# PURDUE UNIVERSITY. FORT WAYNE

### **Emergency Handbook**

(Revision date: 2/9/23)

If you are outdoors and hear a siren, go indoors...

...If you are indoors and hear a siren, go outdoors

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### Introduction

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

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

### Non-Emergency Phone Numbers

University Police Department (for Information and Questions)	260-481-6827
Environmental Health and Safety	260-481-4193
Campus Emergency Preparedness	260-481-5493

### The 4 Phases of Crisis:

- 1. <u>Mitigation</u>: the ongoing effort to reduce the likelihood of a crisis occurring and to lessen the impact that crises have on people and property.
- 2. <u>Preparedness</u>: these actions serve to develop the response capabilities needed in the event a crisis should arrive. Protecting the lives of students, employees, guests and visitors and ensuring the continuity of an operational unit within the University structure is the focus of crisis preparedness.
- 3. <u>Response</u>: this phase begins at the moment the crisis is recognized and continues through the immediate aftermath. Response activities are intended to stabilize the situation through ending the crisis, addressing the incident's immediate adverse impacts and providing timely information to affected parties.
- 4. <u>Recovery</u>: the time required for the recovery of the functional area and restoration of normal services depends on the damages caused by the crisis. The recovery process begins immediately after the crisis. The primary goal is to restore normal operations as soon as possible.

#### <u>Purpose</u>

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

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

### **Objectives**

The objective of the Crisis Response Plan is to provide a framework of procedures in the event of a crisis that:

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

### Levels of Crisis

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

- <u>Localized Crisis</u>: a local disruption of campus operations, with or without limited injuries or fatalities, or a pending threat of an event.
- <u>Campus Wide Crisis</u>: a crisis posing significant risk to students, the general public, university personnel, or resources across campus. The crisis has caused or has the potential for causing significant injury or damage and is expected to require off-campus crisis response.

### On Site Command Post

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

### Crisis Communications

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

• The key communication source at Purdue Fort Wayne will be the Director of Media Relations. Questions from media representatives will be directed to this office.

## **Emergency Contacts**

# **Emergencies: 911**

Title	Person	Phone	Extension	Alternate
		Number		Number
University Police Chief	Tim Potts	260-481-0739	x10739	765-414-5242
Vice Chancellor of Financial and Administrative Affairs	Glen Nakata	260-481-4199	X14199	310-266-3177
Vice Chancellor Enrollment Management and Student Experience	Krissy Surface	260-481-6140	x16140	260-449-1512
Associate Vice Chancellor of Facilities Management	Greg Justice	260-481-6787	x16787	260-710-6309
Chief of Staff	Kimberly Grannan	260-481-6103	x16103	260-402-8162
Environmental Health and Safety	Stephanie Phillips	260-481-4193	x14193	260-710-5383
Director of Student Housing	Marcus Weemes	260-481-0186	x10186	312-545-8441
Associate Vice Chancellor of Information Technology	Mitch Davidson	260-481-6196	x16196	260-222-1541
Director of Building Operations	Ashley Tash	260-481-0678	x10678	260-564-1050
Director of Special Events; Campus Emergency Preparedness	Lisa Zerkle	260-481-5493	x15493	260-414-7185

University Police	(for Information and Questions)	260-481-6827
Fort Wayne Area P	olice Department Non-Emergent	260-449-3000
Facilities Managem	ent: Building Services, Grounds, Maintenance	260-481-6832

Building	Year	Text to Voice	Key Card	Emergency
	Built	Building	Access	Alert
		Alarm		Monitors
Advancement Building	2004	No	No	No
Allen County Purdue Extension	1963	No	No	No
Alumni Center	2010	No	No	Yes
Chiller Plant	1971	No	No	No
Clinic and Classroom Building	2017	No	No	Yes
Cole Clubhouse	2011	No	Yes	No
Doermer School of Business	1969	No	Yes	Yes
Engineering Building	1991	No	Yes	Yes
Environmental Resources	1990	No	No	No
Center				
Gates	1982	Yes	Yes	Yes
Ginsberg Hall	1965	No	Yes	No
Helmke Library	1972	Yes	Yes	Yes
Housing A-G	2004	No	Yes	No
Housing H-I	2007	No	Yes	No
Housing J-M	2001	No	Yes	No
Kettler	1963	Yes	Yes	Yes
Liberal Arts	1981	No	Yes	Yes
Life Science Resource Center	1986	No	Yes	No
Medical Education	2009	Yes	Yes	Yes
Modular Classroom Building	2013	No	No	Yes
Neff Hall	1971	No	Yes	Yes
Outdoor Spaces	1963	No	N/A	N/A
Parking Garage 1	1990	No	N/A	N/A
Parking Garage 2	1997	No	N/A	N/A
Parking Garage 3	2011	No	N/A	N/A
Rhinehart Music Center	2007	Yes	Yes	Yes
Science Building	1997	No	Yes	Yes
Soccer Support Building	2004	No	No	No
Student Services Complex	2011	Yes	Yes	Yes
Support Services Building	1963	No	Yes	No
Visual Arts	1989	No	Yes	Yes
Walb Union	1972	No	Yes	Yes
Williams Theatre	1991	No	Yes	No

Locations of Emergency Alert Monitors:

	Located Near:	Near Room #
Alumni Center	1. Lobby	Entrance
	2. Lobby	Behind Bar
Clinic and	Located Near:	Near Room #
Classroom Building		
1 <sup>st</sup> Floor	1. Lobby	Main Door
Deermer Seheel of		Near Deam #
Doermer School of Business	Located Near:	Near Room #
Dusilless	1. Executive Offices	
	2. Administrative Office	
Engineering & Technology:	Located Near:	Near Room #
1 <sup>st</sup> Floor	1. Computer Science	111
	2. In Lobby	Near Door 7
3 <sup>rd</sup> Floor	1. At east entrance to the stairs	Poly Tec
		Office
Gates Center	Located Near:	Near Room #
1 <sup>st</sup> Floor 1 <sup>st</sup> Floor	<ol> <li>Fitness Area</li> <li>Entry to Student Services Center</li> </ol>	130
	2. Entry to Student Services Center	
IU Med Center	Located Near:	Near Room #
1 <sup>st</sup> Floor	1. Lobby (2) –	104, 106
	These are operated through the IU emergency notification system.	
		N
Kettler:	Located Near:	Near Room #
Lobby	1. Information Desk (3)	101
1 <sup>st</sup> Floor	1. Physics	131
	2. Career Services	110J
	3. Service Desk	Lobby
	4. Financial Aid Waiting Room	102
Ground Floor	1. Math Mall	G13
	2. Anthropology	G25
	3. Trio	G38
2 <sup>nd</sup> Floor	1. north west wall	215
	2. Math Department (2)	200
	3. ITS (2)	206
Liberal Arts	Located Near:	Near Room #
1 <sup>st</sup> Floor	1. In Lobby (2)	159

	2. English & Linguistics	145
	3. Women's Studies	159
2 <sup>nd</sup> Floor	1. Sociology	237
	2. History & Politic Science	209
Modular Classroom	Located Near:	Near Room #
Building 1 <sup>st</sup> Floor	1. Lobby	Main Door
Library	Located Near:	Near Room #
1 <sup>st</sup> Floor	1. Lobby	124
2 <sup>nd</sup> Floor	1. Lobby	241
	2. 2 units near entry to sky bridge	248
		N
Neff:	Located Near:	Near Room #
2 <sup>nd</sup> Floor	1. Education Department	250 TBD
3 <sup>rd</sup> Floor	<ol> <li>Hospitality &amp; Tourism Mgmt</li> <li>4 units total in the West (1) and East (1)</li> </ol>	Mgmt & Mktg
5 11001	entries and in the North Hallway (2)	Office
		011100
Rhinehart Music Center	Located Near:	Near Room #
1 <sup>st</sup> Floor	1. Main Lobby	Box Office
	2. Main Lobby	Restrooms
	3. Main Lobby	Door 2 to APH
	4. Recital Hall Lobby	RC 130
Science Building:	Located Near:	
1 <sup>st</sup> Floor	1. Common Area	In Commons
3 <sup>rd</sup> Floor	1. Biology	332
-		
Student Services Center	Located Near:	Near Room #
1 <sup>st</sup> Floor	1. International Education Office	In 145
Visual Arts	Located Near:	Near Room #
1 <sup>st</sup> Floor	1. Main hallway	116
2 <sup>nd</sup> Floor	1. Main hallway	210
Walb Union	Located Neer	
Ground Floor	Located Near: 1. Main hallway near dining room	Near Room # G21
1 <sup>st</sup> Floor	1. Near or In ODMA (3)	118, 127
	2. Admissions Office	121
	3. Disability Services Center	113
2 <sup>nd</sup> Floor	1. Student Life	222
	2. Student Life	In hallway

### Emergency Notifications on Campus and Persons Designated to Trigger them

Rave and Alertus:

Emergency Message Triggered to:

- Rave synchronizes with Alertus to send emergency messages in a "pop-up" fashion to all Purdue Fort Wayne -owned computer monitors.
- 2. Messages are also sent to digital signage/informational TV monitors around campus. (see page 11 for additional information)
- 3. Phone calls to Purdue Fort Wayne landlines and to all registered cell phones.
  - a. To opt-in to cell call alerts visit: <u>https://www.pfw.edu/rave</u>
- 4. Email to all Purdue Fort Wayne email accounts.
- 5. Text Messages to all registered cell phones.
  - a. To opt-in to text message alerts visit: <u>https://www.pfw.edu/rave</u>
- 6. Text Messages on a Temporary basis for non-registered cell phones (for example, event guests, contractors, parents of students)
  - a. Text PurdueFWAlert1 or PurdueFWAlert16 to CAMPUS (226787) and you'll get a text alert whenever there's an emergency alert for either the next 1 or 16 weeks. You'll get an automatic notification when your subscription is up, and you can choose to continue to receive text alerts or you can opt out.
- 7. Purdue Fort Wayne Facebook and Twitter Accounts

Rave and Alertus messages are triggered by:

- 1. Chief of Police
- 2. Emergency Preparedness Coordinator
- 3. Director of Media Relations
- 4. Associate Vice Chancellor of Facilities

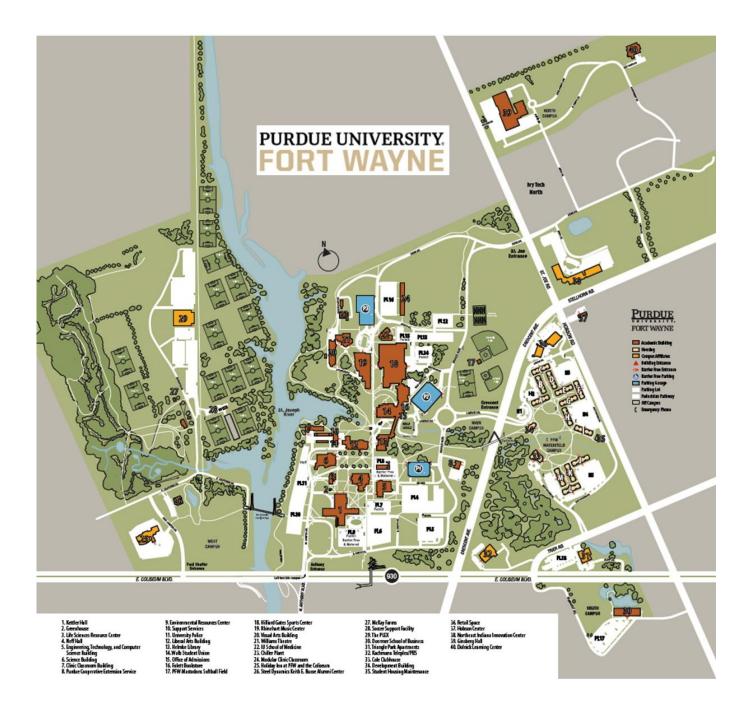
Note: All students, faculty and staff who have cell phones are eligible to opt *in* to Rave and Alertus notifications. To opt *into* these emergency notifications please visit: <u>http://pfw.edu/offices/its/help/alert-phone-number.html</u>

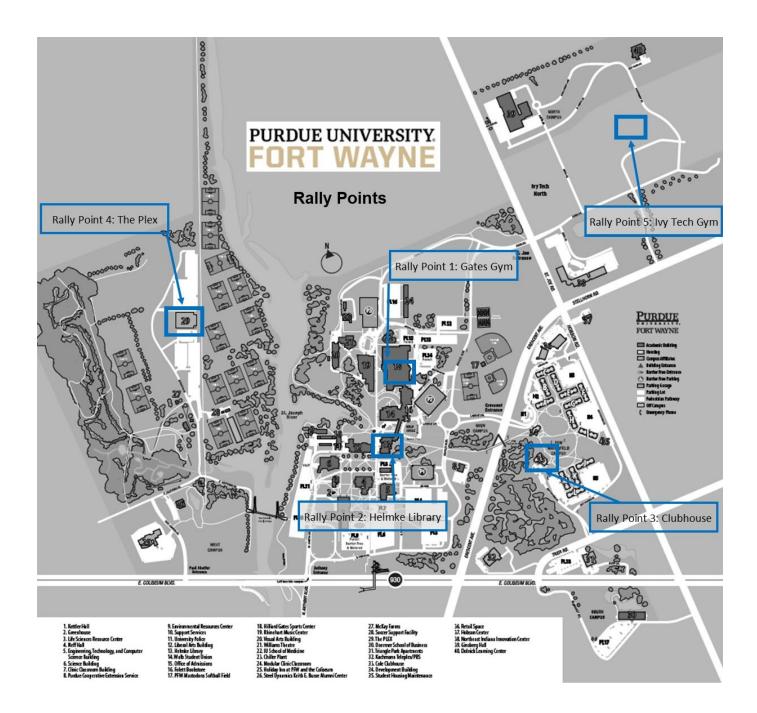
Voice Activated Building Alarms

Sends pre-programmed emergency alerts in buildings with Voice Activated Announce Capability. (See page 10 for additional information)

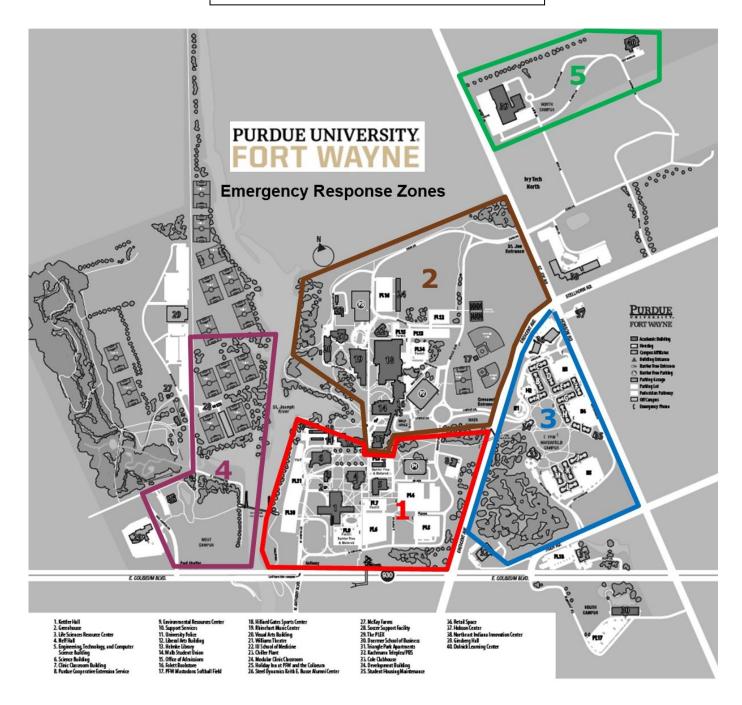
Voice Activated Building Alarms are triggered through the Rave and Alertus process.

