these suggestions if you must move from your location:
      A. Move to an enclosed stairway exit if possible.
      B. Request persons exiting the building to notify University Police of your location.
      C. Seek evacuation assistance only from people with emergency assistance training unless you are in immediate danger.
      D. Familiarize yourself with your department’s evacuation plan ahead of time.

---

**EMERGENCY ACTION**

1. Alert others to the emergency situation and ask if they need help with the evacuation.

2. Leave the building immediately when the alarm sounds.

3. Do not use elevators unless instructed to do so by emergency personnel.
SHELTER IN PLACE

A. What is Shelter In-Place?

Shelter-in-Place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. **It is always preferred to evacuate. Shelter-in-Place should only be used when an evacuation is not safe.**

Certain events, such as Tornado, Severe Weather, Active Attacker, and Hazardous Materials release, may necessitate the initiation of the Shelter-in-Place Protocol. When notified, you should seek immediate shelter inside a building (preferably in a room with no windows).

Additionally, if you are “sheltering” due to a hazardous materials (HAZMAT) accidental release of toxic chemicals, the air quality may be threatened and sheltering in place keeps you inside an area offering more protection.

B. How would I be notified?

1. You would hear the All Hazards Emergency Warning Sirens.
2. You would receive information and alerts through Rave and Alertus (see page 12 for additional information)
3. You observe or sense dangerous air conditions.
4. You receive notification from emergency personnel.

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 (HAZMAT).
3. If possible, close and/or seal vents & ducts (HAZMAT event).
4. Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

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.

EMERGENCY ACTION

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

Fire alarms are indicated by strobe lights that read “Fire” and the continuous sounding of alarm horns or verbal instructions thru the alarm system.

Notify University Police or the fire department immediately if you become aware of smoke or a fire.

A. Activate the building’s fire alarm at a pull station as you evacuate the building. **FIRE ALARMS FEATURE FLASHING STROBE LIGHTS AND HORNS THAT SOUND CONTINUOUSLY OR MAY FEATURE SPOKEN INSTRUCTIONS.**

B. Make certain the building’s alarm has been sounded.

C. Evacuate the building following the established building evacuation procedures (see **BUILDING EVACUATIONS**, page 42).

D. Call **911** from a safe location or use an Emergency Call Box to report the exact location of the fire. Provide the following information if possible:

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.

E. If you become trapped in a building during a fire:

1. Stay calm and take the steps necessary to protect yourself.
2. Move to a room with an outside window if possible.
3. Call **911** if you have access to a telephone and tell the police dispatcher where you are. Do this even if you can see emergency personnel from a window.
4. Stay where rescuers can see you through a window, and wave a light-colored item to attract their attention.

**EMERGENCY ACTION**

1. Activate the building’s fire alarm at a pull station as you evacuate the building.
2. Call **911** from a safe location or use an Emergency Call Box to report the exact location of the fire.
5. Stuff clothing, towels, or paper around the cracks of the door to keep smoke from reaching you.
6. Open the window at the top and bottom if possible. Be ready to shut the window quickly if smoke rushes in.
7. Be patient. Rescue efforts will take time within large structures.

Preparations by you:
A. Identify each building’s fire exits.
B. Find the alarm pull stations in your area of the building and know how to use them.

FIRE LIFE SAFETY EQUIPMENT

Sprinkler systems and water flow detection devices are present in most of the buildings on campus. Water pressure in these detection devices is monitored by University Police and changes automatically trigger a response by the fire department.

Smoke detectors are provided where required. Battery-powered smoke detectors in on-campus student housing with a low-battery signal (a chirping sound at approximately one-minute intervals) should be reported to residence hall management at 14180 or 260-481-4180.

Manually activated alarm pull stations are located at the exit points in all buildings. If any sprinkler, heat detector, or alarm pull station is activated, an alarm will sound throughout the building. A strobe light above the fire alarm will flash to alert people with hearing impairments. Most smoke detectors will also activate the building’s alarm. The location and type of device that was activated will be indicated on the central station monitoring equipment at Campus Credential and Transportation. This will reduce the amount of time spent locating an emergency area.

Fire alarm systems may cause elevators to come to a halt on the main floor. DO NOT use the elevators to evacuate a building.

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

Illuminated exit signs are provided throughout the buildings.

➢ Know the locations of Fire Alarms

➢ Know where the Fire Exits are located and ensure they are free of obstructions!
MEDICAL EMERGENCIES

Report any medical emergencies occurring on campus to University Police.

ILLNESS OR INJURY

Treatment for illnesses and injuries is available at the PFW/Parkview Health and Wellness Clinic in Walb Student Union, Room 234. Call the clinic at 15748 or 260-481-5748 or visit www.ipfw.edu/clinic for the current hours of operation. Faculty, staff, and students with minor illnesses or injuries may be referred to the clinic.

ILLNESS OR INJURY PROCEDURES

Call 911 immediately. This will dispatch the appropriate emergency response personnel. They can secure an ambulance if necessary. Stay on the phone with the emergency dispatcher as long as possible to answer questions and provide updates.

1. Be prepared to answer the following questions:
   A. Exact location of the people involved (building and room number)
   B. Primary injury(ies) and the number of people injured
   C. Approximate age(s) of the injured
   D. Is the person breathing?
   E. Is the person conscious?
   F. Is the person experiencing chest pain?
   G. Is the person experiencing severe bleeding?

2. Notify a supervisor immediately if the injured person is an PFW employee.

   The employee’s supervisor for ALL employee job-related illnesses and injuries must complete a PFW First Report of Injury form. Download the form at http://www.ipfw.edu/offices/hr-oie/benefits/workers-compensation.html and call Human Resources at 16840 or 260-481-6840 for more information.

EMERGENCY ACTION

1. Call 911 or use an Emergency Call Box to report an incident.
2. Do not move an ill or injured person unless safety dictates.
3. Administer first aid or CPR if you have been trained to do so.
DANGEROUS, THREATENING, OR INTIMIDATING BEHAVIORS

HOW TO REPORT

Call 911, 9-911, or use an Emergency Call Box if the crime constitutes an emergency situation and a medical response is needed immediately.

Report on-campus crimes that are not in progress to University Police at 260-481-6827.

Report crimes that occur off campus to the Fort Wayne Police Department at 260-427-1222.

REPORTING ON-CAMPUS CRIMES IN PROGRESS

Report any crime to which you are a victim or witness as soon as possible to the Police at 911 or 9-911. 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 suspect(s) involved
4. Injuries that have occurred
5. Description of any weapons involved
6. Description of any property involved

Stay on the line with the dispatcher until help arrives if possible. Keep the emergency dispatcher updated on any changes, so responding emergency personnel can be updated. Keep the line open even if you cannot communicate. The emergency dispatcher may be able to hear what is happening and trace the call.

A person reporting a crime should not get involved in trying to prevent it unless self-defense demands such action.

EMERGENCY ACTION

Incidents in progress:

1. Call 911, 9-911, or use an Emergency Call Box and give your name, location, and other pertinent information. The emergency dispatcher should be told if the incident is in progress or not.
REPORTING ON-CAMPUS CRIMES NOT IN PROGRESS

Report any crime to which you are a victim or witness at your earliest opportunity to University Police at 260-481-6827. This could include, but not limited to, breaking and entering, robbery, hit and run, physical assaults, or other actions that are perceived as a threat to person or property. Provide as much of the following information as possible:

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 Call Boxes are located throughout campus. These call boxes bright blue with a blue light and are marked “EMERGENCY.” Push the red button to activate the Emergency Call Box and an emergency dispatcher will answer.
DEMONSTRATION OR CIVIL DISTURBANCE

HOW TO REPORT

Call 911, 9-911, or use an Emergency Call Box if the demonstration or disturbance constitutes an emergency situation or if a medical response is needed immediately.

