



EMERGENCY MANAGEMENT PLAN

Vincennes Campus

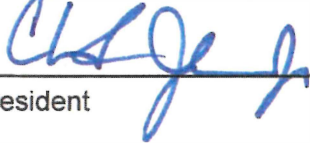
Final

PREPARED BY
VINCENNES UNIVERSITY
EMERGENCY MANAGEMENT PLAN REVIEW COMMITTEE

APPROVED BY
PRESIDENT CHARLES JOHNSON
September 30, 2020

AUTHORIZATION FOR
EMERGENCY MANAGEMENT PLAN

This document has been reviewed by and meets the approval of the President. It hereby defines the official response of Vincennes University to emergency events.



President

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INTRODUCTION

The purpose of this plan is to provide a guide for emergency situations that cannot be addressed under usual University procedures and that could endanger lives and property at the Vincennes campus of Vincennes University. An emergency situation/incident is classified as an event or series of events that disrupts the normal course of University operations that may involve emergency services. When these conditions occur, the President, or his/her designate, may declare a state of emergency, and this document addresses the actions to be taken during any declared emergency event involving:

- Vincennes Campus and associated facilities
- Vincennes Community
- Knox County, IN

EMERGENCY MANAGEMENT PLAN REVIEW COMMITTEE (EMPRC)

The purpose of the Vincennes Campus Emergency Management Plan Review Committee is to review, revise, recommend and support the implementation of the Vincennes Campus Emergency Management Plan (EMP). The members of this committee are dictated by office/position and are as follows:

<i>University Police: Chief of Police</i>	Adam Daugherty
<i>Assistant Provost for Student Affairs/Dean of Students</i>	Whitney Daugherty
<i>Associate Dean of Students</i>	Dr. Robert Dotson
<i>Director of Procurement/Risk Management</i>	Michael Morrison
<i>Associate Dean for Housing and Residential Life</i>	Adam Booher
<i>Clinical Director of University Primary Care Clinic</i>	Deborah Bedwell
<i>Director of Parent & Family Services</i>	Elizabeth Johnson
<i>Director of Counseling Center</i>	Jennifer Andrews
<i>Director of University Events</i>	Cindy Beaman
<i>Associate Budget Director</i>	Stan Graber

<i>Director of Dining Services</i>	Jim Herman
<i>Interim Chief Information Officer</i>	Terry Bilskie
<i>Director of Student Services - Jasper</i>	Mary Champion
<i>Director of Diverse Abilities & Accommodations</i>	Jill Steele
<i>Facility Coordinator for Recreational Sports</i>	Michael Taylor
<i>Senior Director of External Relations</i>	Sarah Fortune
<i>Executive Director of Foundation/Senior Director of Institutional Advancement</i>	Kristi Deetz
<i>Health and Immunization</i>	Peggy Milligan
<i>Director of Physical Plant</i>	Bill Kroeger

The task of the EMPRC was to develop a comprehensive, flexible, understandable and successful EMP for the Vincennes campus of Vincennes University. The success of any EMP is measured by how well it works during an actual emergency.

The best way to achieve this success is through Pre-Emergency Planning, which must include the steps listed below.

1. The development of a comprehensive, understandable and flexible EMP.
2. The appropriate distribution of the EMP.
3. The familiarization of Vincennes campus personnel with the EMP and their role in the plan.
4. Annual Pre-Planning Assessment:
 - a. The President will work with University Police in annually identifying a person(s) in charge of each building. This information must be on file with Vincennes University Police who will provide a copy to the EMPRC by August 1 of each year.
 - b. Each department/program area of the Vincennes campus shall conduct training in the emergency plan to all personnel, including adjunct faculty once a year. Training for new personnel will occur in line with new employee orientation. Documentation of all training must be provided to the Office of Human Resources no later than one month subsequent to the completion of the training.
 - c. The effectiveness of the Vincennes University EMP may be enhanced by the departmental development of checklists, maps, training aids, etc.
 - d. Testing of the EMP capabilities will be completed once a year. This shall include:
 - Paper exercise involving a hypothetical emergency/disaster
 - Field exercise involving the actual evacuation of a predetermined area/building on campus
 - Other simulations.

5. Building Plans - Each building will have its own emergency instructions as developed in coordination with University Police to support the EMP and shall include:
 - a. statement of scope and nature of responsibility;
 - b. statement of tasks, with procedures to be followed;
 - c. reference to EMP requirements;
 - d. building personnel and their assigned emergency duties along with their home phone numbers, office numbers and cell phone numbers; and
 - e. primary and alternate personnel responsible for carrying out emergency tasks.
6. An updated copy of the department's EMP guide shall be provided to the Emergency Management Review Committee (EMPRC) in care of the University Police. A designee for each building shall be responsible for updating and submitting the building plan once a year. Any changes during the year shall be forwarded immediately to the EMPRC committee for proper distribution.
7. The identification of EMP headquarters:
 - a. Primary geographic location.
 - b. Alternate geographic location.

VU employees in charge of every administrative unit, regardless of unit size, are responsible for maintaining individual Emergency Management Operations Plans, activating the plans as directed, defining the decision-making hierarchy, and assuring the flow of communication and information to and from their staff, faculty, and students.

OVERVIEW OF THE PLAN

Purpose

1. Ensure the safety of the University community
2. Limit loss of life and property
3. Ensure effective use of resources
4. Provide means to periodically test emergency response
5. Educate faculty and staff having emergency duties and assignments

Authority

1. Office of the President, Vincennes University.
2. OSHA 1910.38 (*Requirements for Emergency Action Plans.*)
3. Vincennes University Emergency Management Plan Review Committee (EMPRC)
4. Incident Commander (*First person on the scene. This position will be assumed by the Vincennes University Police Chief upon notification of University Police.*)

References for further information

1. OSHA 1910.38 – Emergency Action Plans
<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.38>
2. Federal Emergency Management Agency (FEMA)
<https://www.ready.gov/business/implementation/emergency>

3. Indiana State Emergency Management Agency (SEMA)
<https://www.in.gov/dhs/3836.htm>
4. Knox County Emergency Management Agency
<http://knoxcounty.in.gov/ema>

EMERGENCY EVENTS COVERED UNDER THE VINCENNES CAMPUS EMP

Definition of emergency events:

On-Site Emergency/Crisis – An event, series of events or outbreak on University property involving life threatening injuries or illness, a threat to life, or substantial loss of property or services. Such events will disrupt the normal course of University operations and will involve Emergency Services.

Off-Site Emergency/Crisis – An event, series of events or outbreak involving University staff or students which could result in intense pressure from the media or relatives. Such events may involve Emergency Services and third party organizations.