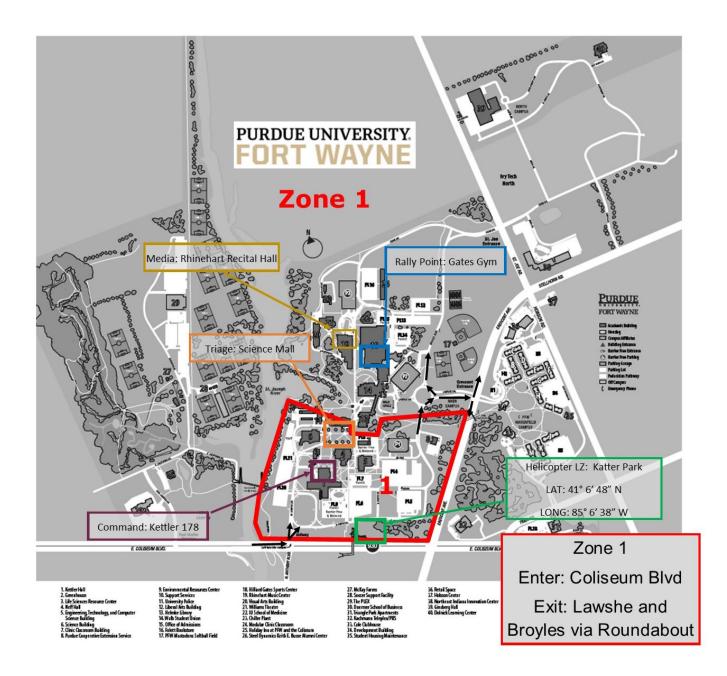
## Purdue Fort Wayne Campus Maps

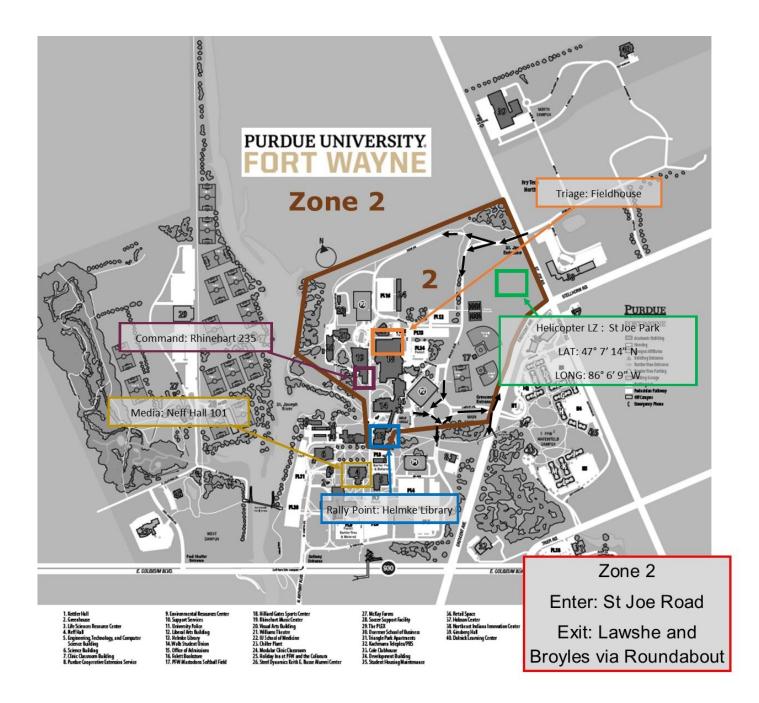


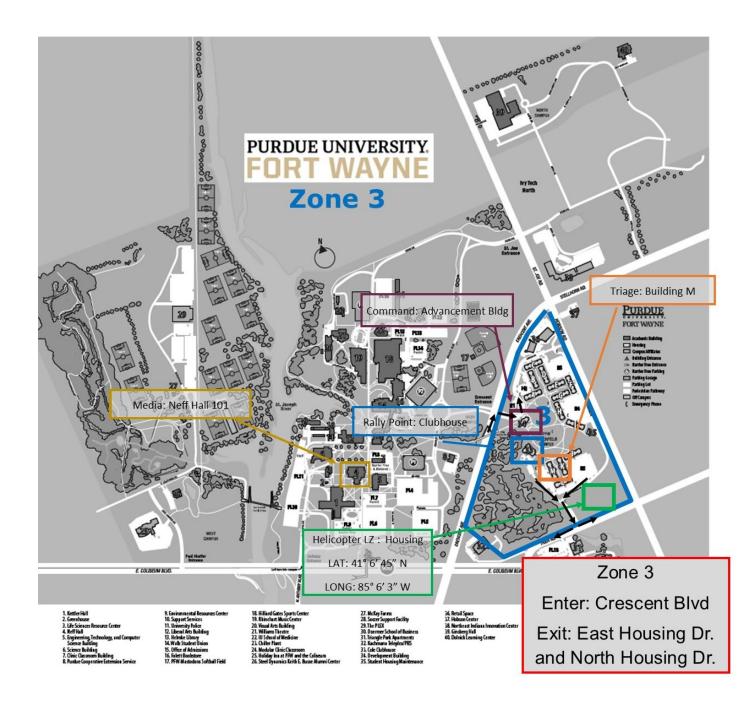


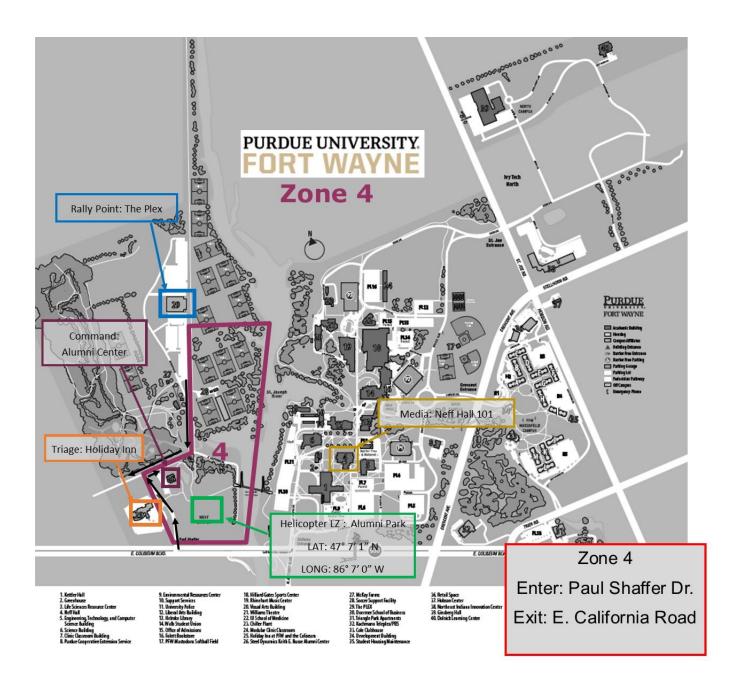
### Emergency Response Zones

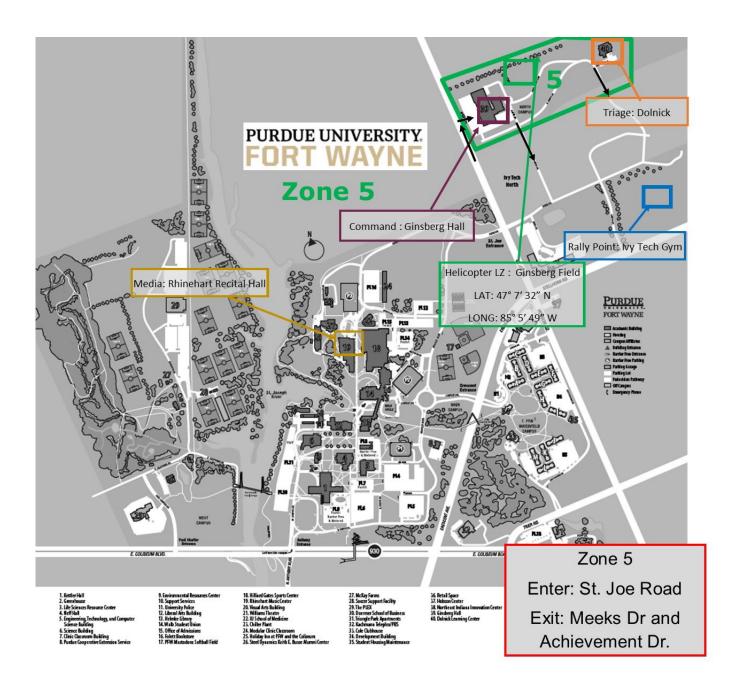


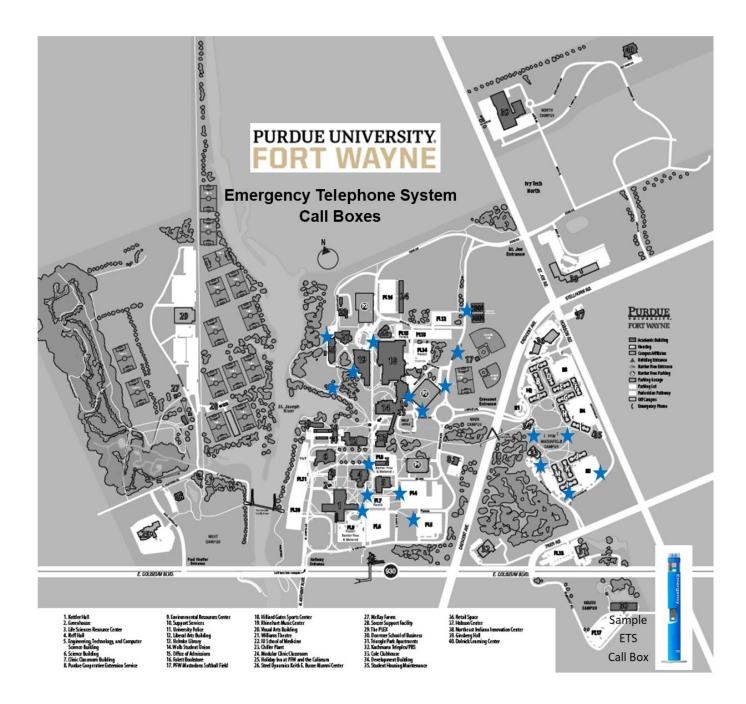




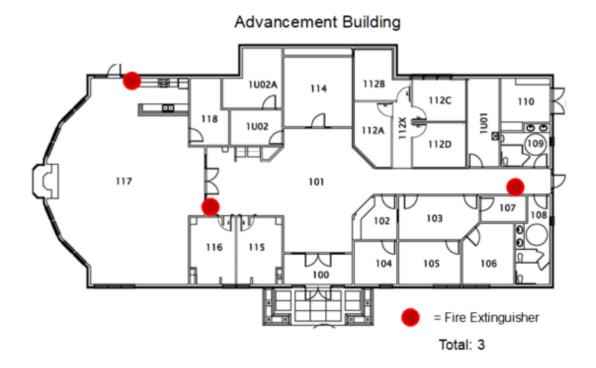






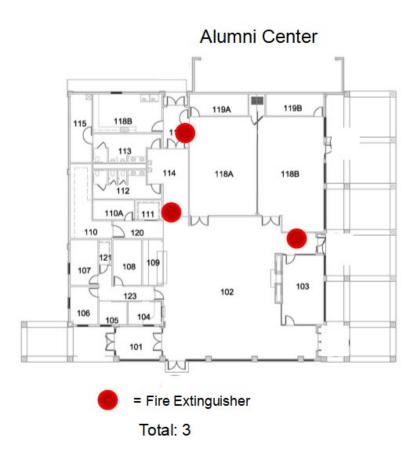


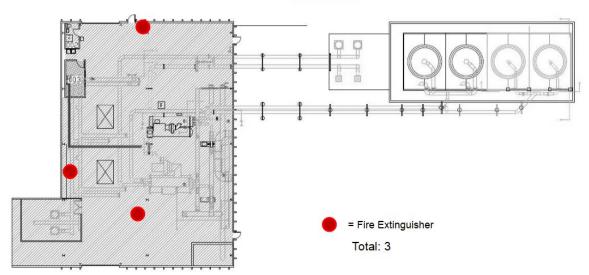
### Fire Extinguisher Locations by Building



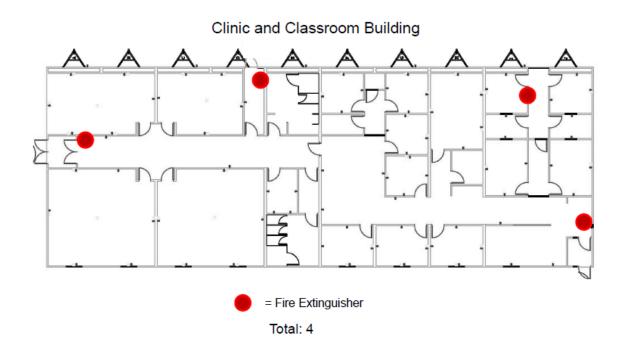
Allen County/Purdue Extension Office



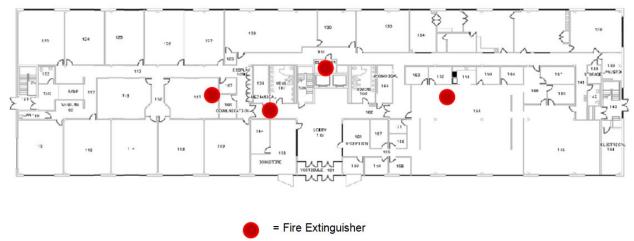




Chiller Plant

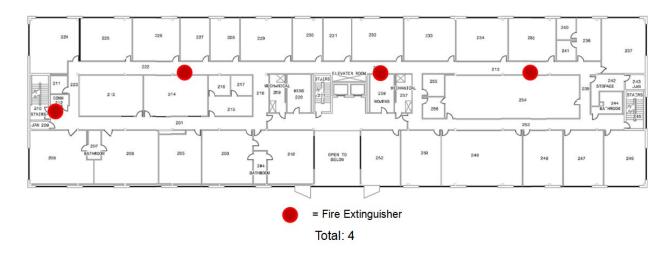


### Doermer School of Business First Floor

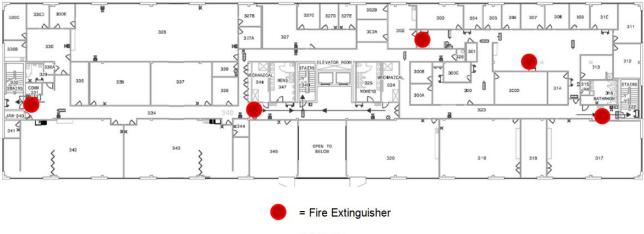


#### Total: 4

### Doermer School of Business Second Floor

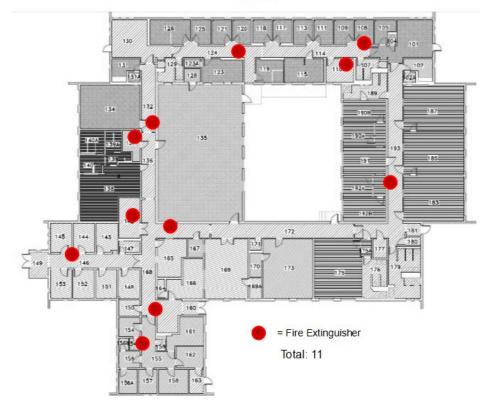


### Doermer School of Business Third Floor

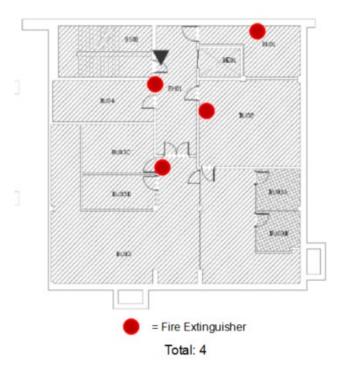


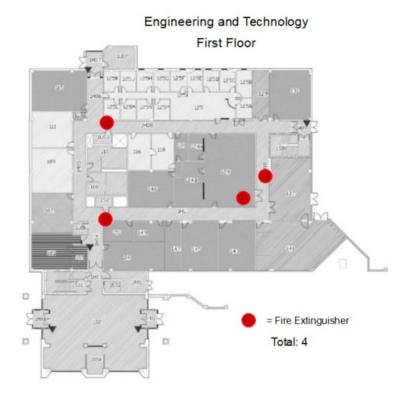
Total: 5

Dolnick

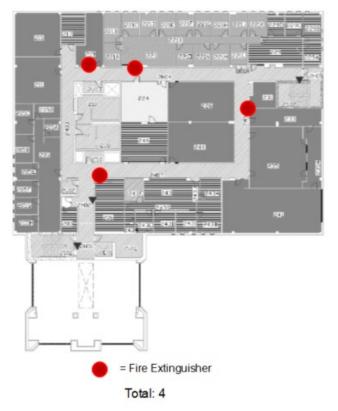


Engineering and Technology Ground Floor

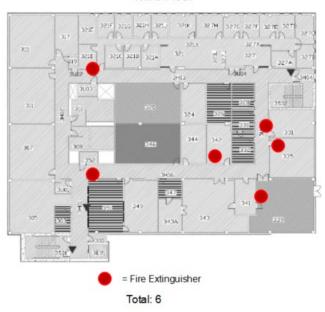




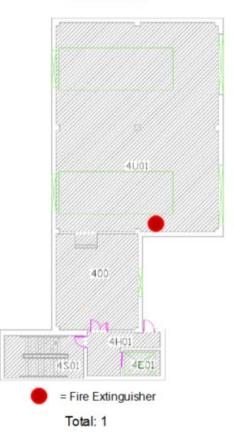
### Engineering and Technology Second Floor



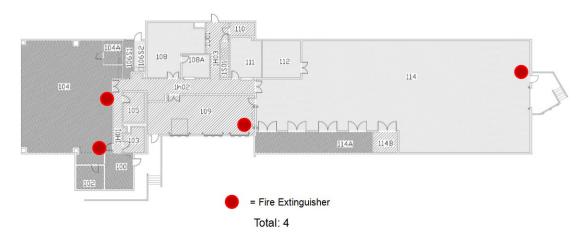
### Engineering and Technology Third Floor

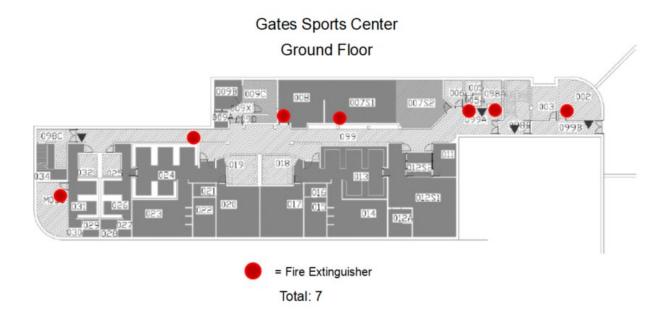


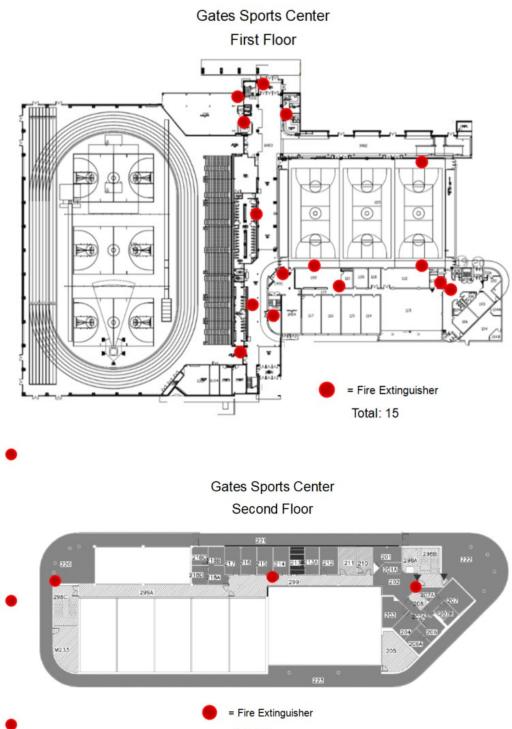
### Engineering and Technology Penthouse



#### Environmental Resources Center

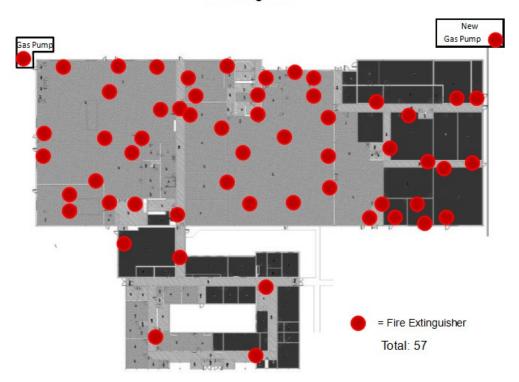




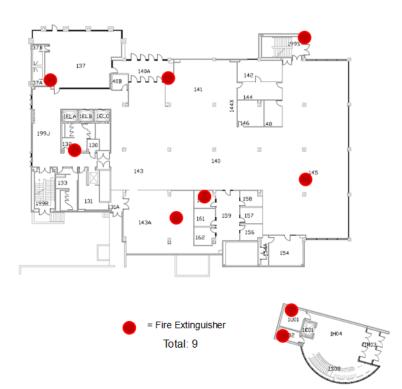


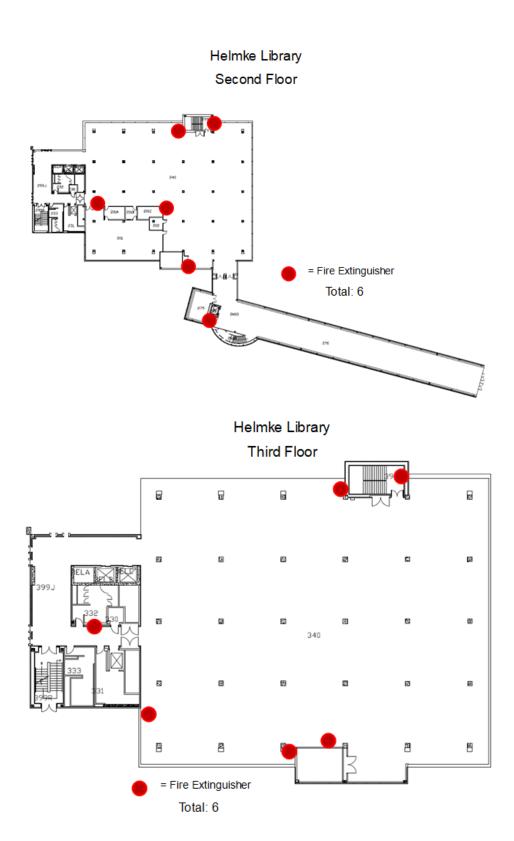
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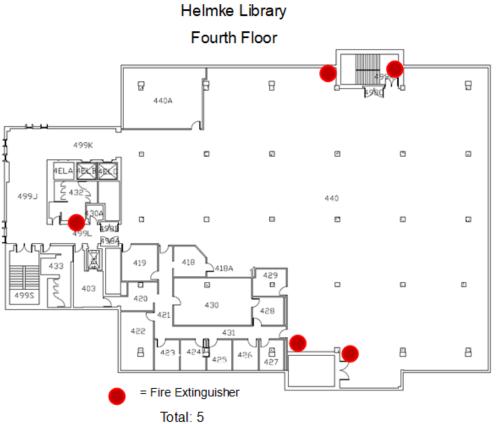
### Ginsberg Hall