REPORTING ON-CAMPUS DEMONSTRATIONS OR CIVIL DISTURBANCES

Report any demonstration or civil disturbance to University Police at 4781-6827 or x16872.

Provide as much of the following information as possible:

A. Nature of the incident. **MAKE SURE** the dispatcher understands that the incident is in progress.

B. Location of the incident

C. Description of suspect(s) involved

D. Injuries that have occurred

E. Description of any weapons involved

F. Description of any property involved

Stay on the line with the dispatcher until help arrives if possible. Keep the emergency dispatcher updated on any changes, so responding emergency personnel can be updated. Keep the line open even if you cannot communicate. The emergency dispatcher may be able to hear what is happening and trace the call.

A person reporting a disturbance or demonstration should not get involved in trying to prevent it unless self-defense demands such action.

EMERGENCY ACTION

Incidents in progress:

1. Call 911, 9-911, or use an Emergency Call Box and give your name, location, and other pertinent information. The emergency dispatcher should be told if the incident is in progress or not.
ACTIVE ATTACKER SITUATION

An active attacker situation can cause disbelief, panic and disorientation. Knowing what to do in advance increases your chance of surviving. Your reaction matters.

Follow these actions:

**RUN**: If there is an accessible escape path, use it.

- Move away from the threat as quickly as possible.
- Evacuate regardless if others agree.
- Leave your belongings behind.

**HIDE**: If evacuation is not possible, find a secure place to hide and barricade your space.

- Take shelter in a room, closet or other space.
- Lock and secure doors. Turn off the lights. Stay away from the door.
- Spread out from others so you are not clustered in the same space.
- Call 911 or 9-911 if it is possible to do so safely.
- Create barriers to prevent or slow down the threat from getting to you.
- Remain out of sight and quite – silence your phone.
- Stay in place until cleared to do otherwise by emergency personnel.

**FIGHT**: As a last resort – and only when your life is in imminent danger – attempt to disrupt and/or incapacitate the active attacker.

- Incorporate a distraction – throw items and yell loudly.
- Commit to your actions – be aggressive and use improvised weapons.
- Disarm the attacker – solicit help, there is strength in numbers.
PSYCHOLOGICAL CRISSES

Psychological crises exist when individuals are dangerous to themselves or others (e.g., irrational behavior, threatening suicide, threatening others).

**Call 911 or 9-911 if a psychological crisis is evident or if person is harmful to self or others.**

Follow these suggestions in an unusual or potentially dangerous situation:
- Never try to handle a situation you feel might be dangerous.
- Call 911 or 9-911 from a campus telephone.
- State that you need immediate assistance.
- Give your name, location, and state the nature of the problem.

For non-emergency counseling and assistance:

**Employees**
Contact the Bowen Center Assistance Program at **1-800-342-5653**, available 24 hours a day 7 days a week.

**Students**
Contact the PFW/Parkview Student Assistance Program at **260-266-8060** or **800-721-8809**. Monday – Friday 8 am to 4:30pm. [www.ipfw.edu/counseling](http://www.ipfw.edu/counseling)
BOMB THREATS/SUSPICIOUS PACKAGES

All bomb threats must be treated as a serious matter until proven otherwise. They are meant to disrupt normal activities. A building evacuation is not a decision for anyone to make under these circumstance—only the proper authorities can make this call.

Implement the following procedures whether the bomb threat appears real or not:

Follow the established building evacuation procedures if advised to do so by administration or emergency personnel (See BUILDING EVACUATIONS, page 42).

A. Suspicious object or potential bomb discovered:
   1. **DO NOT** handle the object.
   2. Clear the area.
   3. Call 911 or 9-911.
      i. Radio and Cellular telephone communication should not be used in the vicinity of any suspected explosive device or suspicious package.
   4. Be sure to include the location and appearance of the object when reporting.

B. **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. Try to determine the following information:

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

**EMERGENCY ACTION**

1. Call 911, 9-911, or use an Emergency Call Box to report the incident.

If a suspicious object is observed:

1. **Don’t touch it!**
2. Evacuate the area immediately.
SUSPICIOUS PACKAGE OR LETTER

If you receive a suspicious package or letter notify University Police Immediately.

CALL 911
EXPLOSIONS

Follow these actions in the event of an explosion or similar emergency:

A. Leave the building/area immediately. If you are unable to get out, take cover under tables, desks, etc. This will provide protection from glass or debris. Evacuate the area as soon as it is safe to do so, following established building evacuation procedures (BUILDING EVACUATIONS, page 42).

B. Call 911 or 9-911 as soon as possible. Give the emergency dispatcher the following information:
   1. Location
   2. Area where the explosion occurred
   3. Cause of the explosion (if known)
   4. Injuries

Wait until the emergency dispatcher tells you to hang up to ensure that all of the necessary information has been obtained.

EMERGENCY ACTION

1. Evacuate the building or take cover immediately.
2. Call 911, 9-911, or use an Emergency Call Box to report the incident.
3. Assist the injured.
CHEMICAL, BIOLOGICAL, OR RADIOLOGICAL AGENT SPILLS OR RELEASES

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.

Follow these steps for chemical, biological, or radiological agent spills or releases when the incidents are beyond the abilities of present personnel to control:

A. Notify those affected to evacuate the spill or release area immediately. Go to a fire alarm pull station if a building requires evacuation.

B. Call 911, 9-911, or use an Emergency Call Box to report the incident.

C. Give the emergency dispatcher 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 dispatcher will send emergency personnel and will notify Radiological and Environmental Management. (REM)

E. Evacuate the affected area at once and seal it off to prevent further contamination of others until the arrival of emergency personnel.

F. Avoid contact with others if you have become contaminated by a spill or release. Remain in the vicinity of the accident site, so emergency personnel can find you more easily. Seek first aid intervention immediately. Notify emergency personnel of the status of your contamination including any specifics you can give regarding the contaminant: chemical, biological or radiological contaminant, amount, activity (for radio isotopes).

G. Make no effort to contain or clean up spills or releases unless you have the necessary training.

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EMERGENCY ACTION

1. Call 911, 9-911, or use an Emergency Call Box to report the incident.

2. Secure the spill or release area if you have the proper training.

3. Assist the injured.

4. Evacuate the area if necessary.
H. Take the appropriate steps to ensure that no one evacuates the building through the contaminated area.

I. Follow established building evacuation procedures if a fire alarm sounds (see BUILDING EVACUATIONS, page 42).

J. Keep clear of any emergency command post at the site unless you have official business there.

K. Do not re-enter the affected area until directed to do so by emergency personnel.
WEATHER EMERGENCIES

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

- Pre-recorded messages on land lines and cell phones.
- Text messages on cell phones.
- Emergency notifications in buildings and via the carillons on the roof of the Liberal Arts Building and Williams Theatre.
- Alerts on computer screens via the Emergency Notification System.
- Email alerts.
- Sheltering or evacuation orders.

Note: PFW 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 PFW communication sources for campus status.
TORNADOES

A tornado is 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 m.p.h. 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. **Outdoor weather sirens will be activated and weather announcements will be sent out by text, phone and email using the Campus Emergency Notification System.** The all clear signal will be given throughout the campus by the Emergency Notification System.

**EMERGENCY ACTION**

1. Avoid automobiles and open areas.
2. Move to a lower level shelter area or corridor.
3. Stay away from windows.
4. Do not call 911 or 9-911 unless you require emergency assistance immediately.