Weather/Natural Disaster

1. Tornado/High Wind
2. Flood
3. Earthquake
4. Snow/Ice Emergency

Personal/Physical Disaster

1. Fire
2. Bomb Threat
3. Personal Injury/Death or Health of a member of the campus community population requiring ambulance or Emergency Room (ER) treatment
4. Pandemic (A separate document)
5. Foodborne Illness
6. Psychological Crisis
7. Civil Disorder
8. Explosion
9. Violent Crime/Threat
10. Terrorism
 - a. Biological
 - b. Chemical
 - c. Nuclear/Radiological
11. Downed Aircraft
12. Severe structural damage to building and/or classroom that causes evacuation and/or closure of building or part of building

13. Train Derailment
14. Access Failure/Blockage
15. Building Structural Failure

Mechanical/Electrical/Chemical

1. Power Outage
2. Central Steam Failure
3. Chemical/Petroleum
4. Medical/Biohazard Waste
5. Major Water Leak
6. Asbestos

Information Technology

1. Security Incidents
2. Network Communications Loss
3. Systems Failure

ASSUMPTIONS

An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning. The succession of events in an emergency is not predictable; therefore, this plan serves only as a guide and may require modification in order to meet the demands of the emergency. It is also important to note that a crisis can occur on or off-site.

Any or all of the conditions listed below may exist or occur during an emergency:

1. Absence of key personnel
2. Streets blocked/impassable
3. Shortage of resources
4. Disruption of utilities/communications
5. Two or more emergencies occurring at the same time
6. No advance warning
7. Adverse weather conditions
8. Delayed outside services (48-72 hours)
9. Extended emergency conditions (48-72 hours)
10. An emergency or crisis involving students and/or University personnel happening off University property

Vincennes University personnel may use this EMP as a guide to making decisions based on their best judgment to cope with these contingencies.

LIMITATIONS OF THE VINCENNES CAMPUS EMP

1. This plan covers the Vincennes campus' response to internal emergencies and those happening outside the campus that would affect campus students, VU faculty and staff.

2. Other Vincennes University sites, Jasper, ATC, ASL, and other locations will develop individual plans to meet needs specific to each location.
3. For emergencies affecting Vincennes City and/or Knox County, the Vincennes City authorities and the Knox County Emergency Management Committee will be responsible. Vincennes University will provide support and resources as requested in accordance and compliance with applicable State Law. The needs and best interests of the University community will be carefully considered when such requests are received.
4. Major resources for fire control, hazardous materials response, health and medical response, sanitation, water, electricity, natural gas and street services are not under direct control of Vincennes University.

EMERGENCY MANAGEMENT PLAN

Provisions of the Vincennes Campus EMP

1. The responsibilities of key personnel in emergency situations
2. The approach to emergency response capabilities
 - a. Controlling internal and external communications
 - b. Assessing the nature and extent of emergencies
 - c. Implementing action plans
 - d. Coordinating emergency response with outside agencies
 - e. Completing Incident Reports
 - f. Critiquing Incident Reports

Operational Roles and Responsibilities

Reporting lines will, whenever possible, follow normal campus administrative authority. Those offices and staff having additional responsibilities during emergencies will exercise their authority through the President's Office and the Emergency Management Plan Review Committee.

President of Vincennes University

1. Activates and oversees the EMP by conferring with appropriate personnel regarding the following:
 - a. The impact of the incident on the institution's operations.
 - b. Release of public information.
 - c. Allocation of funds.
 - d. Authorization of requests for outside assistance.
 - e. Completion of all incident reports and critique of the response.

Provost

1. Represents the President when he/she is unavailable.
2. Determines the impact of the incident on academic activities and authorizes appropriate response.
3. Performs additional duties as directed by the President.

Vice President for Financial Services

1. Authorizes emergency budget.
2. Provides emergency funding and documentation for internal and external financial reimbursements.
3. Facilitates University financial services and resources in response to the emergency situation.
4. Provides personnel for emergency cleanup of campus.

Vice President for Workforce Development/Community Services

1. Facilitates University workforce development/community services resources in response to the emergency situation.
2. Determines the impact of the incident on workforce development/community services, and authorizes appropriate response.

Assistant Provost for Curriculum and Instruction

1. Organizes and coordinates faculty support within the emergency response.
2. Performs additional duties as directed by the Provost.
3. Represents the Provost regarding academic affairs when he/she is unavailable; represents the President regarding academic affairs when both the President and the Provost are unavailable.

Assistant Provost for Student Affairs/Dean of Students

1. Organizes and coordinates student support within the emergency response.
2. Coordinates emergency resources available through students and student groups.
3. Facilitates University student affairs resources in response to the emergency situation.
4. Helps police provide emergency communication.
5. Performs additional duties as directed by the Provost.
6. Represents the Provost regarding student affairs when he/she is unavailable; represents the President regarding student affairs when both the President and the Provost are unavailable.
7. Provide information and updates to the Director of Parent & Family Services.

Senior Director of External Relations

1. Provide news summaries and updates to VU administration.
2. Coordinate news releases and briefings.
3. Monitor event-related communications from external sources.
4. Provide information via the website and digital media.

Director of Procurement/ Risk Management

1. Monitors the event and confirms the University continues to mitigate and transfer risks.
2. Serves as the liaison between the University and our insurance carriers to start the claim process.

3. Advise insurance carriers on procedures that are outside of the University's normal policies.
4. Review and advise on actions to confirm the University is compliant with insurance policies.
5. Acquire the essential information and documentation to support the recovery process.

Chief of Vincennes University Police

1. Serves as the Incident Commander for on-site command and control of the emergency response.
2. Designates the location of the Incident Command Center (*location will be determined upon the nature and location of the emergency*).
3. Maintains a current list of outside resources.
4. Coordinates all on-campus emergency functions.
5. Provides emergency communications.
6. Disseminates information to the Director of University Relations.
7. Maintains access routes for emergency vehicles.
8. Keeps onlookers and crowds away from dangerous areas.
9. Provides training for Vincennes University Police personnel.
10. Coordinates temporary mortuary services.
11. Maintains communication with the Director of Procurement/Risk Management.

Director of Architectural Services and Facilities

1. Coordinates emergency restoration of utilities.
2. Provides temporary sanitary facilities.
3. Assists in rescue, clearance, and demolition of University assets.
4. Installs barricades.
5. Provides emergency water supply when needed.
6. Provides a damage assessment team.
7. Provides equipment/personnel for emergency work.
8. Maintains and supplies vehicles.
9. Helps police provide emergency communications.
10. Provides training for Physical Plant personnel.

Primary Care Center/Nurse Practitioner

1. Establishes triage and provides initial aid within capabilities.
2. Coordinates with all medical service providers.
3. Coordinates with the State and County Department of Health.
4. Advises the EMPRC on health and medical impact.

Director of Counseling Services

1. Coordinates the services of the Campus Counseling Center.
2. Coordinates with external mental health providers for additional assistance.
3. Advises the EMPRC on mental health impact.

4. Coordinates Critical Incident Stress Debriefing.

Associate Dean for Housing and Residential Life

1. Establish facility usage for residence hall emergency situations.
2. Coordinate residence hall emergency procedures.
3. Coordinate relocation of students, residing both on and off-campus, when needed.
4. Assess available space in case of a community emergency.
5. Provide training for residence life staff.

Director of Food Services

1. Provides food services during an emergency.
2. Submits expense report to the Assistant Provost for Student Affairs/Dean of Students.

Director of Parent & Family Services

1. Assists the Associate Dean of Students
2. Provides information to parents and families of VU students.
3. Field questions from parents and families.