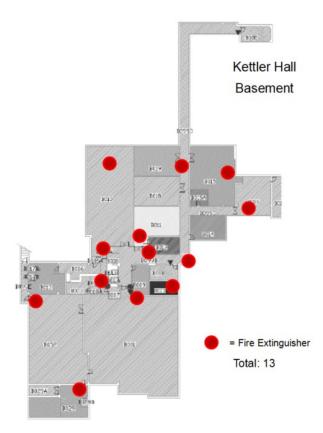
Helmke Library First Floor

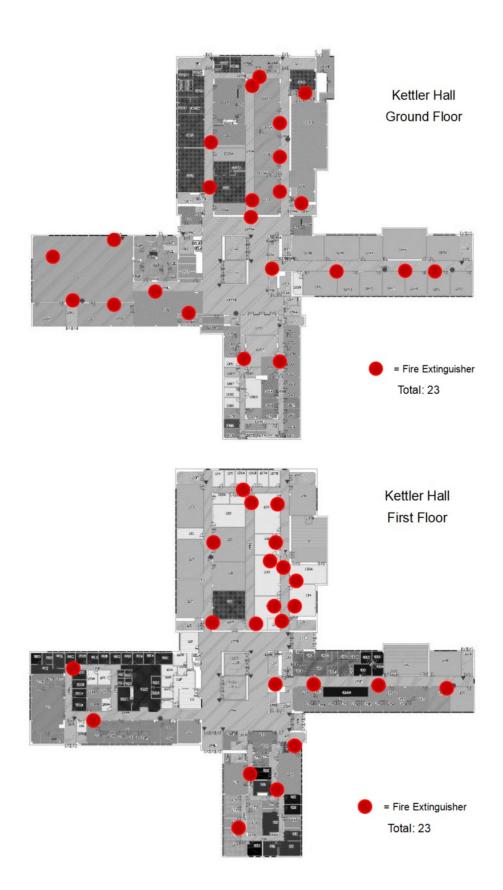




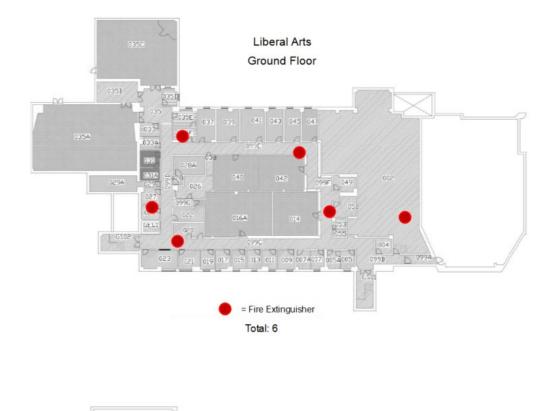


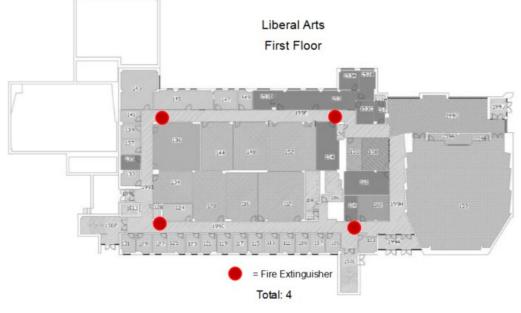


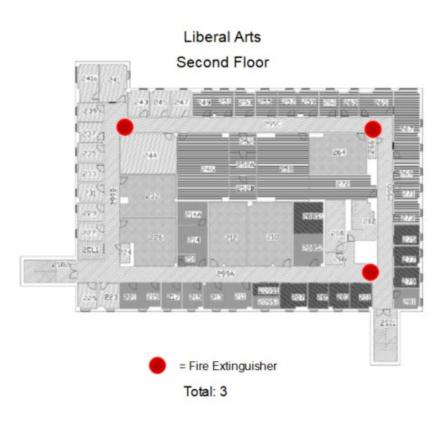




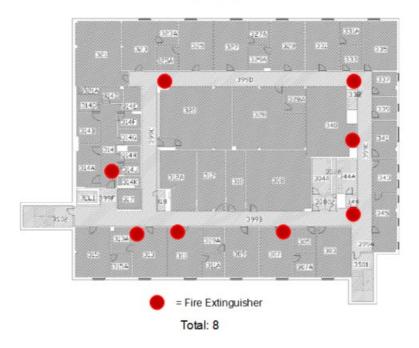


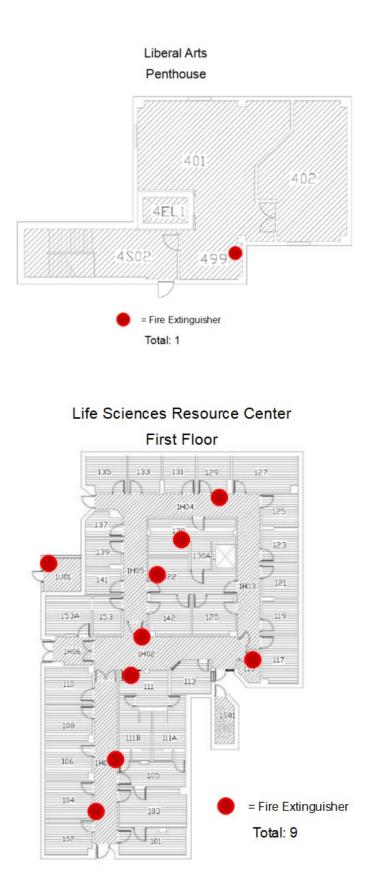


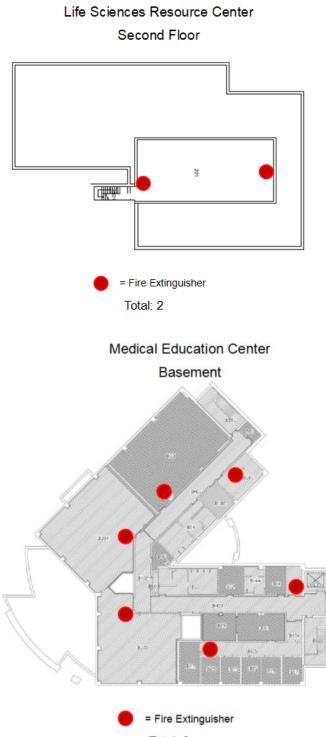




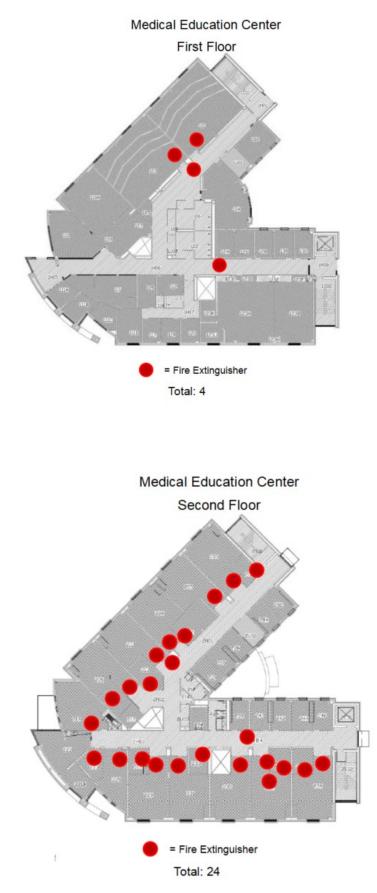
#### Liberal Arts Third Floor



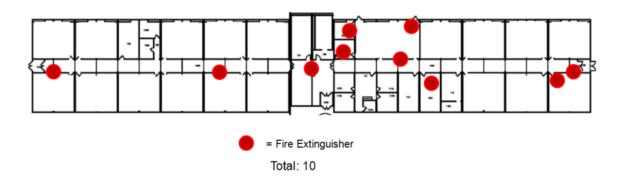




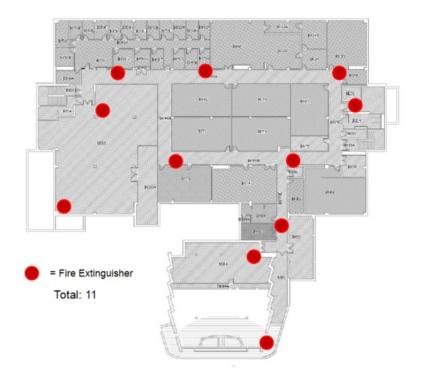


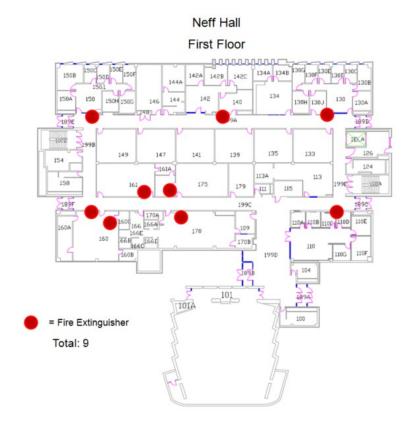


Modular Classroom Building

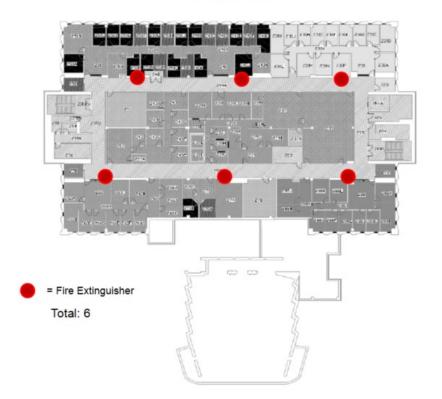


Neff Hall Ground Floor

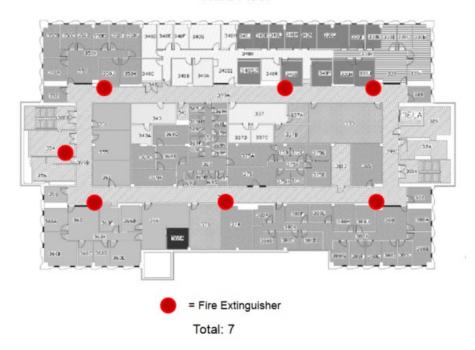


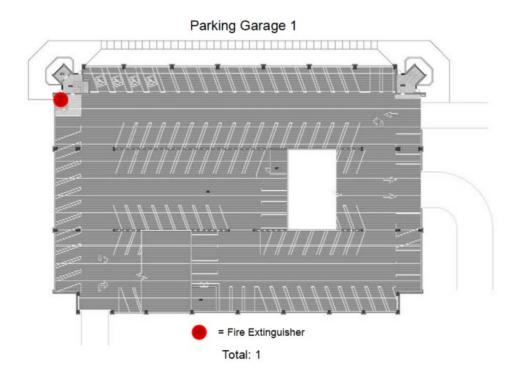


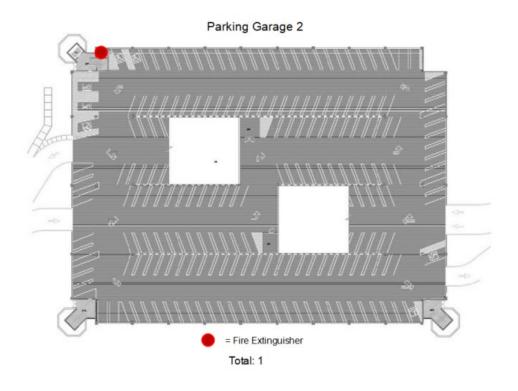
Neff Hall Second Floor



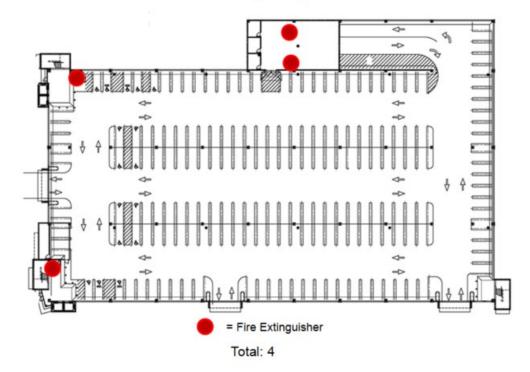
## Neff Hall Third Floor

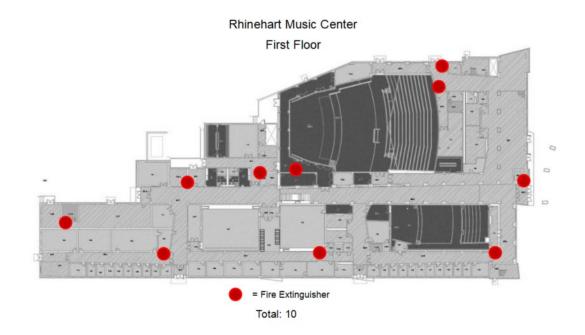


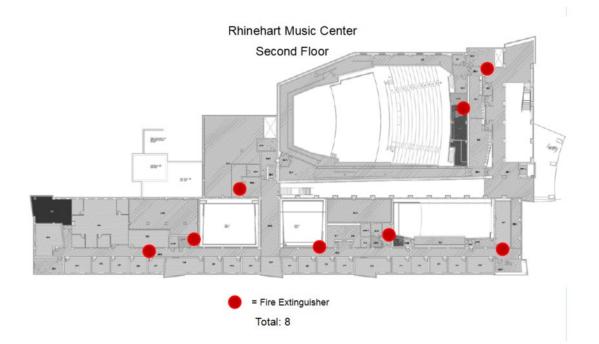


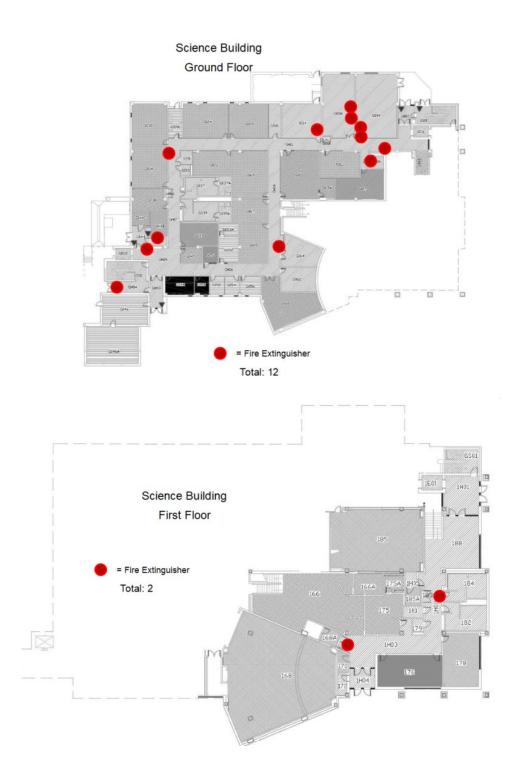


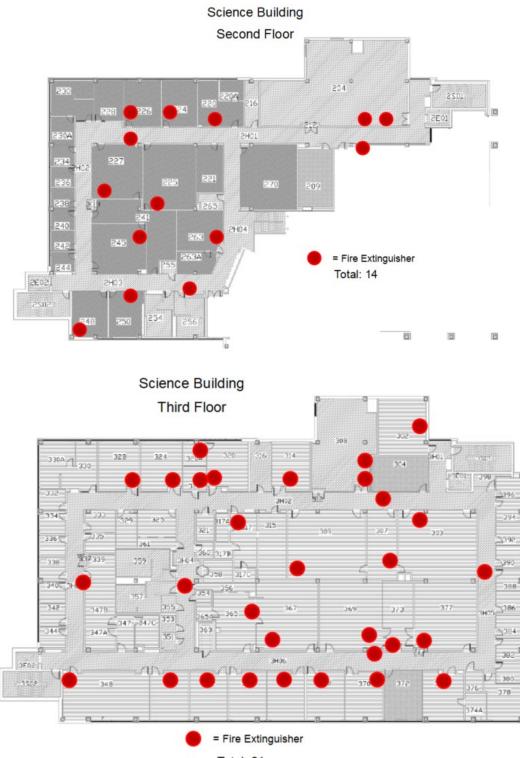
# Parking Garage 3

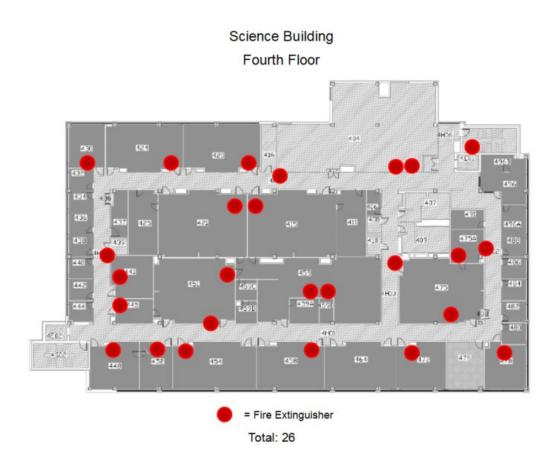




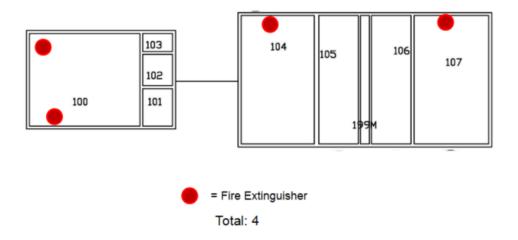


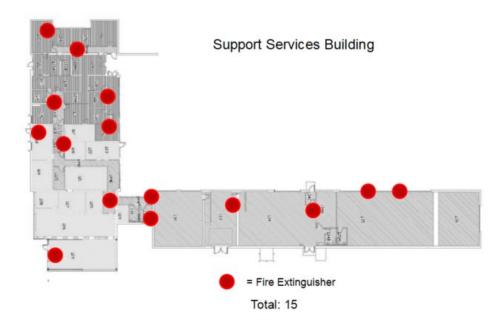




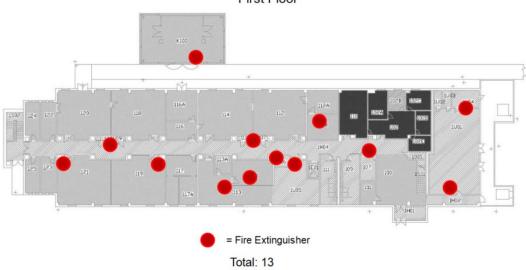


## Soccer Support Facility





Visual Arts First Floor



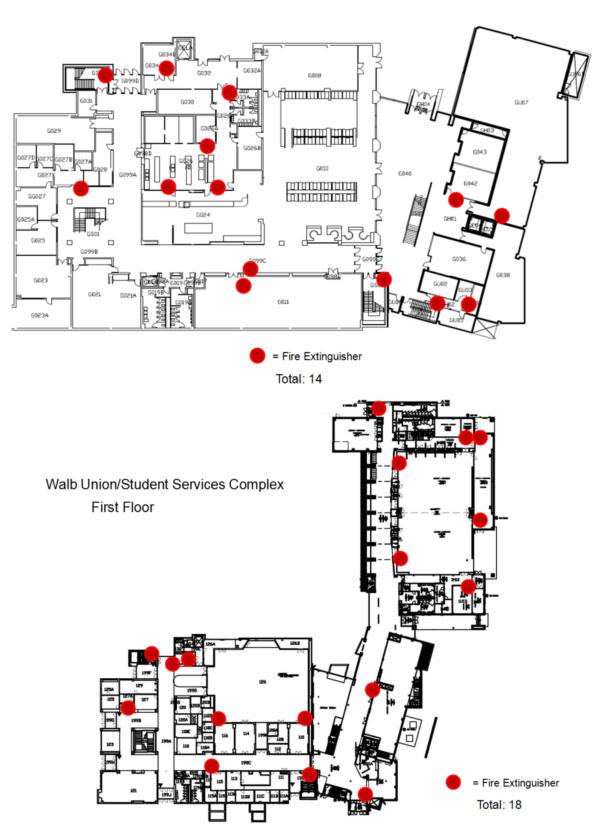
## Visual Arts



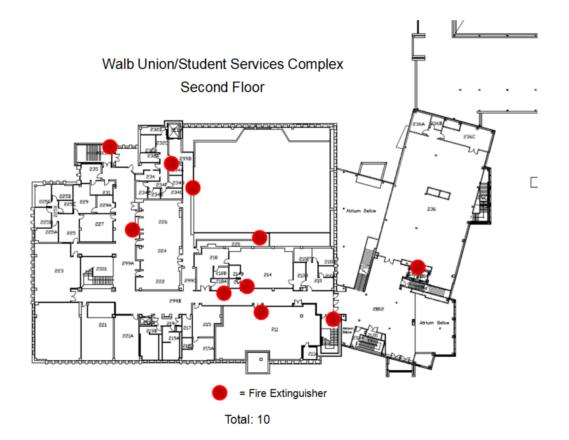


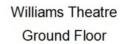
## Visual Arts Mechanical Floor

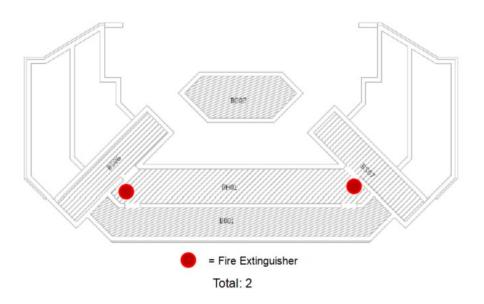


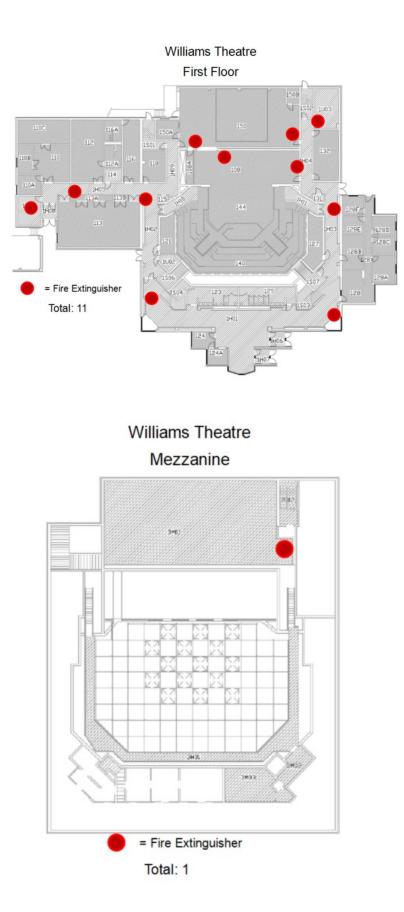


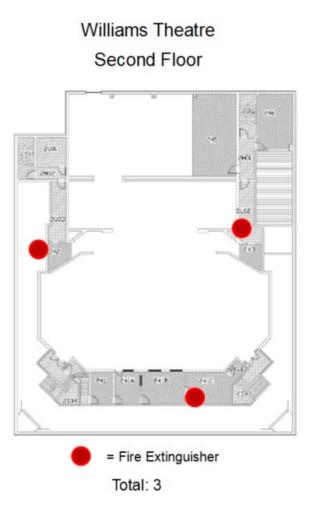
#### Walb Union/Student Services Complex Ground Floor



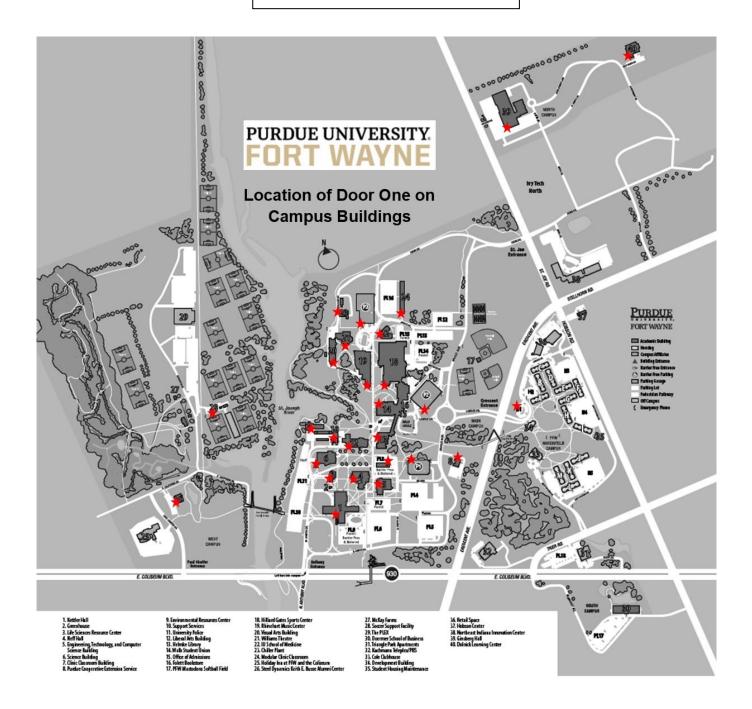




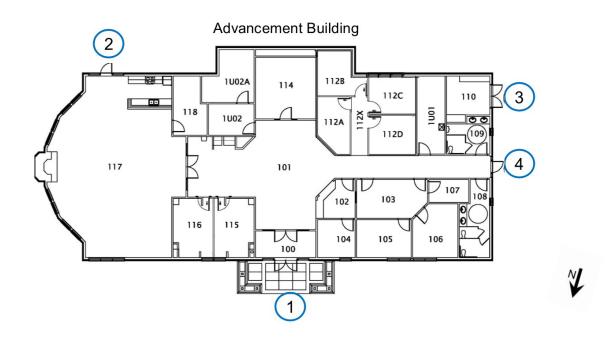




# **Door One Orientations**

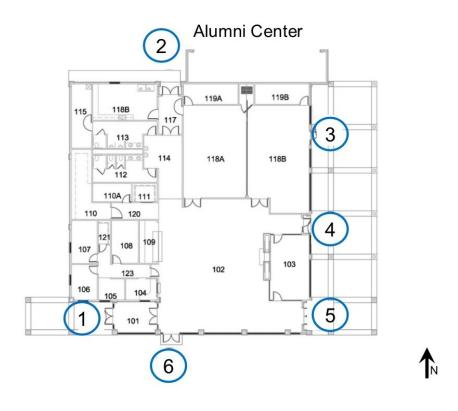


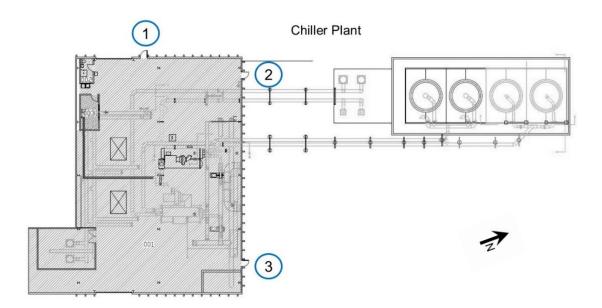
# Key Card Access Points and Door Numbers



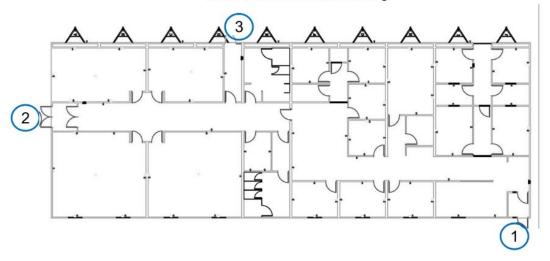
#### Allen County Purdue Extension Office