**A. BEFORE THE STORM**

1. Locate an accessible basement or corridor in the building. Designated shelter areas are marked “SHELTER AREA.”
2. Stay informed through local media sources on days when severe weather is expected.
4. Keep a good-quality, reliable flashlight in your office/work area.
5. Contact University Police at 16827 or 260-481-6827 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

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 shelter area—away from windows. 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 if possible. If this is not possible, go to the lower-level interior area, away from windows and glass.

3. Stay in the shelter until an all clear notice is relayed by emergency personnel.

4. Monitor local radio and TV weather reports.

DESIGNATED SHELTERS

Designated shelters are located in the lower level, basement, ground floor, and interior area of most buildings.

- Advancement Building – Central corridor.
- Allen County Extension – Inner storage room.
- Alumni Center – Coat Room.
- Chiller Plant – Inner office.
- Cole Clubhouse – Interior Restrooms.
- Dolnick – central corridor.
- Engineering and Technology – Ground floor corridor.
- Fieldhouse – Main Corridor by Restrooms.
- Gates Sports Center – Basement.
- Ginsberg – Inside Corridors.
- Helmke Library – Basement.
- Housing – 1st Floor Corridors.
- Kettler Hall – Basement or ground floor of south and east wings.
- Liberal Arts – Basement.
- Life Sciences – Rooms 111A and 111B.
- Medical Education Center – Basement hallways.
- Neff Hall – Basement.
- Outdoors – nearest substantial building, time permitting, otherwise shelter in ground that is lower than the roadway.
- Parking Garage 1 (PG1) – Ramp B Gold.
- Parking Garage 2 (PG2) – Lower level interior ramp.
- Parking Garage 3 (PG3) – Lower Level, adjacent to storage room.
o Printing Services/Warehouse – Interior Hallway near restrooms.
o Purdue Extension Office – Reception Area.
o Rhinehart Music Center – Center north/south hall outside auditorium and recital hall.
o Science Building – Ground floor.
o Soccer Support Building – Restrooms.
o Student Housing – 1st floor central corridor.
o Student Services Complex (International Ballroom) – Service corridor leading to dock.
o Support Services Building – Photo Studio.
o Venderly Family Bridge – Under either side of the concrete abutments.
o Visual Arts – 1st floor hallway and restrooms.
o Walb Union – Ground floor stair areas. (Excluding Atrium area)
o Williams Theater – Ground floor restrooms and corridor.
o Crescent Avenue Bridge – Either end in the concrete and brick structure.

This alert means that conditions are favorable for a tornado in or near the watch area. Keep yourself informed of weather changes via radio or television updates.

**TORNADO WARNING**

This alert means that a tornado has been sighted, or one is imminent in the warning area. University Police will monitor all local radio frequencies and sound the on-campus tornado alarm if there is danger in the PFW area.

**WARNING SIGNALS**

Outdoor weather sirens will be activated and weather announcements will be sent out by text, phone and email using the Campus Emergency Notification System. The all clear signal will be given throughout the campus by the Emergency Notification System.

**SEVERE THUNDERSTORMS**

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

**SIREN TESTING**

The exterior warning sirens are tested at 12:00pm on 1st Wednesday of every month except during periods of adverse weather conditions.
EARTHQUAKES

Procedures to deal with earthquakes are much less specific than other emergencies. Everyone must initiate emergency precautions within a few seconds after an initial tremor is felt, assuming the worst possible case. The best earthquake precautions to take involve evaluating your work area (e.g., secure or remove objects above you that could fall during an earthquake). Emergency personnel will check all buildings immediately after a major quake. Priority is given to residence halls and buildings with elevators.

A. DURING THE EARTHQUAKE

1. Remain calm and ACT, don’t react.

2. Seek shelter under a desk or table or in a doorway frame and hold on. Stay away from windows, shelves, and heavy equipment.

3. Move away from buildings, utility poles, overhead wires, and other structures if outdoors. 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 emergency personnel.

4. Stop in the safest place available if you are in an automobile, 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 they can cause further structural damage to buildings.)

2. Protect yourself at all times.

3. Evaluate the situation and call 911 or 9-911 for emergency assistance if necessary.

4. Do not use lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.

EMERGENCY ACTION

1. Take cover.

2. Call 911, 9-911, or use an Emergency Call Box if assistance is needed immediately.

3. Evacuate the building if an alarm sounds or if told to do so by emergency personnel.

4. Assist the injured.
5. Open windows, etc., to ventilate a building. Watch out for broken glass.

6. Implement the fire protocol if the earthquake causes a fire (see FIRES, page 44).

7. Determine whether or not anyone has been caught in the elevators or was trapped by falling objects. Call 911 or 9-911 immediately if this has happened.

8. Evacuate a building if its structural integrity appears to be deteriorating rapidly.

DO NOT USE A 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. Report building damages to the PFW Physical Plant at 16832 or 260-481-6832. (Gas leaks and power failures create special hazards (see LOSS OF BUILDING UTILITIES, page 64).

D. Follow established building evacuation procedures if a fire alarm sounds (see BUILDING EVACUATION, page 42).

E. DO NOT PANIC if you become trapped in a building.

1. Place an article of clothing (e.g., shirt, coat) outside a window as a marker for rescue crews.

2. Tap on a wall at regular intervals to alert emergency personnel of your location if there is no window in the room.
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 considerably 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.

A. Monitor local radio and TV weather reports.
B. Be prepared to evacuate at a moment’s notice.
C. Have an evacuation route planned.
D. Be aware of your surrounding environment.
E. Move to higher ground.
F. Call 911 or 9-911 if Emergency Assistance is needed.
G. Do not go into a basement or any room if water covers the electrical outlets or if cords are submerged. If you see sparks or hear buzzing, crackling, snapping or popping noises – Get Out! Stay out of water that may have electricity in it.
H. Avoid Flood Waters whether on foot or in a vehicle.

EMERGENCY ACTION

1. Move to higher ground.
2. Call 911, 9-911, or use an Emergency Call Box if assistance is needed immediately.
3. Avoid Flood Water
4. Assist the injured.
LOSS OF BUILDING UTILITIES

Call 911 or 9-911 if you discover a water leak, gas leak, or other major utility failure.

Do not attempt to correct the problem on your own. University Police will notify the necessary maintenance personnel, clean up, and insurance representatives.

Do not call University Police for information concerning a utility failure unless you have an emergency.

Call the PFW Physical Plant at 16832 or 260-481-6832 for non-emergency repairs or information.

Electrical/Light Failure

Do not call University Police unless you have an emergency or you have information that could help identify the source of the utility failure. Consider keeping a flashlight and a portable radio in your office/work area.

Plumbing Failure/Flood/Water Leak

Cease using all electrical equipment. Call University Police at 16827 or 260-481-6827 if you discover leaking water or know the source of the leak.

Natural Gas Leak

Cease all operations, exit the area immediately, and call 911 or 9-911.

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. Call 911 or 9-911 if you discover a water leak, gas leak, or know the source of a utility failure.
3. Do not call University Police for information concerning utility failures unless you have an emergency.
4. Call 911 or 9-911 if you are injured or require emergency assistance.
ELEVATOR FAILURE

Use an elevator’s emergency telephone or activate the emergency bell if you become trapped. (All elevators on campus are equipped with an emergency telephone or bell.) Call 9-911 if you have access to a cell phone. Elevators have mechanical safety brakes that will operate in all situations, even during power failures.

A. Give the emergency dispatcher the following information:

1. Name of the building

2. Location within the building of the malfunctioning elevator

3. Where the elevator car has stopped (if known)

4. Medical emergency that may exist

5. Make sure the emergency dispatcher has all of the necessary information before hanging up.

B. Keep the calm and wait for help to arrive.

Never use an elevator in an emergency situation when the building’s structure or power supply is affected.