Director of University Events

1. Know facility usage for residence halls' emergency situations.
2. Coordinate with appropriate facility managers where camps and events are held.
3. Coordinate with appropriate facility managers relocation of campers, visitors (under the University Events umbrella) when needed.
4. Access available space and/or shelter in case of an emergency.
5. Perform additional duties as directed.

University Counsel

1. Provides legal guidance for University personnel during an emergency.

IMPLEMENTATION OF THE EMERGENCY MANAGEMENT PLAN

Emergency Response Operational Premise

1. The President or designated authority (DA) will determine the scope of the emergency, whether campus/or community resources will be needed, and whether the full implementation of the EMP is necessary.
2. All personnel, faculty and staff, shall be on emergency status to provide support for the EMP.
3. When the President or DA activates the EMP, the Vincennes University Police will alert internal and external response personnel.
4. Members of the EMPRC will function under the emergency authority of the President or DA, advise the President, and maintain documentation of emergency activities.
5. After an emergency, each office as directed by EMPRC shall provide an Incident Report Form to the administration and the Physical Plant. This report shall cover the following:

- a. Resource expenditure
- b. Losses
- c. Deficiencies
- d. Problems
- e. Strengths
- f. Recommended improvements

Initiation of Response - Alerting Procedure

1. Upon assessment of an emergency, the first responder will notify University Police. University Police will notify the Assistant Provost for Student Affairs/Dean of Students and the Senior Director of External Relations who in turn will notify the President, Provost, or designees.
2. Senior Director of External Relations, in conjunction with University Police, will issue the appropriate alert.

Levels of Emergency Response

Level 1 – A minor department or building incident that can be resolved by the responding service unit.

Examples: Physical Plant personnel respond to a broken water pipe; University police/health services respond to a minor student injury which may require minor medical intervention; minor chemical spill/biohazard incident which requires Physical Plant personnel to clean.

Level 2 – A department or building incident that can be resolved with University resources or limited outside help. A Level 2 incident is usually a one-dimensional event of limited duration and little impact on the campus community beyond those using the space/building in which it occurred.

Examples: Chemical spill/medical/biohazard waste incident requiring special expertise to clean; loss of power to a building for several hours; a minor fire; an institutional incident requiring Emergency Medical transport to a medical center.

Level 3 – Crisis primarily affecting people, rather than property or systems.

Examples: Hate crime; bomb threat; contagious-disease outbreak. In these situations, specific operational department plans may be implemented.

Level 4 – A major emergency that affects a **sizable** portion of the campus and/or outside the community. Level 4 emergencies may be single or multi-hazard situations, and often require considerable and timely coordination both within and outside the university. Level 4 emergencies may include imminent events (or the threat of such events) on campus or in the general community that may develop into a major University crisis or disaster.

Examples: Heating plant failure; extended power outage; severe storm; major fire; domestic water contamination; downed aircraft; personal injury, illness, trauma or death.

Level 5 – A catastrophe affecting the entire campus and surrounding community. Immediate resolution of the disaster, usually multi-hazard, is beyond the response capabilities of the university and local emergency response agencies (police, firefighters, etc.). State and federal assistance would be necessary for recovery.

Examples: Tornado, flood, earthquake, severe storm; mass casualty event; pandemic; terrorist action.

Standby

1. Key personnel have been alerted; the EMP has been reviewed, and needs have been determined.

Mobilization

1. All appropriate personnel have been notified that an emergency has been declared. As much information as is known about the event will be furnished to these individuals. Personnel will be advised to take necessary precautions to safeguard themselves. They must be prepared to offer assistance to others in obtaining emergency aid. Director of Procurement/Risk Management will report to the Incident Command Center.

Command, Control, and Communications

1. Command - The President will have full authority. In his/her absence, the command will follow in this order:
 - a. University Provost
 - b. Assistant Provost for Student Affairs/Dean of Students
 - c. Vice President for Financial Services
 - d. Assistant Provost for Curriculum and Instruction
2. Control
 - a. Incident Command Center Controller – Vincennes University Police
 - b. Primary Incident Command Center – Vincennes University Police station
 - c. Alternate Management Center – Locations will be determined depending on the nature and location of the emergency by the Chief of Vincennes University Police.
 - d. Alternate Communications Center – Locations will be determined if the internet or other required services for communications are interrupted by the emergency.
3. Communications
 - a. EMP communications during an emergency will be handled by University Police in coordination with University resources and emergency response agencies.
 - b. Emergency Alert and External Communications will be handled by the staff of External Relations in coordination with University Police and VU Administration

utilizing multiple communication mediums which may include but are not limited to:

- Rave Mobile Safety for Emergency Alert
 - Text messaging
 - Email
 - Voice messaging
 - Internal email system
 - MyVU
 - www.vinu.edu
 - www.facebook.com/vincennesuniversity
 - Digital signs
 - University weather line (812)888-7979
 - Media releases to campus and external TV, radio, and other news sources
- c. The Vincennes University Police, Knox County Emergency Management, and local HAM radio operators will provide external communications as necessary.

Post Emergency Procedures

Recovery

1. Alleviate suffering by providing ongoing medical and welfare services.
2. Provide follow-up debriefing and critical incident stress management.
3. Repair essential utilities.
4. Open communication and transportation routes.
5. Resume normal operations.

Post Emergency Review Report

1. Following a disaster, the Director of Procurement/Risk Management will issue a report to the President of Vincennes University in a timely manner. The report will cover the following items:
 - a. resource expenditure
 - b. Losses
 - c. deficiencies
 - d. Problems
 - e. Strengths
 - f. recommended improvements
2. The Director of Procurement/Risk Management will rely on records of each affected office and the EMPRC for data to be included in the final report.
3. The Vincennes campus EMP and building evacuation plans will be updated as needed.

EMERGENCY MANAGEMENT PLAN PROCEDURES

Due to unexpected changes in the University faculty and staff, which can occur at any time, and because of the constant change in student population, it is imperative that:

1. faculty and staff are well acquainted with the prescribed EMP and building evacuation plans;
2. building evacuation plans are communicated to students during orientation and the first day of classes; and building evacuation plans and maps showing campus buildings, streets, parks, and surrounding areas are posted at all buildings.

The following outline provides Vincennes University faculty and staff basic emergency procedures and guidelines. It must be emphasized that the very nature of an emergency may necessitate on-scene modifications to these procedures.

Weather/Natural Disaster

Tornado/High Wind

A tornado is defined as a violently rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long.

Tornadoes may occur with little or no warning or siren activation.

Before the storm, VU personnel should:

1. know the location of the building's weather radio;
2. be familiar with any pre-assigned safe locations;
3. locate accessible building basement or corridor location;
4. stay informed through local media sources and University weather radios on days that severe weather is expected;
5. be aware of the county emergency warning system (siren and public address system);
6. keep a good reliable flashlight/illuminating device and battery-operated radio in each office/work area.

