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| SWORN PROTECTION AGENCY – TRINE FW CAMPUS SAFETY |
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# **Acts of Violence**

**If you and/or others become threatened by an act of violence, remember that different situations require different actions.**

**Explosion, Chemical, Fire or Toxic Gas Threats:** Should any of these incidents occur as a result of an act of violence or any other reason, follow the guidelines in this handbook for evacuation procedures. Utilize evacuation assembly points to help keep track of all persons. Get to a safe area and dial 911 as soon as possible, giving the location and as many details as possible.

**Gunfire:** If you become aware of gunfire, attempt to evacuate, and immediately call **911**. If evacuation would place you or fellow occupants at risk, take refuge in a room that can be locked or barricaded and call **911** if possible. Secure the door and hide under a desk, in a closet, or corner. Try to choose a position that allows at least a partial view of the doorway. When reporting to law enforcement, provide location and as many factual details as possible. Cooperate fully with law enforcement responders by remaining calm and following directions from university officials. Regroup Alert announcements and instructions will be sent campus-wide in the event of an emergency incident.

**Hostage Situation:** Immediately vacate the area, taking no chances that would endanger yourself or the hostage.   
Contact **911** immediately and provide a location and as many details as possible.

**Physical Threat:** If anyone poses a physical threat to you, get away from them, leave the area, and call 911 from a safe location.

**Contributing Risk Factors:**

* Termination of employment or services
* Disciplinary actions
* Ongoing conflicts between involved parties
* Domestic or family violence
* Financial problems

**Potential warning signs that may lead to violent acts:**

* Verbal, non-verbal, or written threats
* Fascination with weapons and violence
* Signs of new or increased stress
* Expression of hopelessness or anxiety
* Insubordinate behavior
* Dramatic changes in behavior or performance
* Destruction of property
* Drug or alcohol abuse
* Externalization of blame

**Prevention**

* Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
* Tell Campus Safety or authorities when you notice unusual or suspicious behavior.
* Take advantage of educational opportunities that provide training in conflict resolution and positive ways of dealing with hostile individuals.
* Become familiar with Trine University’s Campus Safety and do not hesitate to call for help.
* Finally, remember: A safe campus is everyone’s responsibility.

**Rape and Sexual Assault**

Rape is sexual intercourse without consent. Rape and sexual assault happen. If you are a victim of rape or sexual assault, get to a safe place and secure medical attention as soon as you can. Trine University has resources available to help survivors of sexual assault and can help survivors explore available options while ensuring needs and rights are respected.

The best defense against rape and sexual assault is alertness and awareness. At all times, including dating situations, you should:

* Let a friend or roommate know who you are with, where you will be, and when you expect to return. Leave an address and a phone number.
* Take a cell phone with you
* Do not let peer pressure influence the amount of alcohol you consume. A study at a Big Ten University showed that 80 percent of men and 70 percent of women involved in sexual assaults had been drinking.
* Trust your feelings and instincts. If you feel threatened, there’s probably a good reason. Get away fast.
* Report any assault or threat of assault to the Trine University Fort Wayne Campus Safety and/or Fort Wayne Police Department as soon as possible.

**If you are a victim of rape or sexual assault, get to a safe place as soon as you can. Then you should:**

* Try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothing.
* Call a close friend or trusted person who can support you during your interview with local law enforcement or university officials.
* Notify Fort Wayne Campus Safety at **260.800.8110** and/or the Allen County Sheriff’s Office at **260.449.3000**,even if you are unsure about filing charges. The Trine University counselor is available at **260.446.1867** and can be contacted by Campus Safety after hours to assist survivors of sexual assault through this process.

**Workplace violence and other acts of violence** are often precipitated by inappropriate behavior and other signs that, when detected and reported, may help with prevention. The following information is a starting place for education on workplace violence or other acts of violence and to create a safer, healthier campus for everyone.

Examples of Workplace Violence:

* Threats, direct, or implied.
* Physical harm that results in harm to people or property.
* Conduct that harasses, disrupts, or interferes with another individual.
* Conduct that creates an intimidating, offensive, or hostile environment.

# **Bomb Threats/Suspicious Objects**

If you receive a threat by telephone:

* Maintain a calm, professional demeanor.
* Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information.
* Question the caller in a polite and non-interrogative manner. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about a device, the validity of the threat or the identity of the caller.

If you receive a written threat or a suspicious letter/parcel; or if you find a suspicious object anywhere on the premises:

* Keep anyone from handling or going near it.
* Do not use cell phones or portable radio equipment near any suspicious item.
* Evacuate the area and call **911** immediately.
* Call Trine University Campus Fort Wayne Safety at **260.800.8110.**
* Promptly write down everything you can remember about receiving the letter/parcel or finding the object. The information will be needed by law enforcement.
* Remain calm. Do not discuss the threat with other staff members or students.
* Be guided by law enforcement instructions.
* Planning includes being familiar with the appearance of suspicious packages.
* Do not spread rumors or speculation.