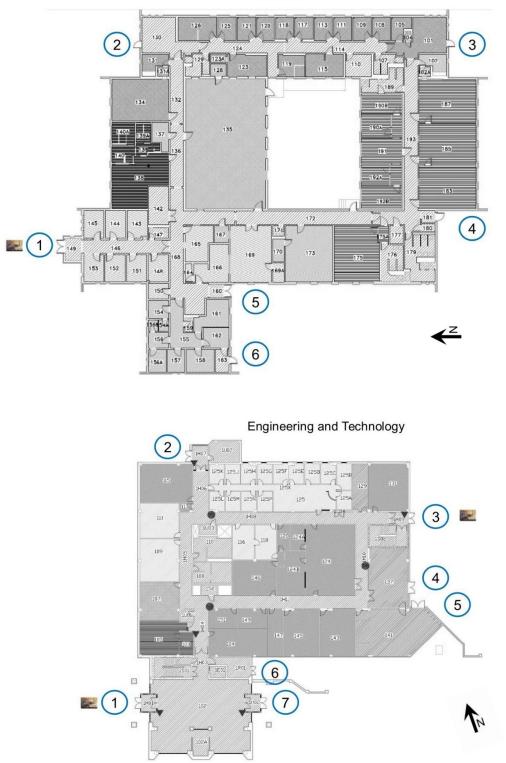
#### Clinic and Classroom Building

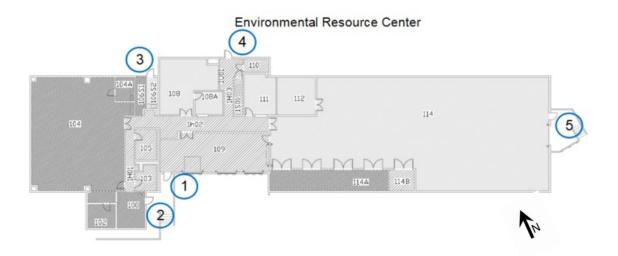


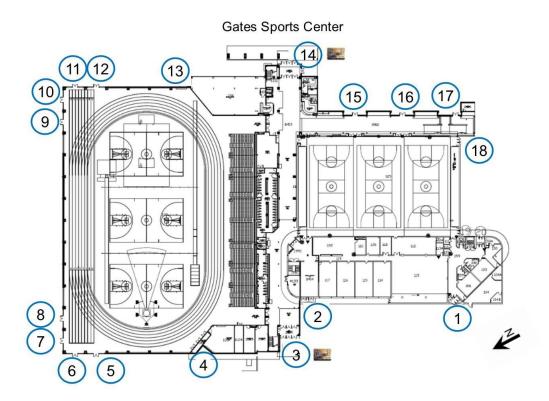
Doermer School of Business

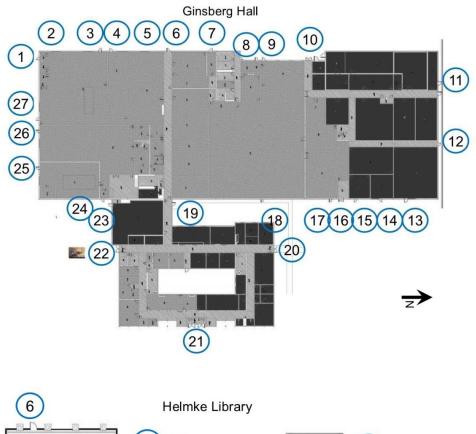


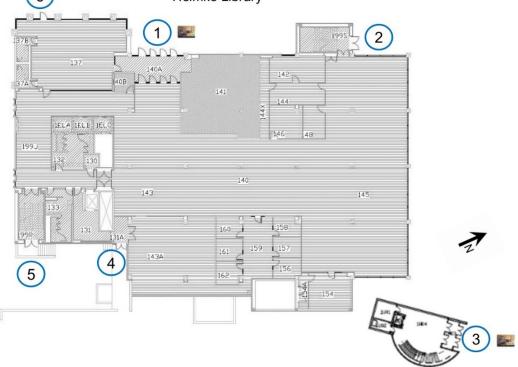
Dolnick

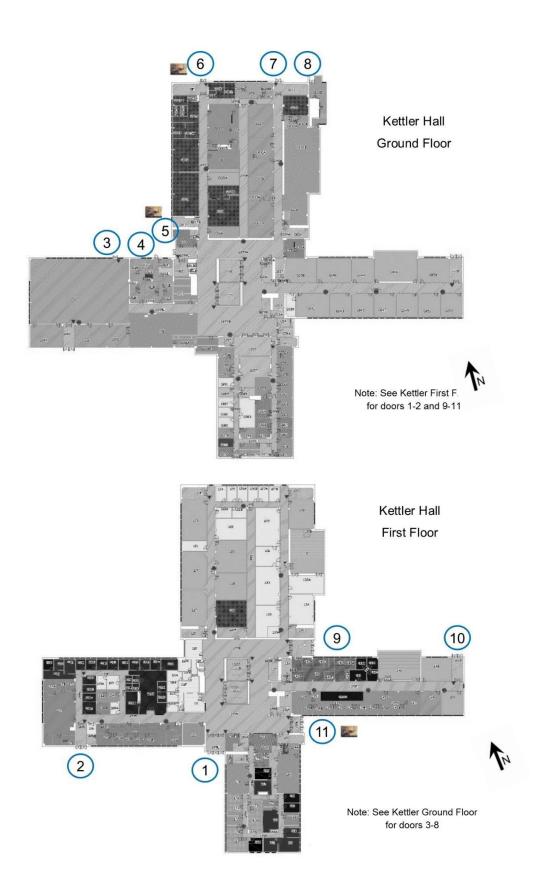


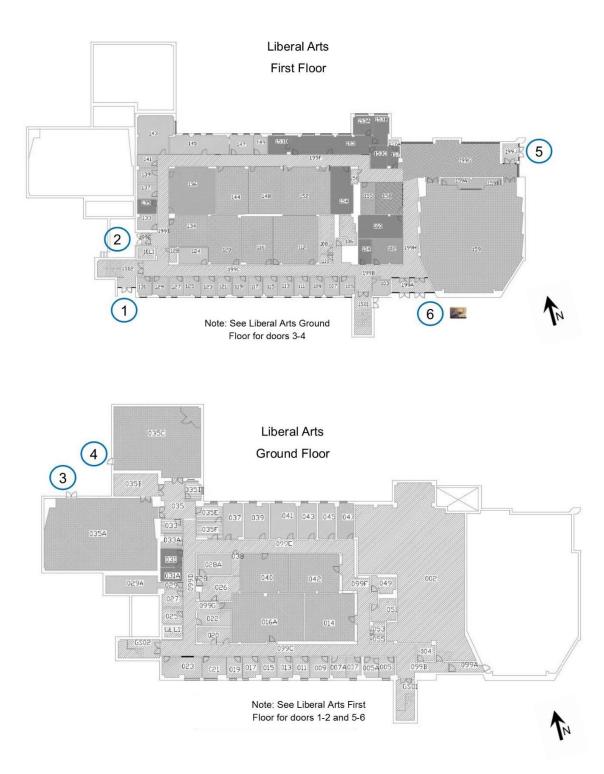




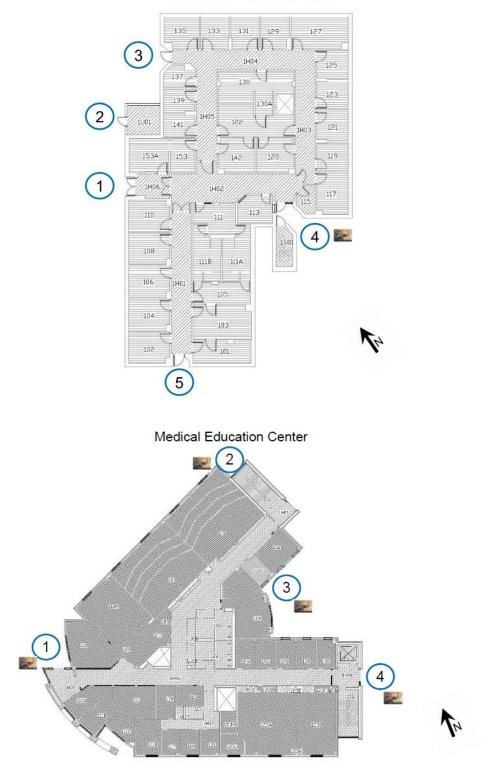




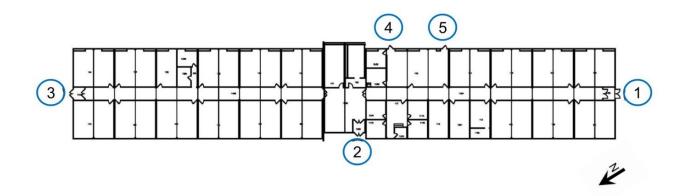


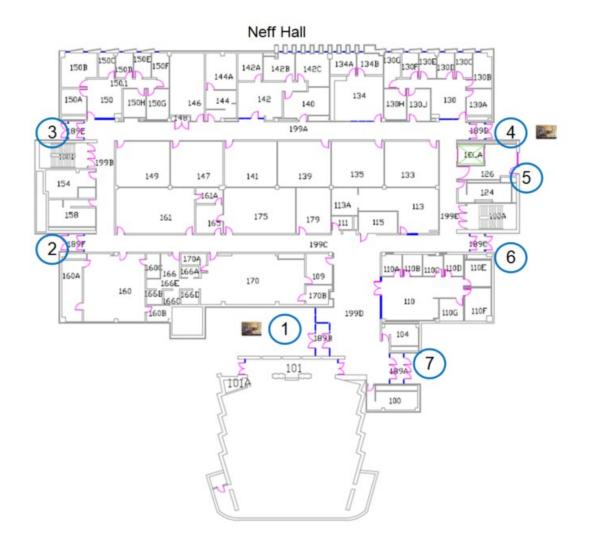


Life Sciences Resource Center

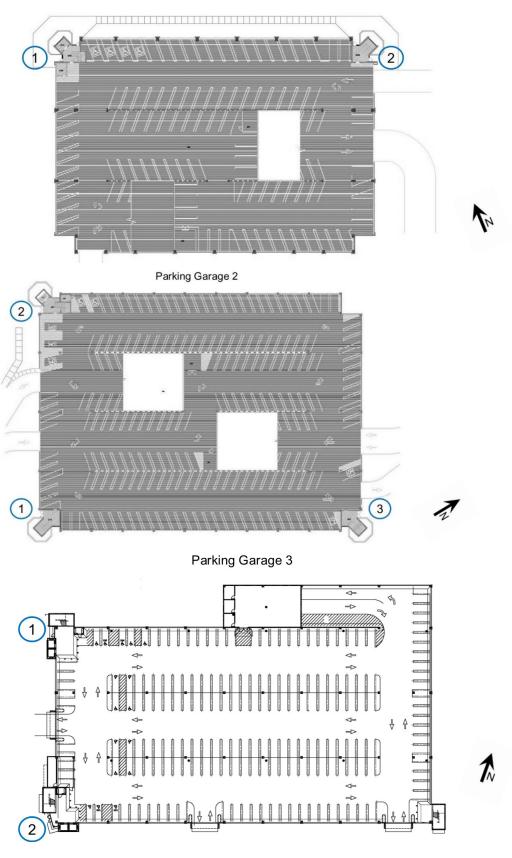


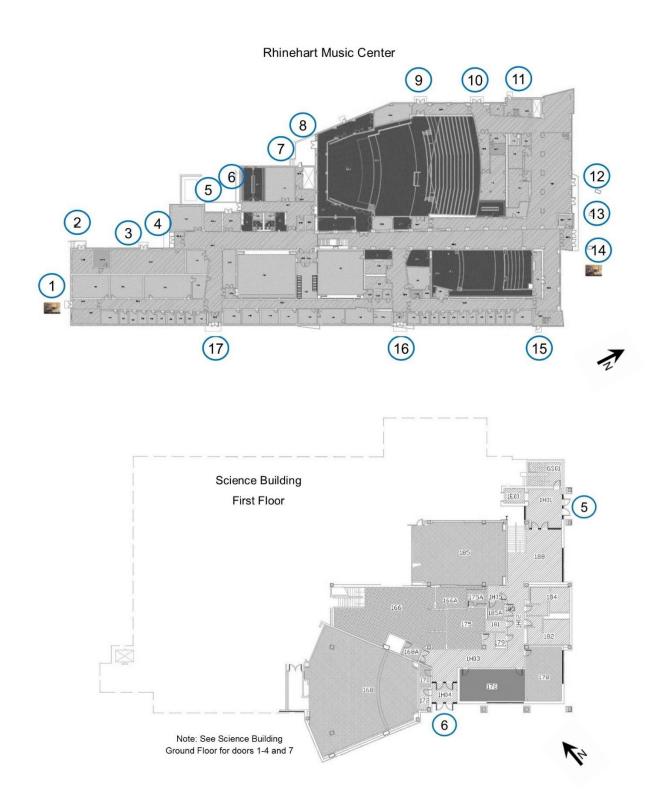
Modular Classroom Building

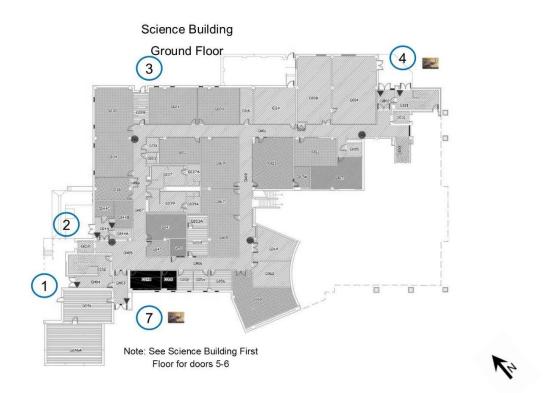




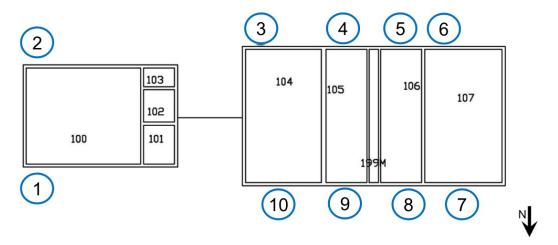
Parking Garage 1

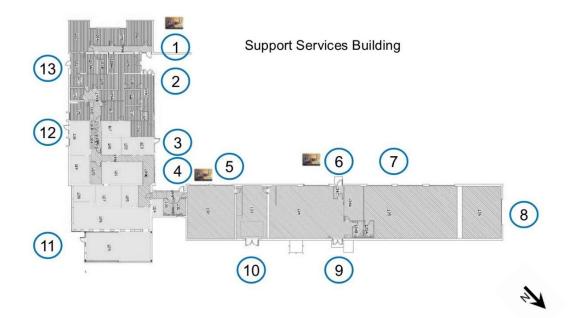




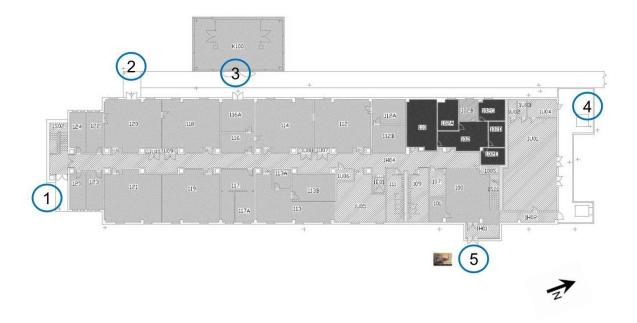


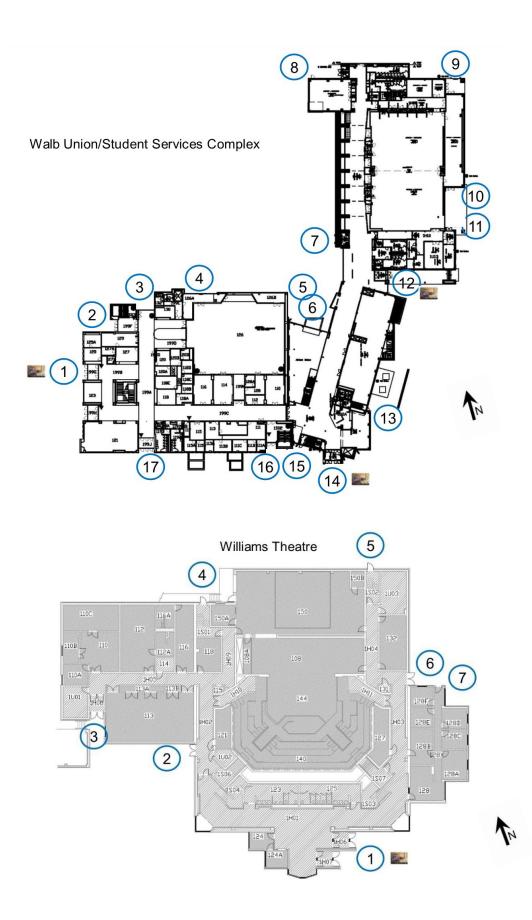
Soccer Support Facility





Visual Arts





## Automatic External Defibrillator (AED) Locations:

Building	# of	AED Location	
	AED's		
Allen County Extension	1	1st floor near restroom	
Alumni Center	1	1st floor near restroom	
Baseball-Softball Fields	1	1st floor inside concession stand	
Chiller Plant	1	1st floor outside office	
Clinic & Classroom Building	1	1st floor outside restrooms	
Doermer School of Business	2	1st floor outside elevator	
		3rd floor outside elevator	
Dolnick Center	1	1st floor hallway near room 169	
Engineering & Technology	2	1st floor outside elevator near room 104 & 307	
		2nd floor outside elevator near room 307	
Environmental Resources Center	1	1st floor inside exterior door #3	
		1st floor hallway near exterior door #15, across from	
		gym entrance	
Gates Center	5	1st floor outside of Box Office	
Gales Certier		1st floor outside restrooms near room 104	
		2nd floor track near drinking fountain	
		1st floor fieldhouse SW corner	
Ginsberg Hall	2	1st floor main entrance by room 101	
		1st floor hallway near room 136	
Heffner Fields	1	1st floor inside men's locker room, Door #6 facing South fields	
Helmke Library	3	1st floor by elevator	
		2nd floor Skybridge by elevator	
		4th floor by elevator	
Holiday Inn	1	1st floor inside kitchen/training area	
-	4	Basement outside elevator	
Kettler Hall		Ground floor outside elevator	
		1st floor outside elevator	
		2nd floor near staircase	
	2	1st floor hallway near room 159	
Liberal Arts		3rd floor hallway near room 327	
Life Science Resource Center	1	1st floor hallway near exterior door #1	
Medical Education	2	1st floor outside restrooms	
		2nd floor outside restrooms	
Modular Classroom Building	1	1st floor main entrance	

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	1		
Neff Hall	2	1st floor hallway near room 113	
		3rd floor hallway near room 330	
Parking Garage #1	1	1st floor outside elevator, inside exterior door #1	
Parking Garage #2	1	1st floor outside elevator, inside exterior door #2	
Parking Garage #3	1	1st floor outside elevator, inside exterior door #1	
Rhinehart Music Center	3	1st floor main entrance	
		1st floor outside restrooms near room 121	
		2nd floor hallway near room 222	
Science Building	3	Ground floor outside elevator near room G48	
		1st floor main entrance, inside exterior door #5	
		3rd floor hallway near room 350	
Support Services	2	1st floor main entrance of University Police	
		1st floor main entrance of Communications & Marketing	
Sweetwater Music Center	1	1st floor main entrance	
The Learning Community	1	1st floor main entrance	
Visual Arts	1	1st floor outside restrooms and elevator	
	4	Ground floor outside elevator near room G21A	
		2nd floor outside elevator near room 220	
Walb Union		1st floor hallway outside restrooms near the	
		International Ballroom	
		1st floor hallway outside elevator near University	
		Bookstore	
Williams Theatre	1	1st floor outside restrooms near the Ticket Office	

# Campus Emergency Response Plans

## **INTRODUCTION AND PHONE NUMBERS**

## What is an Emergency?

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

Your judgment often determines whether or not an incident is an emergency. If you consider a situation to be an emergency, then it is an emergency and the procedures in this booklet should be followed.

## If in doubt, err on the side of safety.

## EMERGENCY PHONE NUMBER Fire Department Police 911 Ambulance Hazardous Materials Emergency

Dial **911** if you have an emergency situation.

You do *NOT* need any coins to dial **911** from a pay telephone. Lift the handset and dial. Call **911** if using a cell phone.

University Police is staffed 24 hours a day for your assistance and protection. This service is provided seven days a week on a year-round basis.

Emergency Call Boxes are placed in various locations around campus. Each call box is equipped with a push button that activates a dial tone and dials an emergency services dispatcher in the City/County Dispatch center.

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

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

The ETS Boxes are painted bright blue have a blue light on top and are marked "EMERGENCY." See map on page 23 for ETS box locations.

To operate:

- Open the door and/or
- Push the button

In a few seconds, the 911 operator will answer.

## **BUILDING EVACUATIONS**

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

- A. Activate the building's alarm if necessary or if directed to do so by emergency personnel.
- B. Evacuate the building when an alarm sounds continuously or if directed to do so by emergency personnel.
- C. Leave the building immediately using the shortest route possible in all crisis situations.
- D. **DO NOT USE ELEVATORS** during an emergency evacuation. Emergency personnel may use an elevator for evacuation after a review of the circumstances.

## **EMERGENCY ACTION**

- 1. Alert others to the emergency situation and ask if they need help with the evacuation.
- 2. Leave the building immediately when the alarm sounds.
- 3. Do not use elevators unless instructed to do so by emergency personnel.
- E. Head to the nearest marked exit quickly and ask others to do the same when an evacuation alarm is sounded or when told to leave by emergency personnel.
- F. **MOVE CLEAR OF A BUILDING** once you have evacuated it, allowing others to exit freely.
- G. **DO NOT** return to an evacuated building until advised to do so by emergency personnel.

## H. IF YOU HAVE A DISABILITY AND ARE UNABLE TO USE STAIRWAYS:

- 1. Stay calm and take actions to protect yourself. Call **911** if you have access to a telephone.
- 2. Follow these suggestions if you must move from your location:
  - A. Move to an enclosed stairway exit if possible.
  - B. Request persons exiting the building to notify University Police of your location.
  - C. Seek evacuation assistance only from people with emergency assistance training unless you are in immediate danger.
  - D. Familiarize yourself with your department's evacuation plan ahead of time.

## SHELTER IN PLACE

A. What is Shelter In-Place?

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

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

## **EMERGENCY ACTION**

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

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

- B. How would I be notified?
  - 1. You would hear the All Hazards Emergency Warning Sirens.

2. You would receive information and alerts through Rave and Alertus (see page 13 for additional information)

- 3. You observe or sense dangerous air conditions.
- 4. You receive notification from emergency personnel.
- C. Additional actions:
  - 1. Close all doors and windows to the outside.
  - 2. Do not use elevators as they may pump air into or out of the building (HAZMAT).
  - 3. If possible, close and/or seal vents & ducts (HAZMAT event).

4. Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

Remain in place until Police, Fire, or other Emergency Response officials tell you it is safe to leave or until information is announced through radio or television broadcasts alerting you that it is safe to leave.