Storm is Imminent:

1. Possible Indicators of a Tornado (*Note: Tornadoes generally occur near the trailing edge of a storm.*)
 - a. Dark, often greenish sky
 - b. Large hail
 - c. Loud roar, similar to a train
 - d. Cloud of debris (the tornado may not be visible)
 - e. Wind becomes calm and still
 - f. Frequent lightning

Tornado sighted:

1. All building occupants should proceed to the lowest possible floor, according to the building evacuation plan (areas identified in the building by the universal signage).

2. Occupants of light steel shelled buildings (i.e. Recreation Center and Auto Body Building) should leave the building and go directly to a more substantial concrete building, preferably with a basement.
3. Be aware storms may contain more than one tornado or may have caused other threats such as downed power lines. It is best practice to shelter in place until notification is received the danger has passed.

Flood

1. Vincennes University Police will monitor flood conditions with City and County Emergency Management and the Army Corps of Engineers.
2. If the Army Corps of Engineers determines there is a danger of floodwall failure, the President shall be notified so that emergency plans and agencies can be engaged.
3. University operations and classes will be conducted as appropriate.
4. If the flood level is high enough to endanger the Vincennes campus, campus evacuation will be initiated.
5. Vincennes University Police or other designated agencies will patrol the levee system adjacent campus and will look for threats in the campus area.
6. Vincennes University Physical Plant employees will assist City and County emergency crews in emergency levee repair.

Earthquake

1. If indoors, take refuge under a desk or table or in a doorway and hold on. Stay away from windows, shelves, and heavy equipment. Proceed according to the building evacuation plan.
2. If outdoors, move quickly away from buildings, utility poles, overhead wires, and other structures. CAUTION: Avoid downed power or utility lines as they may be active. Do not attempt to enter buildings until you are advised to do so by the proper authorities.
3. If in an automobile, stop in the safest location available, preferably an open area away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it provides.
4. Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage.
5. Evaluate the situation; call 911 and Vincennes University Police (5555) for emergency assistance if needed.
6. Do not use the telephone (landline or cell). Heavy use of the telephone will tie up the lines, bandwidth, and prevent emergency calls from going out.
7. Use megaphones, walkie-talkies, and public address systems to facilitate communication.
8. Do not use light switches, lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
9. Open windows and doors to ventilate buildings. Watch out for broken glass.
10. If a fire is present, call 911 and Vincennes University Police (5555).

11. Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.)
12. Open doors carefully. Watch for falling objects.
13. Do not use elevators.

Snow/Ice Emergency

1. Emergency Declaration
 - a. All offices and facilities shall remain open unless the University President or designee declares an emergency condition.
2. Snow Routes
 - a. The city of Vincennes has designated snow routes. It is imperative that all University personnel observe these routes and not park their cars along these streets.
 - b. The University may designate additional campus streets and parking lots as snow routes.
 - c. Based on the information provided by the Office of Diverse Abilities & Accommodations, sidewalk snow routes will be determined each semester after reviewing residence and class location of mobility-impaired students. Priority for clearing sidewalks will be given to the indicated routes.
3. Occurrence of Snow/Ice Emergency
 - a. If a snow/ice storm occurs prior to normal working hours, personnel must use their own judgment as to whether or not they can reach the campus safely. Listen to the local radio and TV stations for the latest weather conditions.
 - b. All personnel must make every attempt to notify their supervisor if weather conditions prevent the use of roads and streets.
 - c. If snow occurs during normal working hours, the President or designee will make the decision regarding University closings.
4. Extended Duration
 - a. Should the storm appear to last more than one-day causing travel to be impossible, The Housing/Residential Life office will provide temporary arrangements for shelter.
5. Security
 - a. Vincennes University Police will provide services such as patrol, providing help for stranded motorists and providing security for Physical Plant equipment.
6. Physical Plant
 - a. Physical Plant personnel will clear parking lots and walkways on the Vincennes University campus.

Personal/Physical Disaster

Fire

1. In the event of a mechanical fire alarm, all individuals will be automatically evacuated from the facility. 911 should be called immediately whenever a fire alarm is activated as not all fire alarms ring out to University Police.
2. The following procedures will be followed in the event of a fire.
 - a. Small fires (trash cans, bulletin boards, toilet paper, etc.) may be extinguished by staff.
 - b. Notify the Fire Department and Vincennes University Police via 911 and initiate building evacuation plans.
 - c. The Fire Department and/or Vincennes University Police will give clearance to allow individuals back in the building. The fire alarm system will be reset by University Police. If the alarm cannot be reset, the Physical Plant will be notified.
 - d. Individuals will be directed to an alternate location as determined.
3. Other items of note:
 - a. All fire alarms are to be considered real.
 - b. Physical Plant will conduct monthly checks of the system.
 - c. VU Employees will assist with evacuation.
 - d. Mobility impaired students will be identified by staff and assisted with the evacuation.
 - e. Staff will be trained regarding evacuation procedures through in-services as described in the Annual Pre Planning Assessment. Each building's personnel will be trained in the specific building's evacuation plan.
 - f. Every time emergency equipment is activated, Vincennes University Police must be notified. Vincennes University Police will keep logs to document activation of emergency equipment; locations, time of day, date, etc. will be duly noted.

Bomb Threat

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

1. All personnel should acquaint themselves with the following procedure:
 - a. If a suspicious object or potential bomb is discovered, **DO NOT HANDLE THE OBJECT. CLEAR THE AREA AND CALL 911 AND VINCENNES UNIVERSITY POLICE (5555)**. Be sure to include the location and appearance of the object when reporting.
 - b. If a bomb threat is received, remain calm. Listen carefully and show interest. Gather as much information as possible.
 - c. Upon completion of the call, immediately notify 911 and Vincennes University Police (5555) and make written notes about the call while the incident is fresh in your memory. Important questions to answer might be who the caller was or

- could be, information about the caller's voice, when the call was received, what the caller said with as many details as possible, and when the bomb is to go off.
- d. If another individual has received a threat and he/she is relaying this information to you, call 911 and University Police (5555). Ask for details regarding the call.

Personal Injury/Death or Health

1. In case of serious injury or illness on the Vincennes campus, call 911. Give your name, describe the nature and severity of the medical problem, and the campus location of the victim.
2. The individual making the emergency call should continue to stay on the line with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.
3. In case of minor injury or illness, have the person report to the UPCC, only if a work comp injury or employee/student is on Vincennes University's Medical Insurance. Otherwise, employees/students should seek care with their primary care provider.

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

Pandemic

Pandemic refers to an epidemic that has spread over several countries or continents, usually affecting a large number of people. Pandemics are often spread by person to person by respiratory droplets or direct contact.