A suspicious item is defined as anything which is out of place and cannot be accounted for; or any item suspected of being any explosive or incendiary device.

* Upon completion of the call, dial **911** immediately.

# **Crime Prevention**

IF a crime is occurring call **911** if you are safe to do so. Call Trine University Fort Wayne Campus Safety at **260.800.811** to report the crime.

To prevent crimein your office/room:

* Lock your door, even if you are just going down the hall. It takes a thief 10 seconds or less to enter an open room and steal your property.
* Do not leave messages on your door indicating that you are away and when you will be back.
* If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing them access.
* Do not put your address on your key ring.
* Do not leave keys in hiding places.
* Call Trine University Fort Wayne Campus Safety at **260.800.8110** to report suspicious persons or activities.

When walking:

* Avoid walking alone at night unless necessary and use high-traffic, lighted sidewalks.
* Walk purposefully, know where you are going, project a no-nonsense image and be aware of your surroundings.

Protecting your vehicle or bicycle:

* Always lock your car.
* Lock bikes to immovable objects or bike racks with hardened-alloy locks and chains or U-shaped locks.
* Do not leave tempting valuables or property visible such as GPS units, laptops, video game systems, etc., or other electronics inside a vehicle. Lock valuables in trunk.

Protecting yourself while driving:

* Look into your car before getting in. Lock doors and roll up windows once inside for protection.
* Do not stop to help occupants of stopped or disabled vehicles. Continue driving to the nearest phone and call the authorities for assistance.
* Raise the hood and then lock yourself in your car if it breaks down. If someone stops and offers you help, remain in your car, and ask them to phone for help. Do not worry about seeming rude.

# **Earthquake**

Even in a severe earthquake, there is much you can do to prevent or minimize injuries or damage to property. During an earthquake if you are inside:

* Stay inside.
* Watch for falling objects.
* Seek shelter under a stable table or desk or stand in a framed solid doorway. Avoid using glass doorways.
* Stay away from windows, glass doorways, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.

If you are outside:

* Move to an open area away from buildings, trees, and power lines.
* If forced to stand near a building, watch for falling objects.

If you are in an automobile:

* Stop your vehicle in the nearest open area.
* Stay in the vehicle until the shaking stops.

After the earthquake:

* Remain calm.
* Be prepared for aftershocks.
* Be guided by emergency personnel. If evacuation is ordered, proceed to the nearest clear exit.
* Do not move seriously injured persons unless they are in obvious immediate danger (fire, building collapse, etc.).
* Open doors carefully. Watch for falling objects.
* Do not use elevators.
* Do not use matches or lighters.
* Avoid using electronic devices.
* Do not spread rumors or speculation.

# **Evacuation Procedures**

In advance of evacuation, each student, faculty, and staff member should:

* Recognize the sound of the evacuation signal (i.e., fire alarm) and know the evacuation plan.
* Know at least two exits out of the building from your regular workspace.

When you hear the evacuation alarm/signal or are verbally told to begin evacuation of the building:

* Remain calm. Leave quickly, do not panic.
* Try to make sure all members of your department have heard the alarm and evacuate the area.
* As you exit, proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when walking downstairs.
* If requested, accompany, and assist persons with disabilities that appear to need direction or assistance.
* Only take essential personal items with you. Do not attempt to take large heavy objects.
* Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
* Do not use elevators.
* Once out of the building, proceed to the far south side of the parking lot or as instructed by Trine University officials, emergency personnel, Fire department officials, or Trine University Fort Wayne Campus Safety.
* Planning includes knowing the exact location of the nearest exits and evacuation assembly points.
* Remain in the designated assembly location until the “all clear” has been given by building coordinators, Trine University officials, emergency personnel, and Trine University Fort Wayne Campus Safety.
* Don’t leave the area. Check in with someone.

# **Explosions**

Chemicals, leaking gas, or faulty boilers could all be the cause of life-endangering explosions. If an explosion occurs:

* Remain calm, call **911**
* Be prepared for secondary explosions.
* Seek shelter under a table or desk.
* Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
* Be guided by law enforcement and/or firefighters. If evacuation is ordered, proceed to one of the designated exits.
* Do not move seriously injured persons unless they are in obvious, immediate danger (fire, building collapse, etc.).
* Open doors carefully. Watch for falling objects.
* Do not use elevators. Follow evacuation procedures if possible and if it is safe to do so.
* If requested, accompany and assist persons with disabilities that appear to need direction or assistance.
* Do not use matches or lighters and avoid using electronic devices.
* Be familiar with possible hazards in your building and know the nearest exit locations and evacuation assembly points.