EMERGENCY ACTION

1. Remain calm.

2. Activate the elevator’s on-board emergency telephone or bell.

3. Call 911 if you hear an elevator alarm and have access to a cell phone.
   - Give the building name.
   - Tell which floor the elevator car has stopped on.
   - Mention any medical emergencies that may exist.
Communication Plan
Purdue University Fort Wayne
Crisis Communications Plan

Purpose:
A situation can be identified as a crisis when the incident or event has a significant impact on the Purdue University Fort Wayne community, including visitors. Examples may range from minor to major and may include: severe weather/natural disasters, deaths or serious injuries, fires, crime, power or network outages, protests and/or health issues.

Objective:
This crisis communication plan creates procedures and establishes resources for distributing information appropriately in a timely, accurate, responsible and sensitive way to students, faculty, staff, stakeholders and the general public during a crisis situation. Potential actions will depend on the type of crisis and the level of response needed. Our number one priority is the safety of our students and those on our campus.

NOTE: These communication procedures do not change the way emergencies are reported. Emergencies should be immediately reported by calling Fort Wayne/Allen County Dispatch at 911.

Constituencies:

<table>
<thead>
<tr>
<th>Students</th>
<th>Faculty</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents</td>
<td>West Lafayette Administration</td>
<td>Alumni</td>
</tr>
<tr>
<td>Neighbors</td>
<td>Public Officials</td>
<td>News Media</td>
</tr>
<tr>
<td>General Public</td>
<td></td>
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</tr>
</tbody>
</table>

Roles & Responsibilities:

In the event of a crisis or negative news:

University Spokesperson

The university spokesperson (or designee if spokesperson is unavailable) will activate the crisis communication plan and serve as the voice of the university as needed. The spokesperson initially will go to the scene/Incident Command Post (ICP). If no single incident command has been established, the spokesperson will report to the emergency operations center (EOC). The primary location for EOC will be the Kettler Hall executive conference room (room 178). The back-up locations if Kettler Hall is not accessible will be the large conference room in 1) Gates Athletics Center or 2) Ginsberg Hall. The spokesperson should be fully aware of the most updated information regarding the crisis in order to relay that information to coordinators and media. The spokesperson is also responsible for scheduling news conferences and facilitating media availability.

Spokesperson: Dir. of Public Relations, Kimberly Wagner, kimberly.wagner@ipfw.edu (260) 481-6103
Backup spokespersons: Eric Norman, Chief Student Affairs Officer; David Wesse, Vice Chancellor of Financial and Administrative Affairs
Executive Officers

The vice chancellor for academic affairs and enrollment management, vice chancellor for financial and administrative affairs, vice chancellor for advancement and chief student affairs officer will report to the EOC. If the CSAO or VC is not available, a designee will attend. The VC, in consultation with EOC director and Director of Public Relations, ultimately makes the decision on how the message/information is released and will advise the spokesperson. The VC will also notify CIO of incident to have backup personnel to send alerts and manage software as needed.

Vice Chancellor for Academic Affairs and Enrollment Management:
Carl Drummond, drummond@ipfw.edu, (260) 481-6116
Backup: Carol Sternberger, carol.sternberger@ipfw.edu, (260) 481-5798
Secondary Backup: Marcia Dixson, dixson@ipfw.edu, (260) 481-6558

Vice Chancellor for Financial and Administrative Affairs:
David Wesse, wessed@ipfw.edu, (260) 481-4199
Backup: Steve George, georges@ipfw.edu, (260) 481-6622

Vice Chancellor for Advancement:
Angie Fincannon, angie.fincannon@ipfw.edu, (260) 481-6675
Backup: Colleen Dixon, colleen.dixon@ipfw.edu, (260) 481-0685

Chief Student Affairs Officer:
Eric Norman, norman@ipfw.edu, (260) 481-6601
Backup: Robin Newman, newmanr@ipfw.edu, (260) 481-6318

Public Relations Specialist

The public relations specialist will assist in the coordination of media activity in consultation with the spokesperson and vice chancellor for financial and administrative affairs.
Teams & Responsibilities:

**News Media:** The spokesperson, with help from the public relations specialist and back-up staff (if needed), will field media calls/requests as necessary based on the volume and situation. Consider using the news media to help spread important information. The director of public relations will assign members to write news releases as needed. These should be coordinated with the EOC director.

**Web/Social Media:** The social media manager should be activated immediately, as social media is the fastest way to spread information. Any pertinent information regarding incident shared from external users should be forwarded by social media manager to VCFAA or designee. Information should also be posted to the campus safety status page/campus emergency page (ipfw.edu/emergency) and the red banner added to the homepage (ipfw.edu) if needed. If a large volume of web traffic is observed or anticipated, a plain text homepage should be established on ipfw.edu. The chief marketing officer (Kathryn Hopkins) and the social media manager (John Kaufeld) or their backups will manage this team. Members include social media student workers/interns and MC personnel with social media experience. May work remotely or gather at SS conference room or where EOC is housed. Enlist campus communications team as needed (more info below under “Internal Communications”).

**Internal Communications:** Responsible for filtering information to staff, faculty and students. This team will provide info as well as updates to need-to-know areas: dean of students office, information/call center, HR, physical facilities, schools/departments, housing/residential life, athletics, vice chancellor of academic affairs and enrollment management (academic effects – i.e. classes delayed or canceled). Methods of internal communication could include: Alertus, Rave alerts (text, phone, email), social media, ipfw.edu, campus-wide email, digital signage.

- **NOTE:** The Chancellor and “cabinet” (senior executives) will be notified initially by the Vice Chancellor for Financial and Administrative Affairs or designee. The VCFAA or his designee will be our representative to the chancellor.

- Information should also be shared via the campus communications team (COMMTEAM.). Distribution email address is: COMMTEAM-L@LISTSERV.IPFW.EDU. COMMTEAM members can help spread information to individual departments. Also consider asking council members to send feedback and/or questions and concerns so the Chancellor's office can address if needed.
The table below details the types of crises in which certain or all teams may be needed. The university spokesperson, VCFAA, and CSAO have the responsibility to activate and/or assign teams based upon the circumstances of the crisis situation.