There have been 5 pandemics in the last century:

- 1918 - Spanish Flu
- 1957 - Asian Flu
- 1968 - Hong Kong Flu
- 2009 - H1N1 (Swine Flu)
- 2019 - COVID19 (nCoV-2019)

Preparing for an Emergency

Pandemic preparedness is a complex process, and one that requires the decision-makers to make effective choices of difficult issues before and during a pandemic. Such as:

- Recognition of the potential human, social, economic and legal impact by the university administration
- Commitment to prepare for pandemic, as well as funding and staffing
- Individuals responsible for developing a preparedness plan have been designated
- Single individual designated by the university administration to facilitate the process

- Major goals of the plan have been identified
- Health Office develop and implement system to track and report illnesses to the county health department
- Coordinate pandemic plan with Vincennes University's Emergency Plan
- Agreement on the roles from all participating individuals
- Coordinate activities with Knox County Health Department
- Connect with other health organizations (Vincennes University Health Sciences faculty/staff/students, Good Samaritan Hospital, Medical Center of Vincennes physicians/staff, other local physicians, pharmacies, health care suppliers)
- Identify opportunities to share resources with other organizations during a pandemic
- Advise employees about the need for their own personal planning

Command and Control

- Essential to know who is in charge of specific activities, how roles might change if key staff members are personally impacted by the pandemic
- Decision-making processes for all departments involved in the plan have been identified
- Identify key members who will advise the administration
- Key department heads know who will be in charge, and what they themselves are to do, including reporting lines and responsibilities
- Roles and responsibilities of each department are defined
- Responsibility for monitoring recommendations from the CDC, WHO and state and local public health officials will be assigned
- Procedures for outbreak verification and alert have been determined
- Operational procedures developed, form information flows, and disseminating public information
- Operational procedures developed for human resource management and other essential services

Risk Assessment

- Estimates determined of the effect of the pandemic on the university, based on illness/mortality rates from the CDC
- Assessment as to what extent the Health Office can provide medical services
- The university may be identified by the county health department to serve as a mass vaccination site
- Determine how the pandemic may affect the internal services of the university in the absence of outside help
- Determine what percentage of international students reside on campus/how would a pandemic impacts them
- Determine how specific groups and cultural issues will be addressed before and during a pandemic i.e. religious practices, language

Vincennes University will likely face a number of challenges as a result of widespread illness and social disruption that may occur during a pandemic.

Issues to consider based upon various levels of illness in students and employees:

- Public health officials and Vincennes University administration must work closely to balance the risks in the university community with the disruption of suspending classes will cause to both education and the wider Vincennes community
- Cancellation of sporting and/or other public events on campus
- Closure of campus, residence halls
- Assess suitability of housing for quarantine of ill or exposed students
- Contingency plans for housing and food service for students unable to return home (i.e. international students)
- Stockpile non-perishable food and equipment to care for ill students

Communication Plan

Communication strategies are an important component in managing any infectious disease outbreak, and essential in the event of a pandemic. The University should develop a plan to disseminate information to students, faculty, staff, parents, volunteers about the university's pandemic response plan and disruptions in services.

Some strategies for communicating information before and during the pandemic include:

- The university may choose to designate one individual who will be responsible for receiving and communicating information
- Press releases, campus-wide e-mails, and campus radio/TV stations
- Frequent updates on the webpage, as well as links to the CDC website, WHO website, and the IN.gov Covid-19 website
- Text messaging updates to student/employees as situations change
- Telephone messaging – prerecorded message to relay information to students/employees
- Social Media

Additional information, procedures, and protocols in relation to a specific pandemic will be addressed in a separate document.

Foodborne Illness

In the event a food illness should occur, the individual should be seen at the UPCC, if on VU's Medical Insurance (employees or students); otherwise, they should be seen by the closest medical facility or by their Primary Care Provider.

If the illness poses a threat to the VU community, the following personnel should be notified

immediately: Director of Food Service, Assistant Provost for Student Affairs/Dean of Students, and/or the UPCC. An official with the Assistant Provost for Student Affairs/Dean of Students will notify the Knox County Health Department and they will in turn notify the Indiana State Department of Health.

Psychological Crisis

A psychological crisis exists when an individual is threatening harm to self or others, is out of touch with reality due to severe drug reactions, or a psychotic break manifested by hallucinations or uncontrolled behavior.

1. If a psychological crisis occurs, never try to handle a situation you feel is dangerous.
2. Notify the Vincennes University Police of the situation at 5555.
3. Contact the Counseling Center at 4374.
4. Clearly state that you need immediate assistance, give your name, your location, and the area involved.
5. Provide as much information about the nature of the situation or the individual involved as possible without escalating the crisis.
6. If possible, move other students and staff away and out of the area.

Civil Disorder

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- INTERFERENCE with normal management of the University,
- PREVENTION of access to office, buildings or other University facilities, or
- THREAT of physical harm to persons or damage to University property.

If organized civil disorder occurs, Vincennes University Police should be notified and will be responsible for contacting and informing the President, the Provost, and the Assistant Provost for Student Affairs/Dean of Students. Procedural guidelines follow.

1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS
 - a. Generally, demonstrations of this kind should not be interrupted, and should not be obstructed or provoked. Efforts should be made to conduct University business as normally as possible.
 - b. If a demonstration continues past normal business hours:
 - Arrangements will be made by the Vincennes University Police Chief to monitor the situation, or
 - If demonstrators are asked to leave a building or facility and refuse to leave, it is deemed a disruptive demonstration.
2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS
 - a. In the event that a demonstration blocks access to University facilities or interferes with the operation of the University in violation of the [Student Code of Conduct](#):

- The Assistant Provost for Student Affairs/Dean of Students or designee will go to the area and ask the demonstrators to disperse, or to discontinue the disruptive activities, and
 - The Assistant Provost may ask key University personnel and student leaders to go to the area and assist in persuading the demonstrators to desist and disperse.
- b. If the demonstrators persist in the disruptive activity, they will be apprised that the failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion, possible intervention by civil authorities, and/or arrest.
- The Assistant Provost for Student Affairs/Dean of Students, after consultation with the University Police Chief, will determine the need for an injunction and intervention by Vincennes University Police.
 - If a determination is made to seek intervention by Vincennes University Police, the demonstrators will be informed.
 - Upon the arrival of Vincennes University Police and/or other law enforcement personnel under the direction and supervision of the Vincennes University Police Chief, demonstrators remaining in the area will be warned of the intention to arrest.
 - All personnel acting in any such facilitative capacity shall be under the direction of the Vincennes University Police Chief.
- c. Efforts should be made to obtain positive identification of demonstrators who persist in order to facilitate later testimony, including photographs and/or videotaping if deemed advisable.

3. VIOLENT, DISRUPTIVE DEMONSTRATIONS

- a. In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the Vincennes University Police Chief will notify the President, the Provost, and the Assistant Provost for Student Affairs/Dean of Students. After this initial notification and at the direction of the Vincennes University Police Chief, the following should commence:
1. During Business Hours
 - The Assistant Provost for Student Affairs/Dean of Students, after consultation with the University Police Chief, will determine the need for intervention by Vincennes University Police.
 - Vincennes University Police will contact outside law enforcement for assistance as necessary.
 - The Vincennes University Police Chief will maintain communications with the President, Provost, and Assistant Provost for Student Affairs or designee(s) throughout the demonstration/disorder.
 - The Senior Director of External Relations will be notified as soon as reasonably possible.