# **Fire**

If a fire occurs:

* If a burning odor or smoke is present, pull the fire alarm and call **911**. Report the exact location of the fire, and if known, what is burning. If a fire is observed, sound the building alarm by pulling an alarm station.
* If you can help control the fire, and have been trained to do so, take action with available firefighting equipment. If not, leave the area.
* An alarm pull station will cause the building alarm horns to sound. This automatically notifies the Fire Department.
* Do not break windows. Oxygen feeds fire.
* Never allow the fire to come between you and an exit.
* Remove all persons from the danger area. Close doors behind you to confine the fire.

How to respond to audible fire alarm:

* If the audible alarm sounds, evacuate the building.
* Do not use the elevators.
* If requested, accompany, and assist persons with disabilities who appear to need direction or assistance.
* Do not attempt to save possessions at the risk of personal injury.
* Proceed to evacuation assembly points.
* Return to the building only if instructed to do so by fire department officials, emergency personnel, Trine University officials, or Trine University Fort Wayne Campus Safety
* Planning includes knowing the exact location of the two nearest exits and evacuation assembly points.

# **Fire Prevention**

Each year in the United States, over 5,000 fires are reported in general office buildings. Following a few simple precautions could prevent many of these fires.

Smoking

* Trine University is a tobacco-free/smoke-free campus. Smoking and/or vaping is not permitted in campus buildings or on university property.

Wiring

* Replace any electrical cords that have cracked insulation or a broken connector.
* Extension cords are permitted only for temporary use and should never be run across doorways or where they can be stepped on.
* Do not pinch electrical cords under furniture or other objects.

Appliances

* Leave space for air to circulate around heaters and other heat-producing appliances, such as copy machines and computers

Housekeeping

* Keep exits, storage areas, corridors, and stairways free of wastepaper, empty boxes, dirty rags, and other fire hazards.

Arson

* Arson is the largest single cause of fires in office buildings.
* Adhere to building security measures and keep unauthorized people out.

Plan Ahead

In the event of a fire, a safe, speedy response depends on how well employees and students are prepared for emergencies.

* Familiarize yourself with the building’s evacuation plan and evacuation assembly location.
* Count the number of doors between your work/class area and the nearest exit. Remember you may have to find your way in the dark or through heavy smoke.
* Learn the location of alternate exits.
* Know the location of the nearest fire alarm and fire extinguisher and learn how to use them.

# **Flooding & Water Damage**

Serious water damage can occur from a number of sources: broken pipes, clogged drains, roof leaks, or windows. If a water leak occurs:

* Notify building manager Lisa Schall at **260.203.2914**. Report the exact location and severity of the leak.
* If there are electrical appliances or outlets near the leak, use extreme caution and evacuate the area.
* If you know the source of the water leak and are confident in your ability to stop it (i.e., unclog the drain, turn off water, etc.) do so.
* Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small objects out of danger.

**Medical Attention**

Seeking medical attention will not require the victim to pursue any type of formal institutional or criminal action nor will it require the reporting person to identify the victim or the alleged perpetrator. *Victims who agree to seek medical treatment will be encouraged to go to the hospital without showering, cleaning up, or changing clothes as doing so could destroy evidence.*

**Call 911 if you need emergency services.**

The facilities listed below are equipped to assist survivors of sexual assault and attend to medical needs:

* Parkview Regional Hospital 11109 ParkviewPlaza Dr Entrance 1. Fort Wayne, IN 46845, **260.266.1000**
* Fort Wayne Sexual Assault Treatment Center at 2270 Lake Avenue, Suite 201, Fort Wayne, **260.460.0396**

**Reporting, Advocacy, and Information:**

* Allen County Sheriff’s Office at **260.449.3000**
* Fort Wayne Sexual Assault Treatment Center **260.423.2222**
* Trine University Campus Safety **260.800.8110**
* Trine University Campus Safety Director - ANGOLA Stu Hamblen: **260.665.4543**
* Trine/Parkview *CRISIS* Student Assistance/Counseling **260.446.1867**
* Trine University Office of Student Life **260.665.4168**

If a student chooses to report a sexual assault or rape without going to law enforcement officials, the Office of Student Life can take the report and will assist the survivor by coordinating available resources to help survivors of sexual assault explore available options while ensuring needs and rights are respected.