<table>
<thead>
<tr>
<th>Crisis:</th>
<th>Teams Needed:</th>
<th>Level of Involvement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Attacker</td>
<td>All</td>
<td>Extremely High</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Internal Communications, Social Media</td>
<td>High</td>
</tr>
<tr>
<td>Building Evacuation</td>
<td>Internal Communications, Social Media</td>
<td>High</td>
</tr>
<tr>
<td>Crime Spree</td>
<td>News Media, Internal Communications</td>
<td>Low</td>
</tr>
<tr>
<td>Dangerous/ Suspicious Behavior</td>
<td>Internal Communications</td>
<td>Moderate to High: Depends on the circumstances</td>
</tr>
<tr>
<td>Drug Lab Discovery</td>
<td>Internal Communications, Contact local law enforcement</td>
<td>High</td>
</tr>
<tr>
<td>Environmental Hazard/Spill i.e. Gas Leak</td>
<td>Internal Communications, Social Media</td>
<td>Moderate to High</td>
</tr>
<tr>
<td>Explosion</td>
<td>All</td>
<td>High</td>
</tr>
<tr>
<td>Fire On-Campus</td>
<td>All</td>
<td>High</td>
</tr>
<tr>
<td>Fire Off-Campus</td>
<td>News Media, Social Media</td>
<td>Low to Moderate: Depends on severity of fire/ how many students affected.</td>
</tr>
<tr>
<td>Flooding</td>
<td>All</td>
<td>Moderate to High</td>
</tr>
<tr>
<td>Health Issue, i.e. Meningitis/ Pandemic</td>
<td>All</td>
<td>Moderate to High: Depends on the scale of the health issue.</td>
</tr>
<tr>
<td>Homicide</td>
<td>News Media, Social Media (only if on-going threat to public safety), internal communications</td>
<td>High to Extremely High: Depends on circumstances.</td>
</tr>
<tr>
<td>Large-scale theft</td>
<td>News Media, Internal Communications, Social Media</td>
<td>Low</td>
</tr>
<tr>
<td>Power/Utility Outage</td>
<td>All</td>
<td>Moderate to High: Depends on the level of impact on campus.</td>
</tr>
<tr>
<td>Protest/Riot/ Civil Disturbance</td>
<td>News Media, Internal Communications, Social Media</td>
<td>Low to Moderate</td>
</tr>
<tr>
<td>Severe Weather/Winter Weather</td>
<td>News Media, Social Media, Internal Communications</td>
<td>Moderate to High: Depends on the level of impact on campus.</td>
</tr>
<tr>
<td>Suspicious Package</td>
<td>Internal Communications</td>
<td>Depends on circumstances</td>
</tr>
<tr>
<td>Student Death</td>
<td>Internal Communications</td>
<td>Depends on circumstances</td>
</tr>
</tbody>
</table>

*NOTE: The table above should serve as a guide. Level of response will be dictated by the emergency situation and by the guidance of crisis team leaders (Spokesperson, VCFAA, CSAO).*
Crisis Communication Resources

- **Internal**
  - Campus email (general communication, public)
  - Personal email addresses (backup email communication, private)
  - OneDrive (backup cloud location of crisis documents, information)
  - Phone (cell or office – see emergency contact list on server or intranet)
  - “Bridge” conference call line

- **External**
  - Rave ALERT (designee sends out these emergency messages)
  - Social Media (Facebook, Instagram, Twitter)
  - Campus EA page and University website (http://www.ipfw.edu/emergency)
  - Email (campus-wide, students only, faculty and staff only)
  - IPFW Announcements faculty/staff email
  - College TV
  - Emergency line (weather or other campus emergencies)
    - Phone lines: 260-481-6050 and 260-481-5770
  - All-hazard warning sirens (operated by Allen County Emergency Management Agency)
  - Red Cross (“safe and well” website)
  - News Media
    - Local and Regional (MailChimp distribution list: Local and Regional News Releases)
Addendum I: Emergency Contacts

David Wesse, Vice Chancellor of Financial and Administrative Affairs
X14199  wessed@ipfw.edu

Eric Norman, Chief Student Affairs Officer
X16601  norman@ipfw.edu

Carl Drummond, Vice Chancellor for Academic Affairs and Enrollment Management
X16116  drummond@ipfw.edu

Angie Fincannon, Vice Chancellor for Advancement
X16962  angie.fincannon@ipfw.edu

Kimberly Wagner, Director of Public Relations
X16103  kimberly.wagner@ipfw.edu

TBD, University Police Chief
X10739  TBD

Mitch Davidson, Chief Information Officer
X16196  mitch.davidson@ipfw.edu

Steve George, Assistant Vice Chancellor of Financial and Administrative Affairs
X16622  georges@ipfw.edu

Cynthia Springer, Executive Director of Human Resources and OIE
X16677  springec@ipfw.edu

Scott Johnson, Supervisor – Telephone and Data Operations Center
X16407  johnsosg@ipfw.edu

Greg Justice, Director of Physical Plant
X16787  justiceg@ipfw.edu

Stephanie Phillips, Environmental Health & Safety Manager
X14193  steels@ipfw.edu

Jenna Biggins, Environmental Health & Safety Specialist
X15744  justja01@ipfw.edu

Lisa Zerkle, Director of Special Events
X15493  zerkdel@ipfw.edu

Ashley Tash, Manager of Campus Safety
X10678  tasha@ipfw.edu

Jordyn Hogan, Director of Student Housing
X10186  newmanj@ipfw.edu
Addendum II: Crisis Teams

Senior Administration Communications
Kimberly Wagner
David Wesse
Eric Norman
Kathryn Hopkins

News Media/External Communications
(Team leader – Kimberly Wagner)
Nicole Hahn – Media requests, assist spokesperson
Susan Alderman – Media requests, assist spokesperson
Katherine Whiteside – Assist spokesperson, answer office line, monitor email
Nan Bremer – News release editor
Bart Tyner – Website publishing
Maureen Davey – Website

Web/Social Media
(Team Leader – Bart Tyner)
Bart Tyner – Website point person
Maureen Davey – Backup website point person
John Kaufeld – Social media publisher/point person
Kathryn Hopkins – Social media watcher
Campus Communicators Council – duties as assigned by team leader
  • Cathleen Carosella, COAS
  • Derrick Sloboda, athletics

Internal Communications/Call Center
(Team leader – David Wesse or designee)
Campus Communicators Council
  • Susan Domer, co-chair
  • Nicole Hahn, co-chair
    o Susan and Nicole will mobilize Communications Team members as necessary
      (use team member roster located on O drive)
  • Susan Alderman, marketing communications
  • Melinda Conley, continuing studies
  • James Griffin, advancement
  • Mandi Witkovsky, ITS
Housing Plan
### Student Housing Emergency Contact Information

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
<th>From a Campus Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPD Non-Emergency</td>
<td>260-481-6827</td>
<td>1-6827</td>
</tr>
<tr>
<td>UPD Emergency</td>
<td>911</td>
<td></td>
</tr>
<tr>
<td>Housing – On Call A-G, I Primary</td>
<td>(260)348-7266</td>
<td></td>
</tr>
<tr>
<td>Housing – On Call A-G, I Secondary</td>
<td>(260)348-7408</td>
<td></td>
</tr>
<tr>
<td>Housing – On Call H, J - M Primary</td>
<td>(260)348-5977</td>
<td></td>
</tr>
<tr>
<td>Housing – On Call H, J – M Secondary</td>
<td>(260)341-5320</td>
<td></td>
</tr>
<tr>
<td>Professional Staff On Call</td>
<td>(260) 348-9251</td>
<td></td>
</tr>
<tr>
<td>Jordyn Hogan, Director</td>
<td>(260) 241-8998, (260) 481-0186</td>
<td>1-0186</td>
</tr>
<tr>
<td>Eric Norman, Vice Chancellor Student Affairs, Dean of Students</td>
<td>(260) 481 - 6601</td>
<td>1-6601</td>
</tr>
<tr>
<td>Steve George, Assistant Vice Chancellor FAA</td>
<td>(260) 481- 6622</td>
<td>1-6622</td>
</tr>
<tr>
<td>David Wesse, Vice Chancellor FAA</td>
<td>(260) 481 - 4199</td>
<td>1-4199</td>
</tr>
<tr>
<td>Vicky Carwein, Chancellor</td>
<td>(260) 481-6103</td>
<td>1-6103</td>
</tr>
</tbody>
</table>

*UPD is short for University Police Department. In case of emergency, dialing “9 + 911” from your room phone or “911” from a cell phone will connect you to City of Fort Wayne Dispatch. They will inform University Police of the emergency and representatives from both departments may arrive on scene.

### CHAIN OF COMMUNICATION

For Residents – In case of emergency, please dial 911 immediately. Then call the RA on call phone number for immediate assistance from a staff member. Staff members should respond within 15 minutes or less to any incident when on call.