- To comply with legal standards, the following directive must be read to the demonstrators (see below).
2. After Business Hours
- Vincennes University Police will investigate the disruption and notify the President, Provost, and Assistant Provost for Student Affairs/Dean of Students.
 - The Assistant Provost for Student Affairs/Dean of Students will:
 - Continue to communicate the circumstances to the President;
 - Notify key administrators and appropriate Physical Plant supervisors responsible for the building/location; and
 - Notify the Senior Director of External Relations.
 - Vincennes University Police will call for additional law enforcement assistance without counsel from others if it is deemed to be critical to the safety of persons involved.
 - To comply with legal standards, the following directive must be read to the demonstrators (see below).

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

Identify self and read the following:

“Both this assembly and the conduct of each participant are seriously disrupting the management of the University and are in clear violation of the rules of Vincennes University. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the University. In no event, will the administration of Vincennes University accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the University, take whatever measures are necessary to restore order - including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.”

If the demonstrators fail to disperse within fifteen minutes, the following must be read:

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE

Identify self and read the following:

“You have previously been directed to terminate this demonstration, and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of Vincennes University each of you is hereby suspended, subject to later review. The Vincennes University Police will now be called to assist in dispersing this assembly.”

Explosion

Chemicals, leaking gas, faulty boilers, derailed trains, or falling aircraft could all be the cause of life-endangering explosions.

1. Be prepared for possible further explosions.
2. Take cover immediately.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
4. If evacuation is ordered, follow the building evacuation plan.
5. Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.)
6. Open doors carefully. Watch for falling objects.
7. Do not use elevators.
8. Accompany and assist persons with injuries who appear to need direction or assistance.
9. Do not use cell phones or any type of cellular device, light switches, lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
10. Do not turn on any electrical equipment.

Violent Crime/Threat

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. Promptly notify the Vincennes University Police at 5555 and report suspicious incidents. Include the following information:

1. Nature of the incident.
2. Location of the incident.
3. Description of persons(s) involved.
4. Description of any weapons involved.
5. Description of property involved.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate. **Should gunfire or explosives be involved, take cover immediately.** After the disturbance, seek emergency aid if necessary. If the threat is imminent, the University community will be notified through the emergency notification system.

Active Shooters

An active shooter is a suspect that threatens or causes death and/or serious bodily injury through the use of a firearm. It involves a dynamic situation that usually evolves rapidly, and demands immediate deployment of law enforcement resources to terminate a life-threatening situation. The immediate deployment will involve the first officers on the scene taking aggressive action to find and stop the killing. The goal is to contain and isolate the individual with the gun, and to facilitate the safe release of any hostages or threatened persons.

It is important to be proactive in a violent intruder situation. Analysts of past events have taught us that survival may depend on utilizing several options to include, but not limited to, lockdown.

If you find yourself in a violent intruder situation, use the ALICE concept to make an informed decision about how to respond given the information you have available.

ALICE is an acronym (ALERT / LOCKDOWN / INFORM / COUNTER / EVACUATE) to help you remember what you need to do; however, your response may or may not occur in the order listed and all options may not be necessary for every event.

Follow the steps below:

ALERT

- The Initial Alert may be a gunshot, someone yelling or screaming, PA announcement, RAVE Alert, etc.
- Alert others of the danger, if possible.
- If alerting others, use clear language and avoid any code words.
- If you are in a safe place, use any means necessary to alert the police (Dial 911 or Campus Police at 5555).
- Stay on the line if at all possible.
- Give clear and accurate information about the location, suspect, weapons, and injuries.

LOCKDOWN

- If evacuation is not an option and you are in an area that can be secured, then lockdown.
- Lock any doors into the area.
- Use any means to barricade and secure the door.
- Stay clear of windows.
- Shut off lights.
- Silence phones and remain quiet.
- Make a plan and prepare to evacuate or counter if the shooter makes it into the room.

INFORM

- Continue to share information with the Police and those around you.
- Communicate real-time information on the shooter and his/her location.
- Use clear and direct language by any communication means possible.
- If you are unable to speak, leave the call open so others can hear what is happening.

COUNTER

- If you come in contact with the shooter and you cannot escape, make yourself a hard target.
- Move and React – DO NOT become static and passive.
- Identify objects to use against the shooter (fire extinguisher, scissors, even striking shooter with a desk phone or other object).
- Improvised defense, use anything and everything to try to gain the element of surprise in order to distract or disable the shooter.
- If possible, employ multiple people to swarm, secure, and disarm the shooter.

- If any weapon is taken from the shooter, keep it away from them, and place it in a trash can or out of sight so you are not confused for the shooter when the police arrive.

EVACUATE

- If at any time during a violent intruder situation, there is a safe way out of the room/building, then evacuate.
- Run or move quickly.
- Exit through windows or any other non-traditional exit.
- Spread out and place objects between you and the shooter as you run.

Once notified of an active shooter, Vincennes University Police or local police will likely be the first responders on the scene.

Police are trained to respond to an active shooting incident by proceeding to the origin of audible gunfire. The police will move quickly into the affected area until the shooter is located and stopped or is no longer a threat to life or safety. If you are wounded or with someone who may be wounded, **expect the officers to bypass you** in their search as they must find the shooter and eliminate the threat. To assist police and prevent interference with police operations, please remain calm and patient during this time. If you know where the suspect is or have his/her description, tell the police. Rescue teams will follow shortly to aid you and others.

For an example of how to respond in an active shooter situation, view the YouTube videos at <http://go.osu.edu/active-shooter> or https://www.youtube.com/watch?v=qNzYNhySD_8.

The above information was based on the **Campus Emergency Operations Planning Guidelines** from the *International Association of Campus Law Enforcement Administrators (IACLEA)*.

Terrorism

In the event of a terrorist attack resulting in the release of biological, chemical, radiological, nuclear material or high-yield explosive devices, the law enforcement, fire and emergency medical personnel who are first to respond may become quickly overwhelmed by the magnitude of the attack. The first concern must be to recognize the event and protect the first responders. Unless first responders recognize the danger, they will very possibly become casualties to the terrorist event.

Biological

1. Recognition of a biological hazard can occur through several methods, including identification of a credible threat, the discovery of bioterrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bioterrorism agent), and detection (gathering and interpretation of public health surveillance data.)

2. When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed; those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, or incubation period, is characteristic of un-infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community.
3. Agents of concern include, but are not limited to:
 - Anthrax
 - Cholera
 - Ebola
 - Botulinum Toxin
 - Plague
 - Q Fever
 - Ricin
 - Staphylococcal Enterotoxin B
 - Trichothecene Mycotoxins (T2)
 - Tularemia
 - Smallpox
 - Venezuelan Equine Encephalitis
4. Reporting Requirements and Contact Information
 - a. The University Primary Care Clinic may be the initial site of recognition and response to bioterrorism events. If the University Primary Care Clinic or University employees suspect a bioterrorism event, they must contact the Vincennes University Police immediately at 5555. Vincennes University Police will contact emergency agencies. If the event is identified as a terrorist action, Vincennes University Police will contact state and federal authorities.
 - b. Mail/Unusual Packages - If you are suspicious of a mailing and are unable to verify the contents with the addressee, do not take a chance or worry about possible embarrassment if the item turns out to be innocent. Contact the Vincennes University Police at 5555. **DO NOT OPEN OR MOVE THE PACKAGE.**
5. Evacuation
 - a. Immediately notify all on-site personnel of an emergency requiring evacuation.
 - b. Proceed according to the building evacuation plan.