# **Medical Emergencies**

If an emergency occurs:

* Call **911** and know and state your exact location and details of the emergency.
* Call Trine University Fort Wayne Campus Safety at **260.800.8110** for non-emergency medical situation(s); or for general assistance.
* If able, send a bystander to direct emergency personnel to the victim.
* Provide comfort and support to the victim. Do not attempt to render any first aid or assistance that goes beyond that for which you have received training.
* Do not attempt to move a person who has fallen and appears to be in pain unless they are in obvious danger of further injury.
* Limit your communication with ill or injured persons to quiet, calm reassurances.
* After the person’s immediate needs have been taken care of, remain to assist the investigating officer or medical personnel with pertinent information about the incident.
* If the victim is a staff member, the Human Resources Office should be contacted, and the employee should fill out the Trine University work-related injury/accident report forms relative to the incident. Submit the report to the supervisor and Director of Human Resources.
* Report the incident to the Trine University Fort Wayne Campus Safety at **260.800.8110**.
* Preparedness for such emergencies includes being trained in emergency first aid procedures and CPR.
* First aid kit is available at the Trine University Fort Wayne Campus Safety desk.

# **Power Outage**

If a power outage occurs in your office or building:

* Remain calm.
* Provide assistance to others in your immediate area that may be unfamiliar with the space.
* If you are in an unlit area, proceed cautiously to an area that has emergency lights.
* If you are in an elevator, stay calm. Use the emergency call button or telephone.
* If instructed to evacuate, proceed cautiously to the nearest clear exit.
* Notify building manager Lisa Schall at **260.203.2914.**
* Those with proper training should initiate power outage protocols for critical operations such as fume hoods.
* Do not burn candles.
* Unplug electronics and appliances prior to leaving your office or room because of possible power surge.

# **Safety Escort Services**

Trine University Fort Wayne Campus Safety provides safety escort services to all Trine University staff, faculty, and students. They will walk you to and from campus destinations. For security purposes, Trine University Fort Wayne Campus Safety personnel will carry identification and be in uniform. For availability and hours of operation, contact Fort Wayne Campus Safety at **260.800.8110**.

**How to arrange an escort:**

Call Trine University Fort Wayne Campus Safety and provide:

* Your full name
* Your location
* Your destination
* The number of people in your party
* The time desired for escort

**Safety Escort Rules**

* You must be able to carry your own items. Safety escort personnel are not required to carry items.
* School identification is required.
* You are responsible for being at your designated location on time if scheduled.

# **Synthetic Material Spills (Chemical Spills)**

Familiarize yourself with the materials and chemicals you are using in the labs to ensure chemical spills are handled properly and precautions for safe handling are followed.

If a chemical spill occurs:

* If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water.
* Refer to material safety data sheet to ensure proper treatment of the affected area.
* If there is any possible danger, evacuate your area.
* If this is a medical emergency, remain calm and call **911**.
* All chemical spills, no matter how small, should be reported to Trine University Fort Wayne Campus Safety at **260.800.8110** or building manager Lisa Schall at **260.203.2914** to ensure proper hazardous procedures are followed.

If a CHEMICAL FIRE occurs:

* Remain calm and call **911**.
* Never allow a fire to come between you and an exit.
* Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Proceed to an exit.
* Do not break windows. Oxygen feeds fire.
* Do not attempt to save possessions at the risk of personal injury.
* Do not return to the emergency area until instructed to do so by law enforcement or fire department officials.
* All chemical fires, no matter how small, should be reported to Trine University Campus Fort Wayne Safety at **260.800.8110** or building manager Lisa Schall at **260.203.2914** to ensure proper hazardous procedures are followed.

Planning includes training in proper use of fire extinguishers and knowing their locations.

# **Tornado/Severe Weather**

If a tornado warning is announced: Notification will be made by Regroup Alert, Trine University Fort Wayne Campus Safety or by building coordinators while class is in session. Allen County Emergency Sirens will also provide notification.

**A warning indicates that a tornado has been sighted by ground observers or has appeared on radar within Allen County.**

* Stay inside and be alert to falling objects.
* Stay away from windows, mirrors, glass, and unsecured objects such as filing cabinets and bookcases.
* Proceed to the Lower Level, a small center room, under a stairwell, or in an interior hallway with no windows. If you are able, proceed to the Lower level of the building and go into a window-less area and follow directions by Trine Campus Safety. Stay aware and protect yourself against falling debris.
* Do not use elevators, matches, or lighters.
* If requested, assist persons with disabilities to the safest area on the lowest floor.
* Remain in the safe area until the “all clear” has been given by Regroup Alert, Trine University Fort Wayne Campus Safety or by building coordinators
* Think ahead and identify the designated assembly location in your building to seek shelter should a tornado occur.