For Staff – In case of emergency, please dial 911 immediately if warranted. Then call the Professional Staff On Call. Should the Professional Staff On Call not answer, please attempt to reach the Director and continue to move in this order until a professional staff member can be reached.

Chief Student Affairs Officer > Assistant Vice Chancellor for Financial and Administrative Affairs > Vice Chancellor for Financial and Administrative Affairs > Chancellor

Professional Staff members on call should report all emergent incidents to their direct supervisor.

Last Updated: 10/2/2017 4:48
A QUICK GUIDE TO THE EMERGENCY HANDBOOK

The sounding of any alarm should be taken seriously.

TORNADO/ADVERSE WEATHER ALARM: retreat to the first floor of the building, away from any windows or doors. Wait for all clear to return to your room.

FIRE ALARM/EMERGENCY: retreat to the nearest exit (this may include side stairwells/emergency exits). Do not use the elevators. Move to at least 50 feet from the building. Wait for all clear to return to your room.

In cases of DANGEROUS/THREATENING BEHAVIORS where staff/emergency personnel will need to assist, please dial 911 and follow instructions given. If possible, please then call the RA on call for further assistance. Never approach a person with a weapon and only perform medical assistance when explicitly directed by dispatch or emergency personnel.

PFW staff, including resident assistants, are well-trained to resolve emergency situations and will be able to assist at all times. Once staff or emergency personnel arrive, please be prepared to answer questions, follow instructions, and do not leave the scene until given approval.

HELPFUL TIPS

- ALWAYS FOLLOW INSTRUCTIONS OF STAFF OR EMERGENCY PERSONNEL ON THE SCENE.
- PFW students can sign up for emergency text alerts through their myIPFW account. Guests and Ivy Tech students can sign up for emergency alerts in the Cole Clubhouse by filling out a request.
- Always keep emergency contact information updated.
- Carry your photo ID at all times.
- Know your room number (building, room number, bedspace).
- If a building is closed for an emergency, report to the Cole Clubhouse.
- If the Cole Clubhouse is closed, report to the Holiday Inn.
BUILDING EVACUATIONS

The sounding of any alarm should be taken seriously. In the event of an alarm, residents and guests must vacate the premises immediately. If possible, residents should exit their rooms according to the evacuation plans in place on the back of each apartment door, CLOSING each door behind them. Most evacuation plans will show a map that will instruct the resident or guest to exit to the closest possible staircase and out to the closest possible exit doors. Stairwell exit doors are to be used in the evacuation and only to be used in case of an emergency. In the event that an individual is physically unable to use the stairs to exit the building, it is the responsibility of the individual to get to the end stairwell of the floor, notify others exiting that he/she needs assistance and wait until university police department representatives can come to assist.

During a drill or fire emergency, Housing staff should be present to instruct individuals to an emergency gathering space. Should Housing staff not be present, residents and guests should retreat to at least 50 feet from the doors of the building from which they exited or to the Cole Clubhouse. Most often, this will be to dumpster assigned to that building. In the case of building C, individuals should gather at the building B dumpster. In the case of building F, students should gather at the building H dumpster. Student Housing staff or University Police/Fire Department officials will instruct residents when they will be allowed to return to their apartments. Staff may identify a meeting place, such as the Cole Clubhouse, in order to verify a resident/guest count.

Notify professional staff on call as soon as possible and follow up with information regarding the information as requested or needed. Should a resident be the responding reporter, it is an expectation that University Police notifies the professional staff member on call. If at any point, professional staff on call is unavailable, University Police should contact the Director immediately.

The initial responding staff member should write directly following or within 1 hour of the resolution of the emergency an incident report.
FIRE

Fire warning devices and safety equipment are to be used only in case of an emergency. The sounding of a fire alarm should be taken seriously. In the event of an alarm, Residents must vacate the premises immediately. If possible, residents should exit their rooms according to the evacuation plans in place on the back of each apartment door. Most evacuation plans will show a map that will instruct the resident or guest to exit to the closest possible staircase and out to the closest possible exit doors. Stairwell exit doors are to be used in the evacuation and only to be used in case of an emergency. Individuals should NEVER use the elevator when the fire alarms are sounding.

In the event that an individual is physically unable to use the stairs to exit the building, it is the responsibility of the individual to get to the end stairwell of the floor, notify others exiting that he/she needs assistance and wait until fire department representatives can come to assist.

During a drill or fire emergency, Housing staff should be present to instruct individuals to an emergency gathering space. Should Housing staff not be present, residents and guests should retreat to at least 50 feet from the doors of the building from which they exited. Most often, this will be to dumpster assigned to that building. In the case of building C, individuals should gather at the building B dumpster. In the case of building F, students should gather at the building H dumpster. Residents will be instructed by Student Housing staff or University Police/Fire Department officials when they will be allowed to return to their apartments.

On a quarterly basis, Student Housing will conduct fire drills in each building on the property. Residents and guests are expected to cooperate and participate so as to be informed should a fire emergency ever occur.

On a yearly basis, Student Housing will test the smoke detectors in student's room for proper operation and working batteries.

Upon notification by resident, Maintenance will replace batteries. Tampering with or altering smoke detectors is a fire safety violation.

*Per PFW Student Housing Policy*—The use of candles, incense or other device with an open flame is not permitted on the premises. Decorative candles with unburned wicks are permitted.

Notify professional staff on call as soon as possible and follow up with information regarding the information as requested or needed. Should a resident be the responding reporter, it is an expectation that University Police notifies the professional staff member on call. If at any point, professional staff on call is unavailable, University Police should contact the Director immediately.

An incident report should be written directly following or within 1 hour of the resolution of the emergency by the initial responding staff member.
TORNADO

If a Tornado Warning is issued, you may have only a few minutes in which to act:
If in Student Housing, individuals should immediately go to the first-floor hallway or staircase landing of the closest building to their person until the tornado warning has passed.

For additional information, see TORNADOES on page 58
*There is a tornado siren above the maintenance building on the Student Housing campus. A monthly test occurs the first Wednesday at 12n.

ADVERSE WEATHER

Every attempt is made to keep PFW Student Housing fully operational during adverse weather. Occasionally, weather is so adverse that normal campus operations are suspended. Radio and television announcements are used to declare an adverse weather on local stations. Should PFW Student Housing experience a need to suspend front desk/staffing operations, students will be notified via email and/or text if possible.

In the event of adverse weather that would compromise the structure of a building or threaten to harm individuals:
If in Student Housing, individuals should immediately go to the first-floor hallway or staircase landing of the closest building to their person until the warning has passed.

For additional information, please see WEATHER EMERGENCIES on page 57
MEDICAL EMERGENCIES

Medical emergencies should be reported to University Police immediately. As soon as possible, medical emergencies should then be reported to the professional staff member on call.

Illness or injury procedures

Call University Police at 911 immediately. University Police will dispatch the appropriate emergency response personnel. They can secure an ambulance if necessary. Stay on the phone with emergency dispatcher as long as requested by the dispatcher in order to answer questions and provide pertinent information as needed.

1. Staff or caller should be able to answer the following questions:
   a. Exact location of incident or health issue
   b. Observed injuries and number of people injured
   c. Name and approximate age of people injured
   d. Is the person breathing?
   e. Is the person conscious?
   f. Is the person experiencing chest pain?
   g. Is the person experiencing severe bleeding?
   h. Signs of a stroke or heart attack?
   i. Bleeding?
   j. Signs of psychosis?

Notify professional staff on call as soon as possible and follow up with information regarding the information as requested or needed. Should a resident be the responding reporter, it is an expectation that University Police notifies the professional staff member on call. If at any point, professional staff on call is unavailable, University Police should contact the Director immediately.