Chemical

1. Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects.
2. A terrorist incident involving a chemical agent will demand an immediate reaction from emergency responders - fire departments, police, hazardous materials (HazMat) teams, emergency medical services (EMS), and emergency room staff. Hazardous chemicals,

including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination.

3. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have a serious consequence. Agents of concern include, but are not limited to:
 - a. Nerve Agents
 - Tabun
 - Sarin
 - Soman
 - V Agents
 - b. Vesicants (Blister Agents)
 - Sulfur Mustard
 - Distilled Mustard
 - Nitrogen Mustard
 - Mustargen
 - Lewisite
 - Phosgene Oxime
 - c. Chemical Asphyxiants (Blood Agents)
 - Hydrogen Cyanide
 - Cyanogen Chloride
 - Arsine

4. Reporting Requirements and Contact Information

- a. The University Primary Care Center (UPCC) may be the initial site of recognition and response to chemical terrorist events. If the UPCC or University employees suspect a bioterrorism event, they must contact the Vincennes University Police immediately at 5555. Vincennes University Police will contact emergency agencies. If the event is identified as a terrorist action, Vincennes University Police will contact state and federal authorities.
- b. Mail/Unusual Packages - If you are suspicious of a mailing and are unable to verify the contents with the addressee, do not take a chance or worry about possible embarrassment if the item turns out to be innocent. Contact the Vincennes University Police at 5555. **DO NOT OPEN OR MOVE THE PACKAGE.**

5. Evacuation

- a. Immediately notify all on-site personnel of an emergency requiring evacuation.
- b. Proceed according to the building evacuation plan.

Nuclear/Radiological

1. The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used.

2. Unless confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain.
3. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards.
4. Warning and Evacuation of Campus
 - a. Initial warning of an impending or actual attack or nuclear incident may be received through the AM or FM radio and television services via the Emergency Broadcast System (EBS).
 - b. Evacuation will proceed ONLY if ample warning is received to move all personnel out of the Knox County area. Otherwise “in place” sheltering in building safe areas will be used as an emergency measure.

Downed Aircraft

1. If an airplane crashes into a building:
 - a. If phones work, notify Vincennes University Police at 5555, and if not, use a cell phone to call 911.
 - b. Proceed according to the building evacuation plan. Don't use the elevator.
 - c. If you are trapped:
 - Seal door and window cracks if smoke is present.
 - Stay near the floor if smoke is present and tie a towel or cloth (preferably wet) around your nose and mouth to filter smoke.
 - Hang an article of clothing out the window. This alerts rescuers that people are inside.
 - Do not jump outside the building unless death is imminent.
 - d. If you smell gas or airplane fuel, try to get fresh air via exiting your building or getting to a window.
2. If an aircraft crashed onto an area other than your building, stay at least 100 yards away from the crash site.

Train Derailment

1. Vincennes University Police Responsibilities
 - a. Determine if hazardous materials are involved.
 - b. If so, identify the types of materials if possible.
 - c. If there appears to be an imminent danger, the first responder on the scene shall contact the Vincennes University Police who will in turn notify the Provost or designee.
 - d. The responding Campus Police officer will act based on the information available to him/her at the scene of the derailment and notify appropriate county/city resources.

- e. Because time is critical, the Vincennes University Police Chief shall have the authority to evacuate any part of or all of the campus and will act based upon the information available at the time.
 - f. Vincennes University Police shall keep students and others away from the accident scene and shall discourage onlookers.
2. Physical Plant Responsibilities
 - a. Physical Plant personnel shall install barricades and fencing as required and directed by Vincennes University Police.
 3. Faculty and Staff
 - a. VU employees shall follow building evacuation plans, and shall assist in the evacuation of campus as directed by the Vincennes University Police.

Access Failure/Blockage

Access Failures are defined as any overpass, bridge, or road failure that would impede access to the University.

1. Vincennes University Police Responsibilities
 - a. If city police or other partnering safety agencies are unable to enter the campus, Vincennes University Police will manage any emergency situation until additional resources are available.
2. Fire Protection
 - a. The Vincennes City Fire Department will respond to fire and medical emergencies. A major fire would be difficult to control, as there is no way to bring any additional resources to campus. Therefore, the containment of fire to the original site must be the first priority.
3. Medical Response/Triage
 - a. If Good Samaritan Hospital would be inaccessible, all medical response will be provided by University personnel and facilities and the Vincennes Fire Department. When available, the University Primary Care Center staff will coordinate assistance by qualified University personnel such as Nursing and EMS faculty.
 - b. Since the University is neither equipped nor staffed for major health care operations, the University response will be limited to first aid measures.

Building Structural Failure

1. Immediately notify 911 and the Vincennes University Police (5555).
2. Do not use light switches, lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present. In areas with low-light conditions, it is ideal to use snap-glow sticks or flashlights.
3. Proceed according to the building evacuation plan.
4. Do not move seriously injured persons unless they are in obvious immediate danger (fire, further structural failure, etc.).
5. Open doors carefully. Watch for falling objects.
6. Do not use elevators.

7. Do not re-enter damaged building(s).

Mechanical/Electrical/Chemical/Civil

Power Outage

1. An electrical substation is located by the Technology building (TB-10) next to the Wabash River floodwall supplies the Vincennes campus.
2. Should power to this substation be cut off or the substation damaged, the campus would be without power.
3. In case of loss of power, the Welsh Administration Building has a backup generator to provide power for critical information systems. Fire alarms, emergency lighting, and parts of the telephone systems are provided with battery backup, but in most instances, will only provide a maximum of power for two (2) hours.
4. None of the heating/air conditioning equipment will operate when electrical power is off.
5. If an electrical power outage should occur in the winter all buildings and systems would be subject to freezing. Therefore, if there is time, those buildings heated and cooled by water (including sprinkler systems) should be winterized or drained of water to reduce freeze damage to the building.

Central Steam Failure

1. Immediately notify Vincennes University Police at 5555 and Physical Plant at 4227.
2. If necessary, vacate areas affected by steam failure.

Chemical/Petroleum Release

1. Immediately report to Vincennes University Police at 5555 and the Director of Procurement/Risk Management at 4355 any release or spill of a hazardous chemical/petroleum product (gasoline, diesel, kerosene, oil, etc.) that requires special training, procedures, or equipment that is beyond the abilities of present personnel.
2. Notify all affected personnel and evacuate the spill area. Pull the fire alarm if building evacuation is required.
3. When reporting the emergency give the following information:
 - a. Your name, telephone number, and location.
 - b. Time and type of incident.
 - c. Name and quantity of the material, if known.
 - d. The extent of injuries or damage, if any.
4. The key person on site should evacuate the affected area at once and seal it off to prevent further contamination of others until the arrival of emergency personnel.
5. Anyone who is contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity, and give his/her name to the emergency personnel. Washing off contamination and any required first aid should be started immediately.
6. If an evacuation alarm sounds, follow established building evacuation procedures. Take appropriate steps to make sure no one evacuates through the contaminated area.
7. Do not re-enter the area until directed by emergency personnel.