## FIRE/SMOKE

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

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

- A. Activate the building's fire alarm at a pull station as you evacuate the building.
   FIRE ALARMS FEATURE FLASHING STROBE LIGHTS AND HORNS THAT SOUND CONTINUOUSLY OR MAY FEATURE SPOKEN INSTRUCTIONS.
- B. Make certain the building's alarm has been sounded.

## **EMERGENCY ACTION**

- 1. Activate the building's fire alarm at a pull station as you evacuate the building.
- 2. Call **911** from a safe location or use an Emergency Call Box to report the exact location of the fire.
- C. Evacuate the building following the established building evacuation procedures (see **BUILDING EVACUATIONS**, page 77).
- D. Call **911** from a safe location or use an Emergency Call Box to report the exact location of the fire. Provide the following information if possible:
  - 1. Name of the building
  - 2. Location of the fire within the building.
  - 3. A description of the fire and (if known) how it started.
- E. If you become trapped in a building during a fire:
  - 1. Stay calm and take the steps necessary to protect yourself.
  - 2. Move to a room with an outside window if possible.
  - 3. Call **911** if you have access to a telephone and tell the police dispatcher where you are. Do this even if you can see emergency personnel from a window.
  - 4. Stay where rescuers can see you through a window and wave a lightcolored item to attract their attention.

- 5. Stuff clothing, towels, or paper around the cracks of the door to keep smoke from reaching you.
- 6. Open the window at the top and bottom if possible. Be ready to shut the window quickly if smoke rushes in.
- 7. Be patient. Rescue efforts will take time within large structures.

## Preparations by you:

- A. Identify each building's fire exits.
- B. Find the alarm pull stations in your area of the building and know how to use them.

## FIRE LIFE SAFETY EQUIPMENT

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

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

Manually activated alarm pull stations are located at the exit points in all buildings.

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

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

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

Illuminated exit signs are provided throughout the buildings.

## FIRE LIFE SAFETY KEY ROLES

- 1. University Police Department First to respond to a fire incident.
- 2. Fort Wayne Fire Department Station #10 The responding local fire department for our campus
- 3. Facilities Management Operations & Maintenance Staff Assist with locating and shutting off water supply, when needed.
- 4. Manager of Campus Credentials & Transportation/Project Management Staff Coordinate repairs for building damage

## > Know the locations of Fire Alarms

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

## **MEDICAL EMERGENCIES**

Report any medical emergencies occurring on campus to University Police.

## **ILLNESS OR INJURY**

Treatment for illnesses and injuries is available at the Purdue Fort Wayne/Health Wellness Clinic in Walb Student Union, Room 234. Call the clinic at x15748 or 260-481-5748 or visit <u>www.pfw.edu/clinic for the current hours of operation</u>. Faculty, staff, and students with minor illnesses

## **EMERGENCY ACTION**

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

or injuries may be referred to the clinic. *Please note that Workplace Injuries are not seen at the clinic and must follow Worker's Compensation claim protocol. Please contact Human Resources at 260-481-6840 in the event of an employee injury.* 

## ILLNESS OR INJURY PROCEDURES

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

- 1. Be prepared to answer the following questions:
  - A. Exact location of the people involved (building and room number)
  - B. Primary injury(ies) and the number of people injured
  - C. Approximate age(s) of the injured
  - D. Is the person breathing?
  - E. Is the person conscious?
  - F. Is the person experiencing chest pain?
  - G. Is the person experiencing severe bleeding?
- 2. Notify a supervisor immediately if the injured person is a Purdue Fort Wayne employee.

The employee's supervisor for ALL employee job-related illnesses and injuries must complete a Purdue Fort Wayne First Report of Injury form. Complete the form via DocuSign at <a href="https://www.pfw.edu/offices/human-resources/Benefits-and-Wellbeing/employee-benefits#benefits-3">https://www.pfw.edu/offices/human-resources/Benefits-and-Wellbeing/employee-benefits#benefits-3</a> and call Human Resources at x16840 or 260-481-6840 for more information.

## DANGEROUS, THREATENING, OR INTIMIDATING BEHAVIORS

## HOW TO REPORT

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

Report on-campus crimes that are not in progress to University Police at **260-449-3000**.

Report crimes that occur off campus to the Fort Wayne Area Police Department at **260-449-3000**.

## **EMERGENCY ACTION**

Incidents in progress:

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

## **REPORTING ON-CAMPUS CRIMES IN PROGRESS**

Report any crime to which you are a victim or witness as soon as possible to the Police at **911**. Provide as much of the following information as possible:

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

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

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

## **REPORTING ON-CAMPUS CRIMES NOT IN PROGRESS**

Report any crime to which you are a victim or witness at your earliest opportunity to University Police at **260-449-3000**. This could include, but not limited to, breaking and entering, robbery, hit and run, physical assaults, or other actions that are perceived as a threat to person or property. Provide as much of the following information as possible:

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

### **EMERGENCY TELEPHONE SYSTEM**

Emergency Call Boxes are located throughout campus. These call boxes are bright blue with a blue light and are marked "**EMERGENCY**." Push the red button to activate the Emergency Call Box and an emergency dispatcher will answer.

## **DEMONSTRATION OR CIVIL DISTURBANCE**

## HOW TO REPORT

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

### REPORTING ON-CAMPUS DEMONSTRATIONS OR CIVIL DISTURBANCES

Report any demonstration or civil disturbance to University Police at 260-449-3000.

## **EMERGENCY ACTION**

Incidents in progress:

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

Provide as much of the following information as possible:

- A. Nature of the incident. **MAKE SURE** the dispatcher understands that the incident is in progress.
- B. Location of the incident
- C. Description of suspect(s) involved.
- D. Injuries that have occurred
- E. Description of any weapons involved.
- F. Description of any property involved.

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

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

## **ACTIVE ATTACKER SITUATION**

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

### Follow these actions:

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

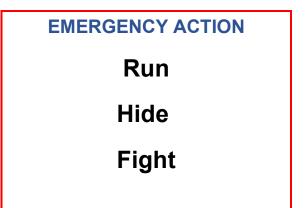
- Move away from the threat as quickly as possible.
- Evacuate regardless if others agree.
- Leave your belongings behind.

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

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

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

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



## **PSYCHOLOGICAL CRISES**

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

## Call 911 if a psychological crisis is evident or if person is harmful to self or others.

Follow these suggestions in an unusual or potentially dangerous situation:

- Never try to handle a situation you feel might be dangerous.
- Call 911
- State that you need immediate assistance.
- Give your name, location, and state the nature of the problem.