The initial responding staff member should write directly following or within 1 hour of the resolution of the emergency an incident report.
DANGEROUS, THREATENING, OR INTIMIDATING BEHAVIORS

Any behavior deemed dangerous, threatening, or intimidating should be reported immediately to University Police by calling 911, especially if the crime constitutes an emergency situation and a medical response is needed immediately.

Any crimes currently taking place should be reported immediately. For additional information see DANGEROUS, THREATENING OR INTIMIDATING BEHAVIORS on page 47.

REPORTING ON CAMPUS CRIMES NOT IN PROGRESS

Any crimes that have taken place should be reported immediately. Provide as much of the following information as possible:

1. Names of individuals involved
2. Address of individuals involved
3. Telephone numbers of individuals involved
4. A brief synopsis of what occurred
5. Your exact location at the time of the call

Should staff be the responding reporter, it is an expectation that professional staff on call should be notified as soon as possible.

Should a resident be the responding reporter, it is an expectation that University Police notifies the professional staff member on call.

If at any point, professional staff on call is unavailable, University Police should contact the Director immediately.

For additional information, see REPORTING CAMPUS CRIMES NOT IN PROGRESS on page 47.

Per PFW Student Housing Policy: Firearms, fireworks, dangerous weapons, and any item that may be suspected to be or looks lethal are prohibited items. This includes, but is not limited to, pistols, rifles, BB guns, air guns, knives, paint pellet guns, hand bellies’, nun chucks, switchblades, swords, explosives and dangerous chemicals. Additionally, any incapacitating devices such as Tasers that may be used as weapons are prohibited.
CRISIS INTERVENTION

Any behavior deemed dangerous, unstable, or suicidal should be reported immediately to the PFW Student Housing. In the case where a person may be injured, University Police must be notified immediately by calling 911.

Any injurious behavior currently taking place should be reported immediately. Provide as much of the following information as possible:

1. Nature of incident. MAKE SURE the dispatcher understands that the incident either is in progress or has passed.
2. Exact location of incident.
3. Description of individuals involved (including names if possible).
4. Injuries that have occurred.
5. Description of any behavior.

The University Police Department staff and PFW Student Housing staff are properly trained to intervene in such matters as self-harm. It is important to remain calm and report such behaviors immediately so that respective trained individuals can make professional judgements and can react accordingly.
ACTIVE SHOOTER SITUATION

Follow these actions if outdoors:
1. Take cover as soon as possible.
2. Retreat to a residential building that can be locked from the inside.
3. Do not let anyone inside once entered.

If indoors
1. Retreat to assigned unit or to closest unit possible that can be locked from the inside.
2. Do not let anyone inside once entered.
3. Stay away from the front door.
4. Do not exit unless given permission to do so by a University official or Law Enforcement Officer.

For additional information see ACTIVE ATTACKER SITUATION on page 50*. 

Should staff be the responding reporter, it is an expectation that professional staff on call should be notified as soon as possible.
Should a resident be the responding reporter, it is an expectation that University Police notifies the professional staff member on call.
If at any point, professional staff on call is unavailable, University Police should contact the Director immediately.
MISSING PERSON(S)

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he/she should immediately notify the PFW Police Department at (260) 481-6827. The PFW Police Department will generate a missing report and initiate an investigation. After investigating the missing person report, should the PFW Police Department determine that the student is missing and has been missing for more than 24 hours, PFW will notify the Fort Wayne Police Department (FWPD) and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, PFW will notify the student’s parents or legal guardian immediately after. In accordance with the Clery Act, all residents must register an emergency contact. Therefore, students must confidentially identify an individual to be contacted by PFW in the event the student is determined to be missing for more than 24 hours. Students residing in on-campus housing are encouraged to identify a confidential contact at PFW Student Housing.
Key Fob entry via Door's 1 and 3 for all Housing Residential Buildings
Key Fob entry via Door's 1 and 3 for all Housing Residential Buildings
Key Fob entry via Door’s 1 and 3 for all Housing Residential Buildings
Pandemic Preparedness Plan
Pandemic Preparedness Introduction:

By CDC Definition, a pandemic is the worldwide outbreak of a disease in numbers clearly in excess of normal. A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can swept across the country and around the world in a very short time.

A summary of the major actions PFW will take during each level of pandemic planning follows. These plan levels and the associated actions are based on the pandemic alert phase outline by the World Health Organization.

Please note PFW currently operates at Level III readiness. Levels I and II are completed.

The full PFW Pandemic Preparedness Plan can be found here: (LINK is pending completion)

Pandemic Preparedness Purpose

Acknowledging the concerns of health professions around the world, PFW has formed a Pandemic Preparedness Planning Committee to make appropriate plans to prepare for, respond to and recover from a pandemic that may affect the PFW community.

Level 1: Pre-event Assessment and Planning

Local Impact: Local health and safety planning

- Chancellor meets with Crisis Management Team.
- Plan for availability of sufficient petty cash.
- Develop payroll and absence policies, as they will affect employees during a pandemic.
- Develop plans to assist with prescription plans and disability/life insurance claims.
- Prepare for EAP counseling for fear, grief, and financial impact.
- Prepare equipment/hardware to maintain telephone, radio, internet and computer access.
- Communicate with Administrative and City/County Emergency and Health Departments.
- Create internal communication plans (also called: Call Trees) within each department.
- Identify campus essential personnel.
- Assess extra supply needs for University Police, Physical Plant, Essential Personnel and Student Housing.
- Order personal protective equipment and provide training for such.
- Plan alternate housing for student housing lessees.
- Develop needed academic schedule or policy changes.
- Prepare for research and laboratory contingency and security plans.
- Develop Business Continuation Plans.
- Develop/implement Pandemic Communication Plan/Campaign for campus community.
- Memo from Chancellor/Vice Chancellor regarding website, planning, questions, etc.
Level 2: Intense Planning & Preparation

Local Impact: International travel advisories begin.

- Chancellor meets with Crisis Management Team.
- Distribute HR policies that will be affected by pandemic.
- Assure back-up communication and energy equipment is operable.
- Determine procedures to set up work from home equipment/access.
- Provide hand sanitizer for designated common areas on campus.
- Distribute awareness and prevention information.
- Gain Senate approval of any needed academic policy changes.
- Begin stocking food and water supply for Essential Personnel and Student Housing.
- Order needed extra supplies for University Police, Physical Plant,
- Essential Personnel, and Student Housing.

Level 3: Preparing to Suspend Classes

Local Impact: International travel warnings & passenger screenings begin.

- Chancellor meets with Crisis Management Team.
- Assist with insurance, prescription, and disability claims.
- Counsel for fear, grief, and financial impact.
- Assure continued operability of back-up communication and energy equipment.
- Implement plan to update security for home computers.
- Implement 12-hour shifts for University Police as needed.
- Perform appropriate required fit-testing for personal protective equipment.
- Maintain sufficient food, water, and supplies for Essential Personnel and Student Housing.
- Identify potential rooms/floors in Student Housing to be used for quarantine as necessary.
- Train Student Housing staff on symptom recognition.
- Close/reduce laboratory/research projects as appropriate.
- Implement Business Continuity Plans.
- Continue to distribute awareness and prevention information, as well as contact information.
- Memo from Chancellor/Vice Chancellor sent to campus community.
- Ensure call center is equipped with appropriate answers and information.
- Send media advisories as necessary.

Level 4: Classes Suspended

Local Impact: Campus remains open. Rising employee absenteeism. All employees except for 10 month faculty report to work or work from home. Employees are encouraged to work from home. International travel restrictions.