Medical/Biohazard Waste

1. Medical/biohazard waste generated on the Vincennes University campus shall be handled in a safe and efficient manner to protect University employees and students.
2. In the event of a medical/biohazard waste emergency, the following procedure should be followed:
 - a. Notify Vincennes University Police at 5555.
 - Identify the type and location of the emergency.
 - Depending on the magnitude of the emergency, the Vincennes University Police will notify the University Physical Plant and the Director of Procurement/Risk Management.
 - Vincennes University Police will stay at the scene until it is secured and an emergency no longer exists.
 - b. Physical Plant
 - Physical Plant personnel will provide emergency removal and disposal for the medical/biohazard waste.
 - Physical Plant personnel will also provide signs, barricades and fencing as required to secure the emergency area.
 - c. Faculty & Staff
 - Clear the area until instructions from emergency personnel are given to return.
 - d. Containment and Cleanup
 - The primary function of University personnel is to keep unauthorized persons away from contaminated areas and to facilitate the access of properly trained personnel to clean up the contaminated area.

Major Water Leak

1. Notify the Vincennes University Police (5555) immediately. Vincennes University Police will report the exact location and severity of the leak to the Physical Plant.
2. If there are electrical appliances or outlets near the leak, use extreme caution. Evacuate the area if possible when the extreme danger exists.
3. Do not attempt to correct the problem. Be prepared to assist as directed in protecting objects that are in jeopardy.
4. Take only essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.

Asbestos

1. Asbestos materials are hazardous and require special training, procedures and equipment to handle them. Asbestos should only be handled by trained personnel.
2. Report suspected damaged asbestos to the Physical Plant at 4227, Director of Procurement/Risk Management at 4355, and Vincennes University Police at 5555.
3. Turn off fans and ventilation systems if possible.

4. Do not attempt to clean up damaged or spilled asbestos materials. Asbestos-trained certified abatement professionals will do this.
5. Take measures to prevent others from disturbing the material until emergency personnel and/or asbestos abatement crew arrives.

Information Technology

Security Incident (Cyber Attack, Data Breach, Compromised System)

This is defined as a threat to the legitimate use and/or operation of any University computing resource, or the actual occurrence of any situation identified as a potential risk to those resources. All such events must be immediately reported to the Management Information Center at 4332 who will initiate the IT Security Incident Response Plan.

Network Communications Loss

Voice (Phones)

In the event of campus-wide voice communication loss, Vincennes University Police radios and Physical Plant radios will be relied upon for primary emergency communications. Cell phones and other portable devices may not be reliable during extensive emergency events and therefore will not be considered as a reliable communications resource

Data (WAN)

In the event the university wide area network (WAN) is unavailable for an extended period of time, the Management Information Center will notify students, faculty, and staff of status with possible alternative data communications methods and expected resumption of availability.

Systems Failure (Email, Public Website, Web Portal, LMS, ERP, etc.)

In the event of extended downtime for critical systems due to loss of power or catastrophic event that has destroyed the university computer room, the Chief Information Officer will, after consulting with University Administration, declare a disaster by invoking the MIC Disaster Recovery (DR) plan.

EVACUATION PROCEDURES

Building Evacuation

1. Each facility on campus will have a building/facility-specific evacuation plan which is inclusive of individuals with diverse abilities, and which identifies appropriate EVACUATION AREAS. Each building's document must be reviewed and revised before

each academic year. Training on the evacuation plan will occur as outlined in the Annual Pre Planning Assessment as described earlier in this document.

2. All building evacuations will occur when a fire alarm sounds and/or upon notification of Vincennes University Police, building supervisors, or designee.
3. When the building alarm is activated, leave by the nearest marked exit and alert others to do the same. Know your assembly point.
4. Failure to evacuate a building will constitute a violation of state statute.
5. ASSIST INDIVIDUALS WHO ARE UNABLE TO EVACUATE INDEPENDENTLY IN EXITING FROM THE BUILDING. Everything possible should be attempted to safely assist all individuals in exiting during an emergency evacuation. If it is not possible to safely evacuate an individual prior to the arrival of emergency personnel, assist the individual to a designated EVACUATION AREA, and follow the posted instructions for communication of the individual's location.
6. DO NOT USE ELEVATORS IN CASE OF POSSIBLE STRUCTURAL FAILURE.
7. Once outside, proceed away from the affected building.
8. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
9. After any evacuation, report to your pre-determined assembly point until an accurate headcount is taken. DO NOT return to an evacuated building unless told to do so by a University official.

Campus Evacuation

1. Evacuation of all or part of the campus grounds will be announced by the Vincennes University Police.
2. All persons (students and staff) are to immediately vacate the site in question and relocate to a safe location as directed.
3. VU staff and faculty will assist in evacuation of students and guests as directed by the Vincennes University Police.

EMERGENCY CONTACT NUMBERS

It is important to keep in mind:

- If calling a campus number from a campus phone, only the extension number needs to be dialed.
- If calling a campus number from an off-campus/cell phone all numbers must be preceded by 812-888-XXXX.
- If calling an off-campus number from an on-campus phone, a 9 must be dialed first. Ex. 9+911.

Vincennes Campus Extensions

Vincennes University Police	5555
President	4208, 4201
Provost & VP for Instructional Services/Dean of Faculty	4262, 4025
Assistant Provost for Curriculum & Instruction	4176
Assistant Provost for Student Affairs/Dean of Students	4241, 4301
Diverse Abilities and Accommodations	4501
VP Financial Services	5101
VP Workforce Development/Community Services	4309
Senior Director of External Relations	4587
University Relations	4164
Counseling Center	4374
Parent & Family Services	5004
Food Services	4127, 5841
Housing & Residential Life	4225, 4504
University Events	4125
University Primary Care Clinic	7777
Physical Plant	4227, 4207, 5555 (night)
Director of Procurement/Risk Management	4355
Switchboard Operator	(812)888-8888

Jasper Campus Extensions	
Assistant VP & Dean (Jasper)	(812)481-5907
Director of Student Services	(812)481-5905

Off Campus Emergency Agencies	
Center for Disease Control	(800)232-4636 <i>24 hr</i> , (404)639-3311
CHEMTREC (Hazmat)	(800)262-8200
Vincennes City Fire Department	(812)882-2600 or 911
Vincennes City Police Department	(812)882-1630; (812)886-6997; or 911
Indiana Department of Transportation	(812)882-8330
Duke Energy	(800)286-8491
Knox County Emergency Management Agency	(812)882-5669
Good Samaritan Hospital	(812)882-5220
Knox County Health Department	(812)882-8700
Knox County Sheriff's Department	(812)882-7660
Knox County Emergency Dispatch	911
Medical Center of Vincennes	(812)882-1106
National Response Center (spills)	(800)424-8802 <i>24 hr</i>
Poison Control	(800)222-1222 <i>24 hr</i>
Vectren Gas Utility	(800)227-1376
Vincennes Mayor's Office	(812)882-7285
Vincennes Water Utilities	(812)882-7877