## **EMERGENCY ACTION**

Call **911** (If the situation appears violent or life threatening)

## NON-EMERGENCY OPTIONS

Purdue Fort Wayne Bowen Center **Student** Assistance Program **800-342-5653 Mon.-Fri. 8:30am to 4:30pm** (August thru May with Limited Summer Hours)

After hours Crisis assistance: 800-342-5653

### Employees: Contact the Bowen Center Employee Assistance Program at 800-342-5653 Available 24/7

### For non-emergency counseling and assistance:

### Students

Purdue Fort Wayne Bowen Center Student Assistance Program 800-342-5653 email <u>sapreferrals@bowencenter.org</u>

Monday–Friday: 8:30 a.m.–4:30 p.m. August through May (except when the university is closed). There are limited summer hours.

SAP offers onsite and telecounseling inside the Health Clinic, at Walb Union, visit <u>www.bowencenter.org</u> to make an appointment. They are also offering limited walk-in hours during the spring semester, Mondays, 11-4 and Tuesdays and Thursdays, 11:30 – 4:30 in the Student Conduct and Care Office, Walb, room 111.

After Hours Crisis Assistance Bowen Center's 24-hour helpline at 800-342-5653

## Employees

Contact the Bowen Assistance Program at:

- 1-800-342-5653, available 24 hours a day 7 days a week
- <u>www.bowencenter.org</u> and click "Schedule an Appointment"
- Email EAPReferals@bowencenter.org

## **BOMB THREATS/SUSPICIOUS PACKAGES**

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

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

## **EMERGENCY ACTION**

1. Call **911** or use an Emergency Call Box to report the incident.

If a suspicious object is observed:

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

Follow the established building evacuation procedures if advised to do so by administration or emergency personnel (See **BUILDING EVACUATIONS**, page 77).

### A. Suspicious object or potential bomb discovered:

- 1. DO NOT handle the object.
- 2. Clear the area.
- 3. Call **911** 
  - i. Radio and Cellular telephone communication should not be used in the vicinity of any suspected explosive device or suspicious package.
- 4. Be sure to include the location and appearance of the object when reporting.
- B. **Bomb threat is received.** Ask the caller the following questions (if possible) and write down the answers:
  - 1. When is the bomb going to explode?
  - 2. Where is the bomb located?

- 4. What does it look like?
- 5. Why did you place the bomb?

3. What kind of bomb is it?

Keep the caller talking as long as possible. Try to determine the following information:

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

## SUSPICIOUS PACKAGE OR LETTER

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



## CALL 911

## **EXPLOSIONS**

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

- A. Leave the building/area immediately. If you are unable to get out, take cover under tables, desks, etc. This will provide protection from glass or debris. Evacuate the area as soon as it is safe to do so, following established building evacuation procedures (**BUILDING EVACUATIONS**, page 77).
- B. Call **911** as soon as possible. Give the emergency dispatcher the following information:
  - 1. Location
  - 2. Area where the explosion occurred
  - 3. Cause of the explosion (if known)
  - 4. Injuries

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

## **EMERGENCY ACTION**

- 1. Evacuate the building or take cover immediately.
- 2. Call **911** or use an Emergency Call Box to report the incident.
- 3. Assist the injured.

## CHEMICAL, BIOLOGICAL, OR RADIOLOGICAL AGENT SPILLS OR RELEASES AND DECONTAMINATION PROCEDURES

A release shall be considered the unintentional spread, spill, or other discharge of a chemical, biological or radiological agent in a manner other than the intended use of that agent by the user.

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

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

## EMERGENCY ACTION

- 1. Call **911** or use an Emergency Call Box to report the incident.
- 2. Secure the spill or release area if you have the proper training.
- 3. Assist the injured.
- 4. Evacuate the area if necessary.
- B. Call 911 or use an Emergency Call Box to report the incident.
- C. Give the emergency dispatcher the following information:
  - 1. Your name, telephone number, and location
  - 2. Time and type of incident
  - 3. Name and quantity of the material (if known)
  - 4. Extent of injuries or damage (if any)

D. The dispatcher will send emergency personnel and will notify Environmental Health and Safety. (EHS)

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

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

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

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

I. Follow established building evacuation procedures if a fire alarm sounds (see **BUILDING EVACUATIONS**, page 77).

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

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

The purpose of decontamination is to make an individual and/or their equipment safe by physically removing hazardous substances quickly and easily.

If a decontamination area is required for large or extremely hazardous chemical spills, first responders need a rapid and efficient procedure to decontaminate individuals or large numbers of people in a short amount of time. Consider the following:

A. The condition of the victims (whether they are able to walk or not; age and health-related factors, whether they show symptoms of exposure to a hazardous material)

B. The need to observe victims for delayed symptoms of exposure or evidence of residual contamination.

C. The potential need for secondary decontamination

D. Environmental factors (cold weather)

Steps of the procedure include:

- 1. Setting up the decontamination and support areas
- 2. Conducting decontamination triage (for mass casualty incidents)
- 3. Decontaminating the victims
- 4. Segregating victims for observation or treatment
- 5. Releasing the victims afterwards

For more information regarding the specific details of each process step, contact Campus Emergency Preparedness at <u>crisismanagement@pfw.edu</u> or Environmental Health and Safety.

Additional information can be found here: https://chemm.hhs.gov/decontamination.htm

## WEATHER EMERGENCIES

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

- Pre-recorded messages on landlines and cell phones.
- Text messages on cell phones.
- Emergency notifications in buildings and via the tornado siren on the roof of the Library
- Alerts on computer screens via the Emergency Notification System.
- Email alerts.
- Sheltering or evacuation orders.

Note: Purdue Fort Wayne does not control outdoor warning sirens. Those sirens are activated by the city and/or county. If you hear the outdoor sirens while on campus, be alert for a potentially dangerous situation and monitor Purdue Fort Wayne communication sources for campus status.

## TORNADOES

A tornado is a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 M.P.H. or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornadoes may occur with little or no advance warning or siren activation. **Outdoor weather sirens will be activated, and weather announcements will be sent out by text, phone and email using the Campus Emergency Notification System.** The all-clear **signal will be given throughout the campus by the Emergency Notification System** 

## **EMERGENCY ACTION**

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

### A. BEFORE THE STORM

- 1. Locate an accessible basement or corridor in the building. Designated shelter areas are marked "SHELTER AREA."
- 2. Stay informed through local media sources on days when severe weather is expected.
- 3. Obtain a National Oceanic Atmospheric Administration (NOAA) Weather Radio to receive warnings. Maintain a back-up battery as well.
- 4. Keep a good-quality, reliable flashlight in your office/work area.
- 5. Contact University Police at x16827 or 260-481-6827 for more information on tornadoes.

### B. DURING THE STORM (POSSIBLE INDICATORS OF A TORNADO)

- 1. Dark, often greenish sky
- 2. Large hail
- 3. Loud roar (similar to a train)
- 4. Cloud of debris (the tornado may not be visible)
- 5. Wind becomes calm and still.

6. Frequent lightning

#### C. WHEN TAKING SHELTER

- 1. Proceed to the basement or ground floor of any building that has a designated shelter area. Position yourself in the safest portion of the shelter area—away from windows. Be prepared to kneel facing a wall and cover your head.
- 2. Occupants of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building if possible. If this is not possible, go to the lower-level interior area, away from windows and glass.
- 3. Stay in the shelter until an all-clear notice is relayed by emergency personnel.
- 4. Monitor local radio and TV weather reports.

## **DESIGNATED SHELTERS**

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

- Advancement Building Central corridor.
- Allen County Purdue Extension Inner storage room.
- Alumni Center Coat Room.
- Chiller Plant Inner office.
- Cole Clubhouse Interior Restrooms.
- Doermer School of Business Interior Restrooms
- Dolnick central corridor.
- Engineering and Technology Ground floor corridor.
- Fieldhouse Main Corridor by Restrooms.
- Gates Sports Center Basement.
- Ginsberg Inside Corridors
- Helmke Library Basement.
- Housing 1<sup>st</sup> Floor Corridors.
- Kettler Hall Basement or ground floor of south and east wings.
- Liberal Arts Basement.
- Life Sciences Rooms 111A and 111B.
- Medical Education Center Basement hallways.
- Neff Hall Basement.
- Outdoors nearest substantial building, time permitting, otherwise shelter in ground that is lower than the roadway.
- Parking Garage 1(PG1) Ramp B Gold.
- Parking Garage 2 (PG2) Lower Level interior ramp.
- Parking Garage 3 (PG3) Lower Level, adjacent to storage room.

- Printing Services/Warehouse Interior Hallway near restrooms.
- Purdue Extension Office Reception Area.
- Rhinehart Music Center Center north/south hall outside auditorium and recital hall.
- Science Building Ground floor.
- Soccer Support Building Restrooms.
- Student Housing 1<sup>st</sup> floor central corridor.
- Student Services Complex (International Ballroom) Service corridor leading to dock.
- Support Services Building Photo Studio.
- Venderley Family Bridge Under either side of the concrete abutments.
- Visual Arts 1<sup>st</sup> floor hallway and restrooms.
- Walb Union Ground floor stair areas. (Excluding Atrium area)
- Williams Theater Ground floor restrooms and corridor.
- Crescent Avenue Bridge Either end in the concrete and brick structure.

### TORNADO WATCH

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

### **TORNADO WARNING**

This alert means that a tornado has been sighted, or one is imminent in the warning area. Purdue Fort Wayne does not control outdoor warning sirens. Those sirens are activated by the city and/or county. If you hear the outdoor sirens while on campus, be alert for a potentially dangerous situation and monitor Purdue Fort Wayne communication sources for campus status.

### WARNING SIGNALS

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

### SEVERE THUNDERSTORMS

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

### SIREN TESTING

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

## EARTHQUAKES

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

Remain calm and **ACT**, don't react.

### A. DURING THE EARTHQUAKE

1.

## **EMERGENCY ACTION**

- 1. Take cover.
- 2. Call **911** or use an Emergency Call Box *if assistance is needed immediately*.
- 3. Evacuate the building if an alarm sounds or if told to do so by emergency personnel.
- 4. Assist the injured.
- 2. Seek shelter under a desk or table or in a doorway frame and hold on. Stay away from windows, shelves, and heavy equipment.
- 3. Move away from buildings, utility poles, overhead wires, and other structures if outdoors. Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by emergency personnel.
- 4. Stop in the safest place available if you are in an automobile, preferably an open area away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it provides.

### **B. AFTER THE INITIAL SHOCK**

- 1. Be prepared for aftershocks. (Aftershocks are usually less intense than the main quake, but they can cause further structural damage to buildings.)
- 2. Protect yourself at all times.
- 3. Evaluate the situation and call **911** for emergency assistance if necessary.
- 4. Do not use lanterns, torches, lighted cigarettes, or open flames since gas leaks could be present.

- 5. Open windows, etc., to ventilate a building. Watch out for broken glass.
- 6. Implement the fire protocol if the earthquake causes a fire (see **FIRES**, page 79).
- 7. Determine whether anyone has been caught in the elevators or was trapped by falling objects. Call **911** immediately if this has happened.
- 8. Evacuate a building if its structural integrity appears to be deteriorating rapidly.

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

- **C.** Report building damages to the Purdue Fort Wayne Facilities Management at x16832 or 260-481-6832. (Gas leaks and power failures create special hazards, see LOSS OF BUILDING UTILITIES, page 100).
- **D.** Follow established building evacuation procedures if a fire alarm sounds (see **BUILDING EVACUATION**, page 77).
- E. DO NOT PANIC if you become trapped in a building.
  - 1. Place an article of clothing (e.g., shirt, coat) outside a window as a marker for rescue crews.
  - 2. Tap on a wall at regular intervals to alert emergency personnel of your location if there is no window in the room.

## FLOODS AND FLASH FLOODS

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

## **EMERGENCY ACTION**

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

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

<u>Warning</u> – Flooding or flash flooding has been reported or is imminent. Be sure to act quickly to save yourself.

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

## LOSS OF BUILDING UTILITIES

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

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

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

Call the Purdue Fort Wayne Facilities Management at x**16832** or **260-481-6832** for *non-emergency* repairs or information.

## **EMERGENCY ACTION**

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

## **Electrical/Light Failure**

Do not call University Police unless you have an emergency, or you have information that could help identify the source of the utility failure.

Consider keeping a flashlight and a portable radio in your office/work area.

### Plumbing Failure/Flood/Water Leak

Cease using all electrical equipment. Call University Police at x16827 or 260-481-6827 if you discover leaking water or know the source of the leak.

### **Natural Gas Leak**

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

Do not attempt to correct the problem yourself.

Do not concern yourself with appliances or equipment.

Leave the area immediately.

## **ELEVATOR FAILURE**

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

- A. Give the emergency dispatcher the following information:
- 1. Name of the building
- 2. Location within the building of the malfunctioning elevator
- 3. Where the elevator car has stopped (if known)
- 4. Medical emergency that may exists

## EMERGENCY ACTION

- 1. Remain calm.
- 2. Activate the elevator's on-board emergency telephone or bell.
- 3. Call **911** if you hear an elevator alarm and have access to a cell phone.
  - Give the building name.
  - Tell which floor the elevator car has stopped on.
  - Mention any medical emergencies that may exist.
- 5. Make sure the emergency dispatcher has all of the necessary information before hanging up.
- B. Keep the calm and wait for help to arrive.

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

# Housing Plan

Contact	Phone Number	From a
		Campus Phone
UPD Non-Emergency	260-481-6827	1-6827
UPD Emergency	911	
Housing – On Call A-G, I Primary	(260)417-3414	
Housing – On Call A-G, I Secondary	(260)417-3972	
Housing – On Call H, J - M Primary	(260)417-4317	
Housing – On Call H, J – M Secondary	(260)417-2114	
Professional Staff On Call	(260) 222-8457	
Marcus D. Weemes, Director	(312) 545-8441,	1-0186
	(260) 481-0186	
Krissy Creager, Vice Chancellor Student Affairs	(260) 449-1512	1-6140
	(260) 481-6140	
Ron Elsenbaumer, Chancellor	(260) 481-6103	1-6103

## **Student Housing Emergency Contact Information**

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

### CHAIN OF COMMUNICATION

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

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

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

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

## A QUICK GUIDE TO THE EMERGENCY HANDBOOK

The sounding of any alarm should be taken seriously.

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

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

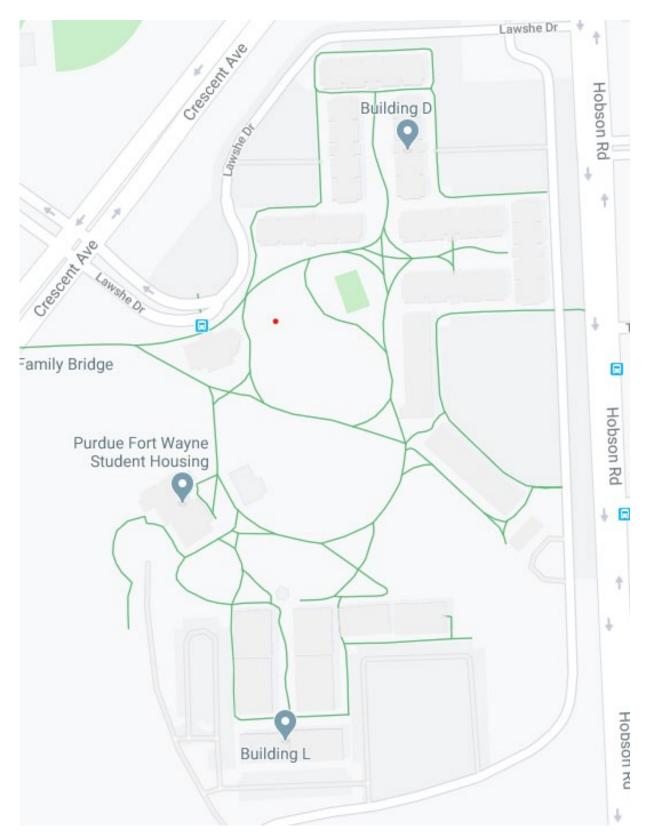
In cases of **DANGEROUS/THREATENING BEHAVIORS** where staff/emergency personnel will need to assist, please dial 911 and follow instructions given. If possible, please then call the RA on call for further assistance. Never approach a person with a weapon and only perform medical assistance when explicitly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

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

## HELPFUL TIPS

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

**PROPERTY MAP** 



## **BUILDING EVACUATIONS**

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

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

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

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

Fire warning devices and safety equipment are to be used only in case of an emergency.

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

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

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

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

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

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

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

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

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

## TORNADO

If a Tornado Warning is issued, you may have only a few minutes in which to act:

If in Student Housing, individuals should immediately go to the first-floor hallway or staircase landing of the closest building to their person until the tornado warning has passed.

For additional information, see TORNADOES on page 94

\*There is a tornado siren above the maintenance building on the Student Housing campus. A monthly test occurs the first Wednesday at 12:00pm.

## ADVERSE WEATHER

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

In the event of adverse weather that would compromise the structure of a building or threaten to harm individuals:

If in Student Housing, individuals should immediately go to the first-floor hallway or staircase landing of the closest building to their person until the warning has passed.

For additional information, please see **WEATHER EMERGENCIES** on page 93

#### **MEDICAL EMERGENCIES**

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

#### Illness or injury procedures:

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

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

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

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

#### **MISSING PERSON(S)**

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he/she should immediately notify the Purdue Fort Wayne Police Department at (260) 449-3000. The Purdue Fort Wayne Police Department will generate a missing report and initiate an investigation.

After investigating the missing person report, should the Purdue Fort Wayne Police Department determine that the student is missing and has been missing for more than 24 hours, Purdue Fort Wayne will notify the Fort Wayne Police Department (FWPD) and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Purdue Fort Wayne will notify the student's parents or legal guardian immediately after.

In accordance with the Clery Act, all residents must register an emergency contact. Therefore, students must confidentially identify an individual to be contacted by Purdue Fort Wayne in the event the student is determined to be missing for more than 24 hours. Students residing in on-campus housing are encouraged to identify a confidential contact at Purdue Fort Wayne Student Housing.

#### DANGEROUS, THREATENING, OR INTIMIDATING BEHAVIORS

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

Any crimes currently taking place should be reported immediately. For additional information see **DANGEROUS, THREATENING OR INTIMIDATING BEHAVIORS** on page 82.

#### **REPORTING ON CAMPUS CRIMES NOT IN PROGRESS**

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

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

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

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

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

For additional information, see **REPORTING CAMPUS CRIMES NOT IN PROGESS** on page 84.

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

#### **CRISIS INTERVENTION**

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

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

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

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

#### ACTIVE ATTACKER SITUATION

Follow these actions if outdoors:

- 1. Take cover as soon as possible.
- 2. Retreat to a residential building that can be locked from the inside.
- 3. Do not let anyone inside once entered.

If indoors

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

For additional information see **ACTIVE ATTACKER SITUATION** on page 86.