- Chancellor meets with Crisis Management Team.
- Transfer calls to those working from home, update security, and install home computers.
- Implement 12-hour shifts in University Police as needed.
- Work with PFW & Allen County health officials and follow their directions/recommendations.
- Post officers and provide extra patrols where additional security is needed.
- Lock down all buildings not in use.
- Maintain working order of all back-up communication and energy equipment.
- Maintain sufficient food, water, and extra needed supplies for Essential Personnel and Student Housing.
- Implement alternate housing for Student Housing lessees remaining on campus.
- Enact plan for quarantine of students as necessary.
- Utilize communication plan to inform campus community of pandemic action status.
- Close/reduce laboratory/research projects as appropriate; implement research and laboratory contingency and security plans.
- Maintain core academic and library services if possible.
- PFW homepage declares “Classes Suspended” with appropriate links.
- Send media advisories as necessary.

**Level 5: Essential Personnel Only**

*Local Impact: Campus closed. Only Essential Personnel are to be on campus.*

- Chancellor meets with Crisis Management Team.
- Campus reduces to Essential Personnel only.
- Non-Essential Personnel must contact University Police to access campus.
- Continue counseling for fear, grief, and financial impact.
- Continue to assist with HR claims.
- Maintain sufficient food, water, and supplies for Essential Personnel and Student Housing.
- Work with PFW & Allen County health officials and follow their directions and/or recommendations.
- Post officers and provide extra patrols where additional security is needed.
- Lock down all buildings not in use.
- Barricade campus entrances as necessary to limit accessibility.
- Essential Personnel receive personal protective equipment.
- Maintain employee absenteeism data.
- PFW homepage declares “Campus Closed” with appropriate links.
- Send media advisories as necessary.

**Level 6: Recovery**

*Local Impact: Campus open and classes resume.*

- Chancellor meets with Crisis Management Team.
- Chancellor will inform the campus of re-opening date and start-up date of classes.
- Counseling made available to faculty, staff, and students.
- Address staffing issues.
- Assess and restore utilities; restart appropriate electronic equipment in all buildings.
- Assess and repair any damage to university property.
- Evaluate pandemic response process and make changes to plan as necessary.
- Handle insurance claims and beneficiary designations as necessary.
- Re-open Parkview Health & Wellness Clinic.
- Restock supplies as necessary.
- Maintain IT-based network and support services.
- Resume regular mail delivery schedule.
- Vendors return to campus and prepare to resume normal operations.
- Clean and sanitize any areas where direct contact to pandemic pathogen occurred.
- Perform any environmental safety tests necessary due to possible utility shut-downs.
- Open Student Housing and make an inventory of all returning students.
- Report any missing faculty, staff, and students to appropriate personnel.
- Implement appropriate recovery scenario.
- Post daily web site updates and change phone and email messages as necessary.

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Disruptions in Academic Scheduling
I. Campus is closed 1 to 3 academic weeks.
   a. If closure occurs during Fall or Spring Term, prior to the last three weeks of the term, the term duration is shorted by the length of the disruption. The academic schedule resumes on time the following term.
      i. If the closure occurs prior to Fall or Spring break, classes will be held during that week to reduce the duration of the disruption by one week.
   b. If closure occurs during Fall or Spring Term during the last three weeks of the term, the term is extended by two weeks after the end of the disruption. Week 1 will serve as a review and wrap-up period, Week 2 will be exam week.
      i. If the disruption occurs during the last three weeks of the Fall term, the resumption of classes will be accommodated over the winter break.
      ii. If the disruption occurs during the last three weeks of the Fall term and extends into the winter break, the start of the Spring semester is delayed as needed with the first two weeks after the resumption of classes used for Fall term wrap-up and exams. The start of the Spring term occurs immediately after the end of exams.
      iii. If the disruption occurs during the last three weeks of the Spring term, the resumption of classes will be accommodated during Summer I. Summer I and Summer II will each be shortened by one week with schedules adjusted as required.
   c. If disruption occurs during one of the Summer terms, one of the following occurs
      i. If closure occurs during Summer I and the disruption is of one or two weeks duration, the start of Summer II is delayed by the appropriate duration and will then extend into the two week interval between Summer II and the Fall term. The Fall term begins as scheduled.
      ii. If closure occurs during Summer I and is for three weeks duration, Summer I is shortened by one week and the start of Summer II is delayed by the appropriate duration and will then extend into the two week interval between Summer II and the Fall term. The Fall term begins as scheduled.
      iii. If the closure occurs during Summer II and the disruption is of one or two weeks duration, Summer II is extended into the two week interval between Summer II and the Fall term. The Fall term begins as scheduled.
      iv. If the closure occurs during Summer II and is for three weeks duration, Summer II is shortened by one week and the term
extended into the two week interval between Summer II and the Fall term. The Fall term begins as scheduled.

v. If the closure occurs during the last three weeks of Summer II and extends into the two week interval between the end of Summer II and the start of the Fall term, the Fall term is shortened as needed and the first week after resumption of classes is used for Summer II wrap-up and exams, with the Fall term starting the following week.

II. If campus is closed for 4 to 8 academic weeks.

a. If the disruption occurs during the Fall term but does not extend into the winter break, classes are held over winter break with the duration of both the Fall and Spring semesters are shortened equally as needed. The start of the Spring term occurs immediately after the end of the modified Fall term.

i. In the case of an odd number of week disruption, the Fall term is shortened by one more week than is the Spring term.

ii. If the disruption occurs prior to Fall break, classes will be held during that week to reduce the duration of the disruption by one week.

b. If the disruption occurs during the Fall term and extends into the winter break, both the Fall and Spring semesters are shortened as needed. The start of the Spring term occurs immediately after the end of the modified Fall term.

i. In the case of an odd number of week disruption, the Fall term is shortened by one more week than is the Spring term.

c. If the disruption occurs during the Spring term the duration of the Spring term is shortened as needed. The Spring term will be extended through the one week break between Spring and Summer I, with Summer I beginning as scheduled.

i. If the disruption occurs prior to Spring break, classes will be held during that week to reduce the duration of the disruption by one week.

d. If the disruption occurs near the end of the Spring term and extends for more than one week into Summer I, the Summer I term is canceled, the Spring term extends through the Summer I period as needed, Summer II begins as scheduled.

e. If the disruption occurs over the Summer terms, with more than 3 weeks of either term lost, that term is canceled. The Fall term begins as scheduled.

f. If the disruption occurs during Summer II and extends into the Fall term the following occurs.

i. If the disruption occurs prior to the fourth week of Summer II, Summer II is canceled and the start of the Fall term is delayed as
needed. The Fall term is shortened as needed with the duration of the disruption lessened by holding classes during fall break and extending into winter break. The Spring term begins as scheduled.

ii. If the disruption occurs during the final three weeks of Summer II and extends into the Fall term, Summer II is terminated and grades calculated based on work to date. The Fall term is delayed as needed and shortened as needed with the duration of the disruption lessened by holding classes during fall break and extending into winter break. The Spring term begins as scheduled.

III. If the disruption occurs for more than 8 academic weeks of any term, the term is canceled and classes begin as soon as possible following the disruption. To minimize disruption of class sequencing, the lost semester schedule is followed upon resumption of classes with subsequent semester schedules modified as needed.
Building Evacuation Plans
Gates/Fieldhouse
MEDICAL EDUCATION CENTER
FIRST FLOOR
EVACUATION PLAN

TO EVACUATION ASSEMBLY AREA (3)
EXIT

TO EVACUATION ASSEMBLY AREA (2)
EXIT

TO EVACUATION ASSEMBLY AREA (1)
EXIT

SITE PLAN

Modular Classroom Building
Modular Clinic and Classroom
Parking Garage 1

Parking Garage 2