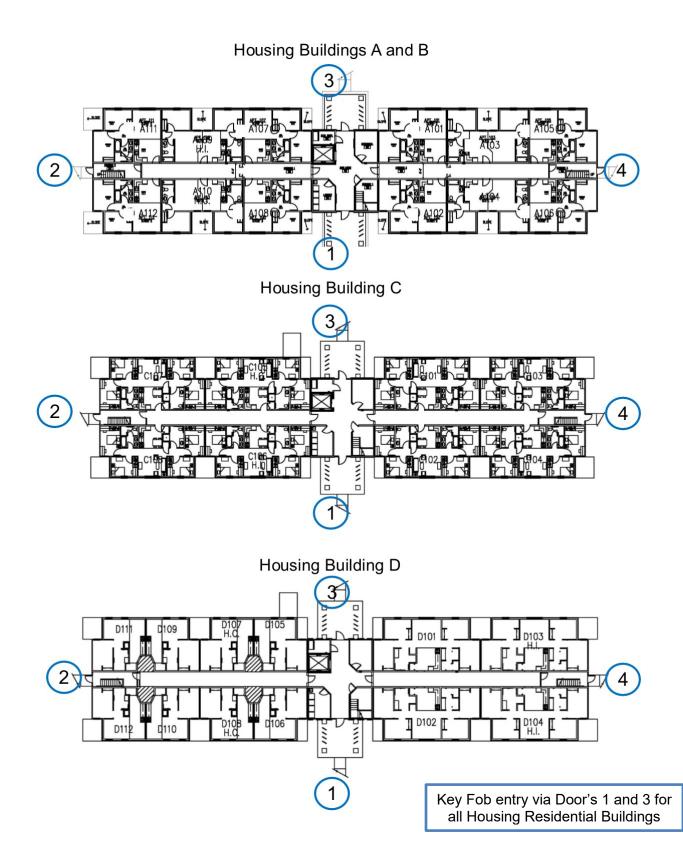
Should *staff* be the responding reporter, it is an expectation that professional staff on call should be notified as soon as possible.

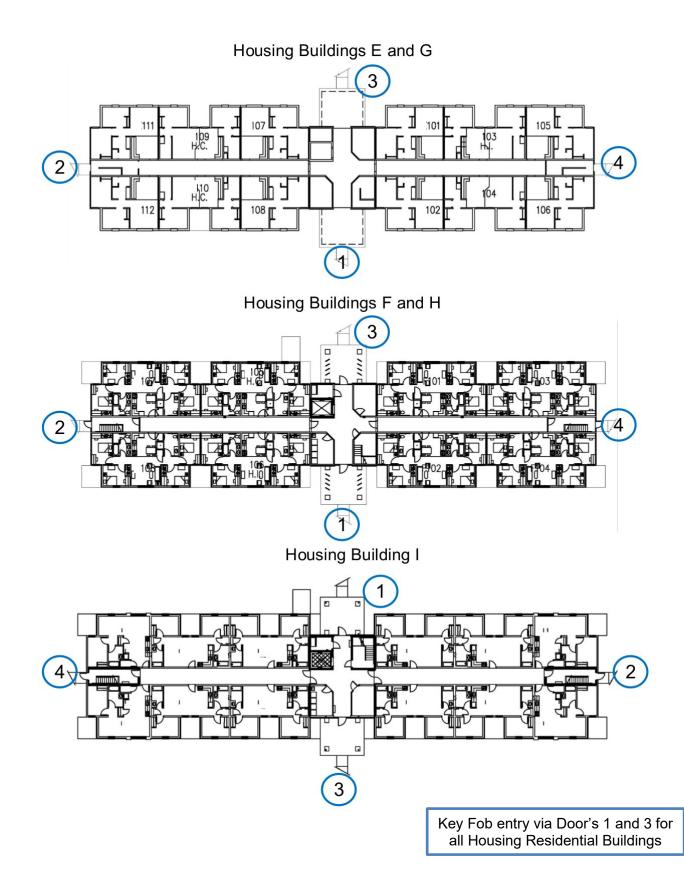
Should a *resident* be the responding reporter, it is an expectation that University Police notifies the professional staff member on call.

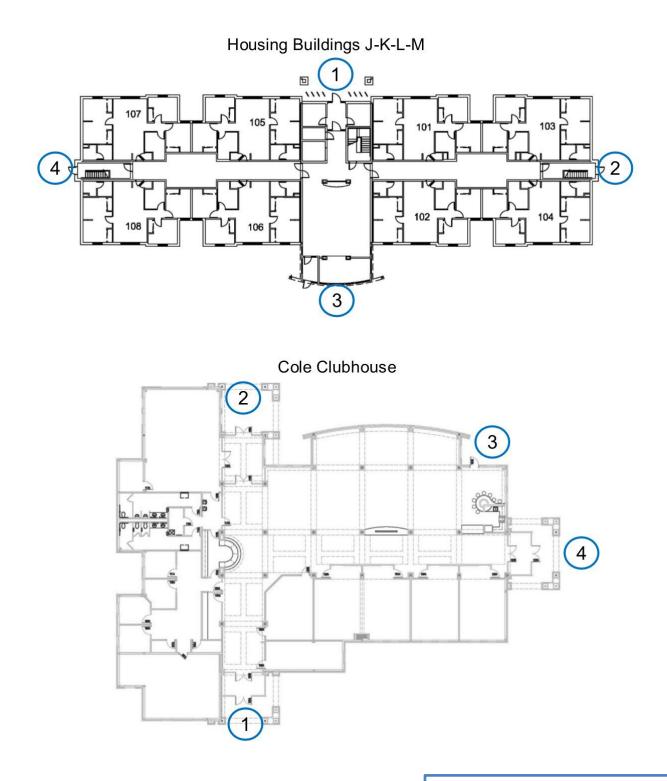
If at any point, professional staff on call is unavailable, University Police should contact the Director immediately.

Student Housing		
Advancement Building	1	1st floor hallway outside restrooms
Cole Clubhouse	1	1st floor South entrance
Maintenance Building	1	1st floor outside restrooms
Building A	1	1st floor main lobby
Building B	1	1st floor main lobby
Building C	1	1st floor main lobby
Building D	1	1st floor main lobby
Building E	1	1st floor main lobby
Building F	1	1st floor main lobby
Building G	1	1st floor main lobby
Building H	1	1st floor main lobby
Building I	1	1st floor main lobby
Building J	1	1st floor main lobby
Building K	1	1st floor main lobby
Building L	1	1st floor main lobby
Building M	1	1st floor main lobby

### Automatic External Defibrillator (AED) Locations:

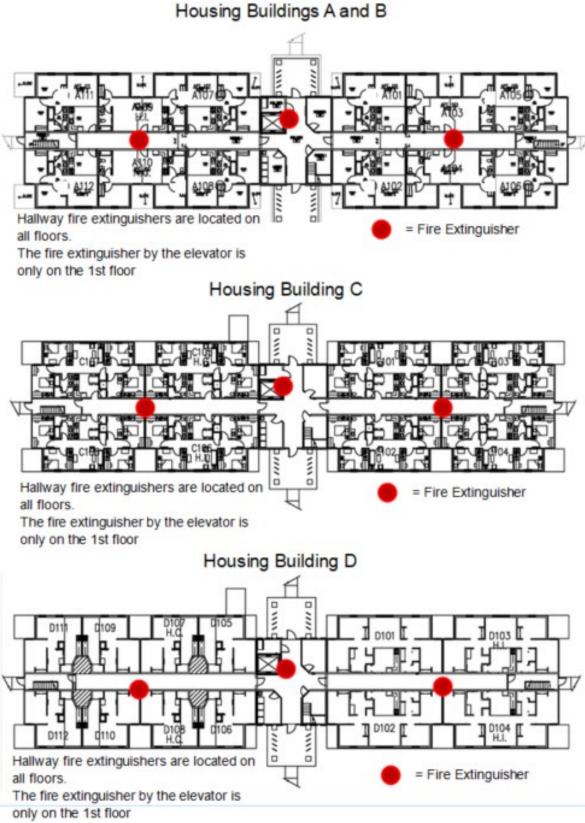




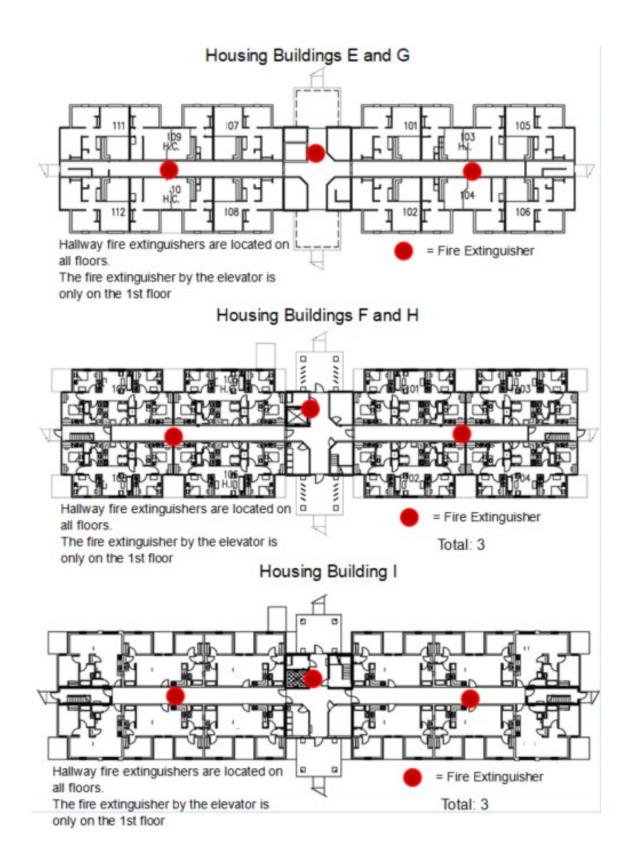


Key Fob entry via Door's 1 and 3 for all Housing Residential Buildings

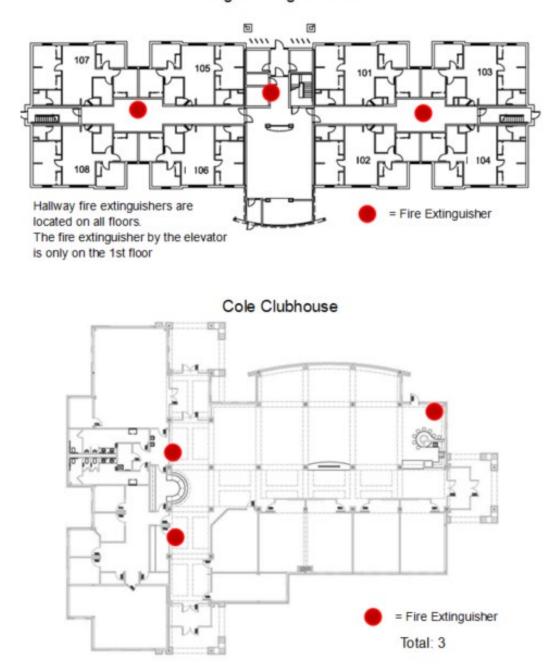
### Fire Extinguisher Locations by Building



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#### Housing Buildings J-K-L-M



# Pandemic Preparedness Plan

#### Pandemic Preparedness Introduction:

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

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

Please note Purdue University Fort Wayne routinely operates at Level II readiness.

The full Purdue University Fort Wayne Pandemic Preparedness Plan can be found here: <u>www.pfw.edu/pandemic</u>

#### Pandemic Preparedness Purpose

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

#### Level 1: Pre-event Assessment and Planning

Local Impact: Local health and safety planning

- Chancellor meets with Crisis Management Team.
- Human Resources develops payroll and absence policies with regards to the pandemic.
- Human Resources develops plans to assist with prescription plans and disability/life insurance claims.
- Human Resources prepares for EAP counseling for fear, grief, and financial impact.
- ITS prepares equipment/hardware to maintain telephone, radio, internet, and computer access.
- Crisis Management and Emergency Operations teams communicate with Administrative and City/County Emergency and Health Departments.
- Create internal communication plans within each department.
- Identify campus essential personnel.
- Crisis Management partners with departments to assess extra supply needs for University Police, Facilities Management, Essential Personnel and Student Housing.
- Crisis Management works with Purchasing to order personal protective equipment and provide training for such.
- Student Housing develops alternate housing for student housing lessees.
- Academic Affairs develops needed academic schedule or policy changes.
- Prepare for research and laboratory contingency and security plans.

- Develop Business Continuation Plans.
- Marketing & Communications develops/implements Pandemic Communication Plan/Campaign for campus community.
- Memo from Chancellor/Vice Chancellor regarding website, planning, questions, etc.
- Develop Crisis Management Website and review Emergency Handbook

#### Level 2: Intense Planning & Preparation

Local Impact: International travel advisories begin.

- Emergency Operations Committee begins weekly meetings.
- Chancellor meets with Emergency Operations Committee.
- Distribution of HR policies that will be affected by pandemic.
- Determination of relevant health and safety protocols, including PPE usage, dedensification practices, limitations on visitors to campus, etc., including determination of disciplinary protocols by Student Affairs and Human Resources for failure to adhere to said protocols.
- Development of training materials by EHS, Student Affairs, and others as appropriate, for employees and students, especially those who will be on campus.
- ITS assures back-up communication equipment is operable.
- Facilities Management assures back up energy equipment is operable.
- ITS finalizes procedures to set up work from home equipment/access.
- Facilities Management provides hand sanitizer, cleaning supplies and hand-wipes for designated common areas and all classrooms on campus.
- Gain Senate approval of any needed academic policy changes.
- Crisis Management works with Purchasing and Student Affairs to begin stocking food and water supply for Essential Personnel and Student Housing.
- Crisis Management works with Purchasing to order any necessary extra supplies for University Police, Facilities Management, Essential Personnel, and Student Housing.
- Crisis Management establishes secure Emergency Operations storeroom with PPE and other essential supplies.
- Facilities and Crisis Management develop/install egress signs on building/classrooms doors and arrows in hallways.
- Facilities and Crisis Management develop/install "Mask Required for Entry to Building" signs and "Social Distancing" fliers
- Facilities Management prepares to shut down/cover ice machines and drinking fountains. Bottle fillers on drinking fountains remain active.
- Marketing & Communications activates the PFW Prepared Website and Email Newsletter for distribution of awareness and prevention information.
- Coordinate with IUFW on planning preparations and messaging.
- University spokesperson/point of contact for Pandemic is chosen.
- Faculty/Staff/Student enrollment in Rave Alerts and Rave Guardian are strongly encouraged.

#### Level 3: Preparing to Suspend In-Person Classes

Local Impact: **Campus remains open.** When possible, employees are encouraged to work from home. International travel warnings/restrictions & passenger screenings begin.

- Emergency Operations Committee begins twice weekly meetings.
- Chancellor meets with Emergency Operations Committee.
- Human Resources continues to assist with insurance, prescription, and disability claims.

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- Human Resources continues to provide avenues for counseling for fear, grief, and financial impact.
- ITS assures continued operability of back-up communication and energy equipment.
- ITS implements plan to update security for home computers.
- Distribution of relevant health and safety protocols, including PPE usage, dedensification practices, limitations on visitors to campus, etc., including determination of disciplinary protocols by Student Affairs and Human Resources for failure to adhere to said protocols.
- Distribution of training materials by EHS, Student Affairs, and others as appropriate, for employees and students, especially those who will be on campus.
- EHS coordinates performance of required fit-testing for personal protective equipment.
- Facilities Management shuts down/covers ice machines and drinking fountains. Bottle fillers on drinking fountains remain active.
- Crisis Management works with Purchasing to maintain sufficient food, water, and supplies for Essential Personnel and Student Housing.
- Student Housing identifies potential rooms/floors in Student Housing to be used for quarantine as necessary.
- Student Housing trains staff on symptom recognition.
- Academic Affairs closes/reduces laboratory/research projects as appropriate.
- Vice Chancellor for Financial Affairs instructs team to implement Business Continuity Plans.
- Marketing & Communications continues with the PFW Prepared Website and Email Newsletter for distribution of awareness and prevention information.
- Memo from Chancellor/Vice Chancellor sent to campus community.
- Marketing & Communications sends media advisories as necessary.
- Reduce all travel cards to \$1.00 limits.
- Increase P-card limits for Purchasing Department.
- Update and implement Student Housing quarantine checklist and process.
- Coordinate with IUFW on planning preparations and messaging.

#### Level 4: In-Person Classes Suspended

Local Impact: **Campus remains open.** Employees are encouraged to work from home. Essential personal report to campus. International travel restrictions.

- Emergency Operations Committee continues twice weekly meetings.
- Chancellor meets with Emergency Operations Committee.
- Transfer calls to those working from home, update security, and install home computers.
- Emergency Operations Committee works with Purdue Fort Wayne & Allen County health officials and follow their directions/recommendations.
- University Police posts officers and provides extra patrols where additional security is needed.
- Facilities Management locks down all buildings not in use.
- ITS assures working order of all back up communication equipment.
- Facilities Management maintains working order of all energy equipment.
- Implementation of relevant health and safety protocols, including PPE usage, dedensification practices, limitations on visitors to campus, etc., including determination of disciplinary protocols by Student Affairs and Human Resources for failure to adhere to said protocols.
- Continued distribution of training materials by EHS, Student Affairs, and others as appropriate, for employees and students, especially those who will be on campus.
- Human Resources continues to assist with insurance, prescription, and disability claims.

- Human Resources continues to provide avenues for counseling for fear, grief, and financial impact.
- Crisis Management works with Purchasing to maintain sufficient food, water, and extra needed supplies for Essential Personnel and Student Housing.
- Student Housing implements alternate housing for Student Housing lessees remaining on campus as needed.
- Student Housing enacts plan for quarantine of students as necessary.
- Marketing & Communications continues with the PFW Prepared Website and Email Newsletter for distribution of awareness and prevention information.
- Purdue Fort Wayne homepage declares "Classes Suspended" with appropriate links.
- Marketing & Communications sends media advisories as necessary.-
- Academic Affairs closes/reduces laboratory/research projects as appropriate; implement research and laboratory contingency and security plans.
- Academic Affairs maintains core academic and library services if possible.

#### Level 5: Campus Closed – All Classes Suspended; Essential Personnel Only

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

- Emergency Operations Committee begins weekly meetings.
- Chancellor meets with Emergency Operations Committee.
- Campus reduces to Essential Personnel only.
- Non-Essential Personnel must contact University Police to access campus.
- Human Resources continues to provide avenues for counseling for fear, grief, and financial impact.
- Human Resources continues to assist with HR claims.
- Review and continue implementation of relevant health and safety protocols, including PPE usage, dedensification practices, limitations on visitors to campus, etc., including determination of disciplinary protocols by Student Affairs and Human Resources for failure to adhere to said protocols.
- Continued distribution of training materials by EHS, Student Affairs, and others as appropriate, for employees and students, especially those who will be on campus.
- Crisis Management works with Purchasing to maintain sufficient food, water, and supplies for Essential Personnel and Student Housing.
- Emergency Operations Committee works with Purdue Fort Wayne & Allen County health officials and follow their directions and/or recommendations.
- University Police posts officers and provides extra patrols where additional security is needed.
- Facilities Management locks down all buildings not in use.
- University Police barricades campus entrances as necessary to limit accessibility.
- Essential Personnel receive personal protective equipment.
- Human Resources maintains employee absenteeism data.
- Marketing & Communications continues with the PFW Prepared Website and Email Newsletter for distribution of awareness and prevention information.
- Purdue Fort Wayne homepage declares "Campus Closed" with appropriate links.
- Marketing & Communications sends media advisories as necessary.

#### Level 6: Recovery

Local Impact: Campus open and classes resume.

- Emergency Operations Committee continues meeting at least every other week until such time Campus is fully re-opened.
- Chancellor meets with Crisis Management Team.
- Chancellor will inform the campus of re-opening date and start-up date of classes.
- Human Resources facilitates counseling for faculty, staff, and students.
- Human Resources works with Departments to address staffing issues.
- Facilities Management assesses and restores utilities; restarts appropriate electronic equipment in all buildings.
- Facilities Management assesses and repairs any damage to university property.
- Crisis Management evaluates pandemic response process and make changes to plan as necessary.
- Evaluation of the relevant health and safety protocols, including PPE usage, dedensification practices, limitations on visitors to campus, etc., including determination of disciplinary protocols by Student Affairs and Human Resources for failure to adhere to said protocols and updating as necessary.
- Evaluation of training materials produced by EHS, Student Affairs, and others as appropriate, for employees and students, and updating as necessary.
- Human Resources handles insurance claims and beneficiary designations as necessary.
- Re-open Lutheran Health & Wellness Clinic.
- Crisis Management works with Purchasing to restock supplies as necessary.
- ITS maintains IT-based network and support services.
- Resume regular mail delivery schedule.
- Vendors return to campus and prepare to resume normal operations.
- Building Services and EHS clean and sanitize any areas where direct contact to pandemic pathogen occurred.
- EHS performs any environmental safety tests necessary due to possible utility shut downs.
- Student Housing re-opens and conducts a census of all returning students.
- Human Resources reports any missing faculty, staff, and students to appropriate personnel.
- Chancellor directs implementation of appropriate recovery scenarios.
- Marketing & Communications continues with the PFW Prepared Website and Email Newsletter for distribution of awareness and prevention information until such time Campus is fully re-opened.
- Marketing & Communications sends media advisories as necessary.

### Evacuation Guidelines for Persons with Disabilities

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

In all emergencies, after an evacuation has been ordered:

- 1.) Evacuate if possible.
- 2.) DO NOT use elevators, unless authorized to do so by emergency services personnel.
- 3.) Check on people with additional needs during an evacuation.
  - a. A "buddy system," where people with disabilities arranges for volunteers (coworkers/neighbors) to alert them and assist them in an emergency, is recommended.
- 4.) ONLY attempt an emergency evacuation if you have had emergency assistance training OR the person is in immediate danger and cannot wait for emergency services personnel.
- 5.) Always ASK someone with a disability how you can help BEFORE attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, whether there are any special considerations or items that need to come with the person.

#### 6.) If you have a physical disability and are unable to use stairways:

- a. Stay calm and take steps to protect yourself.
- b. If there is a working phone, call 911 and tell the dispatcher where you are **or** where you will be moving to.
- c. IF you must move, we recommend the following:
  - i. Move to an enclosed exit stairway, while taking care not to block the exit of building personnel.
  - ii. Request persons exiting by way of the stairway to notify the Fire Department of your location.
  - iii. Await Emergency Responders.
- d. IF you are in immediate danger, move to an area where you can shelter-inplace (recommended areas would be a room with an outside window or a room with a sprinkler system if available)
- e. You are also encouraged to carry a sounding device like a small whistle, a flashlight, and a cell phone to alert emergency personnel of your location.
- f. Having a plan and practicing it may save your life.

Obtaining Assistance:

- 1.) Faculty and Staff who have mobility impairments should let their Departmental Safety Representative know the location of their usual work area and additional needs.
- 2.) An individual that requires additional assistance may fill out the Voluntary Registry for Persons Requesting Additional Assistance form. Email <u>crisismanagement@pfw.edu</u> to request a form.
  - a. The University Police Department will assist the individual in developing a personalized response plan for possible emergency incidents.

b. Once all information has been entered on the form, it should be forwarded to the Campus Emergency Preparedness Office for inclusion in emergency planning.

#### Power Outages:

- 1.) If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window, if possible, where there is natural light and access to a working telephone. During regular business hours, Department Safety Representatives should be notified so they can advise emergency personnel.
- 2.) If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call 911 and request evacuation assistance.

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

- 1.) Building occupants should be invited to volunteer ahead of time to assist people with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- 2.) Two or more trained volunteers, if available, should conduct the evacuation.
- 3.) Always ASK people with disabilities how you can help BEFORE attempting any emergency evacuation assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- 4.) Try to avoid evacuating people who use wheelchairs while they are still in their wheelchairs. This is standard practice to ensure the safety of people with disabilities and volunteers. Wheelchairs will be evacuated later if possible.
- 5.) Proper Lifting Techniques (e.g., bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to the rescuer's backs.
  - a. Certain lifts may need to be modified, depending on the disabilities of the people.
  - b. Volunteers can obtain more emergency evacuation information regarding lifting techniques from the office of Services for Students with Disabilities or the office of Environmental Health and Safety.

Tips to remember when interacting with people with specific disabilities:

- 1.) Blindness or Visual Impairment
  - a. Provide verbal instructions to advise of the safest route or direction using simple directions, estimated distances and directional terms.
  - b. DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
  - c. Give other verbal instructions or information (i.e., elevators cannot be used)
- 2.) Deafness or Hearing Impairment
  - a. Get the attention of a person with a hearing impairment by establishing eye contact. If the person's back is toward you, tap him/her on the shoulder to get his/her attention. Clearly state the problem. Gestures and pointing are

helpful but be prepared to write a brief statement if the person does not seem to understand.

- b. Offer visual instructions to communicate safest route or direction by point toward exits or evacuation maps.
- 3.) Mobility Impairment
  - a. It may be necessary to help clear the exit route of debris (if possible)
  - b. If people with mobility impairments cannot exit, they should move to a safer area, examples include:
    - i. Most enclosed stairwells
    - ii. An office with the door shut which is a good distance from the hazard (and away from falling debris in case of earthquakes)
    - iii. Call 911 and notify police or fire personnel immediately about any people remaining in the building and their locations.
      - 1. Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary.
        - a. The fire department may determine that it is safe to override the rule against using elevators.
    - iv. If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

Summary:

- 1.) Prepare occupants in your building ahead of time for emergency evacuations.
- 2.) Faculty and Staff who have mobility impairments should let their Departmental Safety Representative know the location of their usual work area and additional needs.
- 3.) An individual that requires additional assistance may fill out the Voluntary Registry for Persons Requesting Additional Assistance form. Email crisismanagement@pfw.edu to request a form.
- 4.) Know your building occupants.
- 5.) Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance.
- 6.) Hold an evacuation drill in which occupants participate and evaluate drills to identity areas that need improvement.
- 7.) Everyone needs to take responsibility for preparing for emergency.
- 8.) People with disabilities should consider what they would do and whether they need to take additional steps to prepare.

# Disruptions in Academic Scheduling

In the event of a potential campus disruption, priority is given to continue academic operations when possible. The first course of action is to move all instruction to remote teaching and learning in order to support student progress to degree and to ensure that the fifteen week per semester and thirty week per academic year expectations from the United State Department of Education are met. In these events, instruction can be suspended for one week with the approval of the Chancellor and Vice Chancellor for Academic Affairs to prepare for the transition. If it is not possible to transition academic operations to a remote environment, the following policies apply.

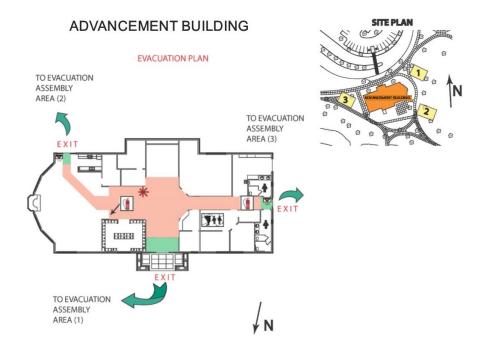
- I. Campus is closed 1 to 3 academic weeks.
  - a. If closure occurs during Fall or Spring Term, prior to the last three weeks of the term, the term duration is shorted by the length of the disruption. The academic schedule resumes on time the following term.
    - i. If the closure occurs prior to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

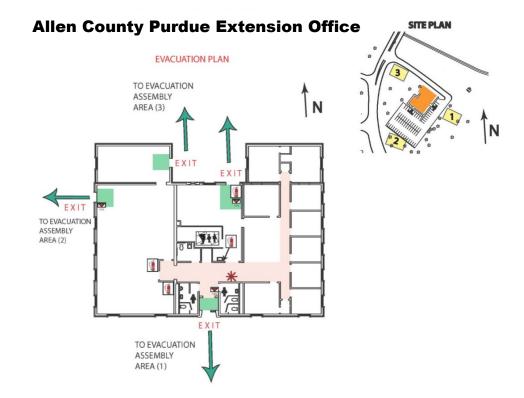
Summer I is shortened by one week and the start of Summer II is delayed by the appropriate duration and will then extend into the two-week interval between Summer II and the Fall term. The Fall term begins as scheduled.

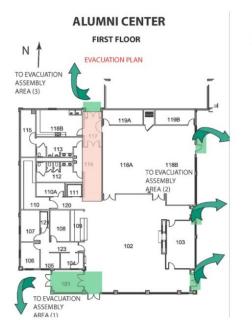
- iii. If the closure occurs during Summer II and the disruption is of oneor two-weeks duration, Summer II is extended into the two-week interval between Summer II and the Fall term. The Fall term begins as scheduled.
- iv. If the closure occurs during Summer II and is for three weeks duration, Summer II is shortened by one week and the term extended into the two-week interval between Summer II and the Fall term. The Fall term begins as scheduled.
- v. If the closure occurs during the last three weeks of Summer II and extends into the two-week interval between the end of Summer II and the start of the Fall term, the Fall term is shortened as needed and the first week after resumption of classes is used for Summer II wrap-up and exams, with the Fall term starting the following week.
- II. If campus is closed for 4 to 8 academic weeks.
  - a. If the disruption occurs during the Fall term but does not extend into the winter break, classes are held over winter break with the duration of both the Fall and Spring semesters are shortened equally as needed. The start of the Spring term occurs immediately after the end of the modified Fall term.
    - i. In the case of an odd number of week disruption, the Fall term is shortened by one more week than is the Spring term.
    - ii. If the disruption occurs prior to Fall break, classes will be held during that week to reduce the duration of the disruption by one week.
  - b. If the disruption occurs during the Fall term and extends into the winter break, both the Fall and Spring semesters are shortened as needed. The start of the Spring term occurs immediately after the end of the modified Fall term.
    - i. In the case of an odd number of week disruption, the Fall term is shortened by one more week than is the Spring term.
  - c. If the disruption occurs during the Spring term the duration of the Spring term is shortened as needed. The Spring term will be extended through the one-week break between Spring and Summer I, with Summer I beginning as scheduled.
    - i. If the disruption occurs prior to Spring break, classes will be held during that week to reduce the duration of the disruption by one week.

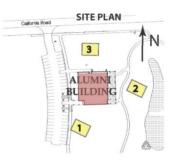
- d. If the disruption occurs near the end of the Spring term and extends for more than one week into Summer I, the Summer I term is canceled, the Spring term extends through the Summer I period as needed, Summer II begins as scheduled.
- e. If the disruption occurs over the Summer terms, with more than 3 weeks of either term lost, that term is canceled. The Fall term begins as scheduled.
- f. If the disruption occurs during Summer II and extends into the Fall term the following occurs.
  - i. If the disruption occurs prior to the fourth week of Summer II, Summer II is canceled and the start of the Fall term is delayed as needed. The Fall term is shortened as needed with the duration of the disruption lessened by holding classes during fall break and extending into winter break. The Spring term begins as scheduled.
  - ii. If the disruption occurs during the final three weeks of Summer II and extends into the Fall term, Summer II is terminated and grades calculated based on work to date. The Fall term is delayed as needed and shortened as needed with the duration of the disruption lessened by holding classes during fall break and extending into winter break. The Spring term begins as scheduled.
- III. If the disruption occurs for more than 8 academic weeks of any term, the term is canceled and classes begin as soon as possible following the disruption. To minimize disruption of class sequencing, the lost semester schedule is followed upon resumption of classes with subsequent semester schedules modified as needed.

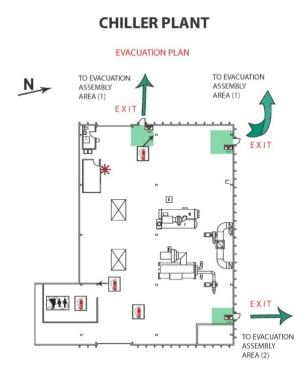
# **Building Evacuation Plans**

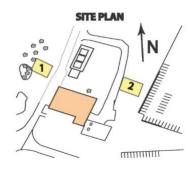


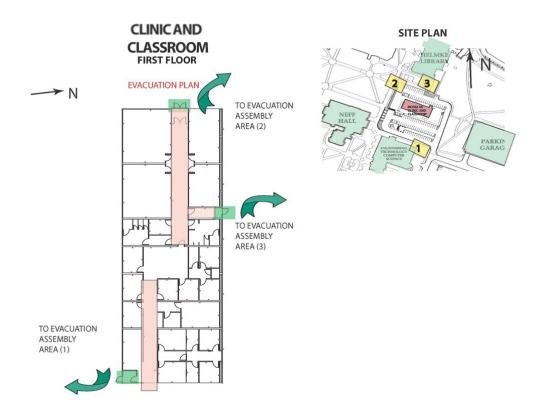






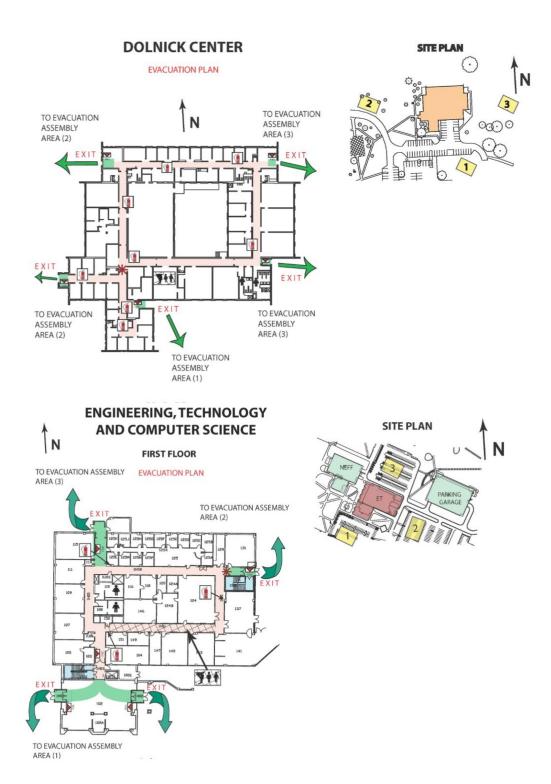




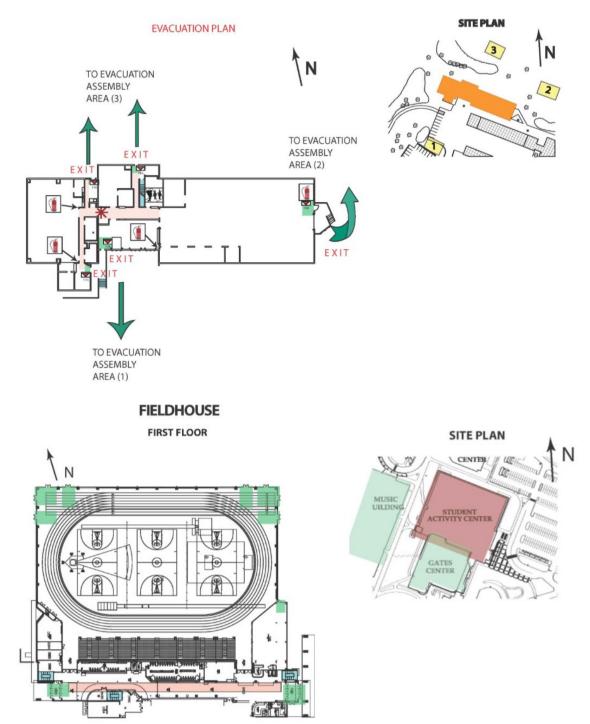


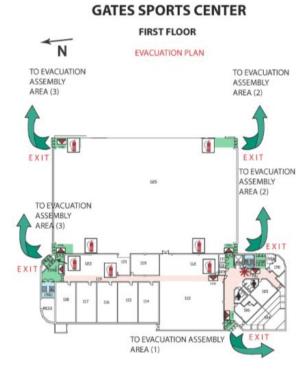
#### Doermer School of Business

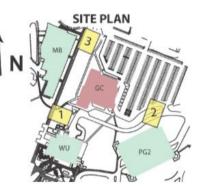




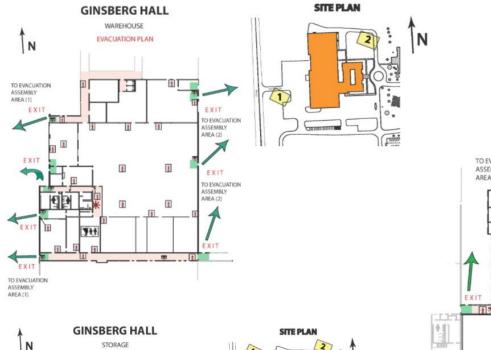
#### **Environmental Resource Center**





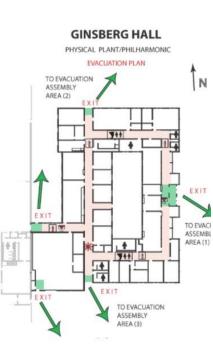


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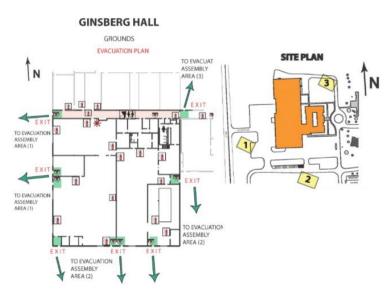


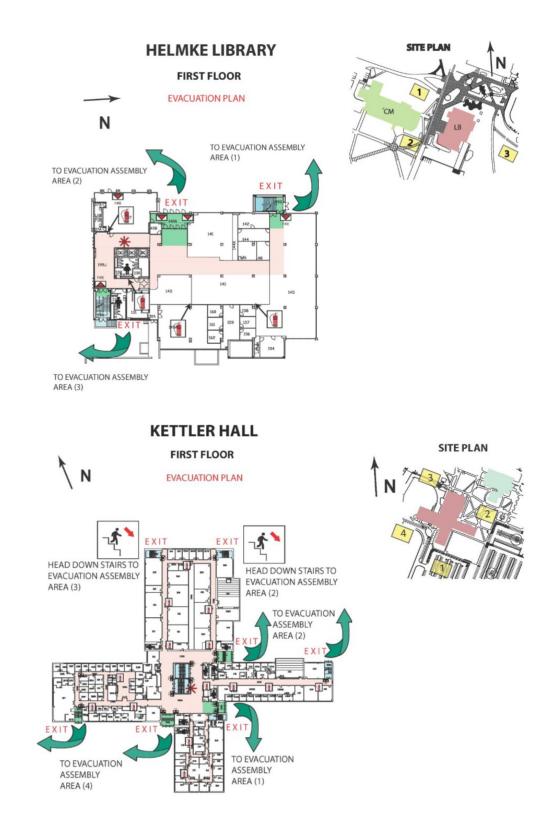


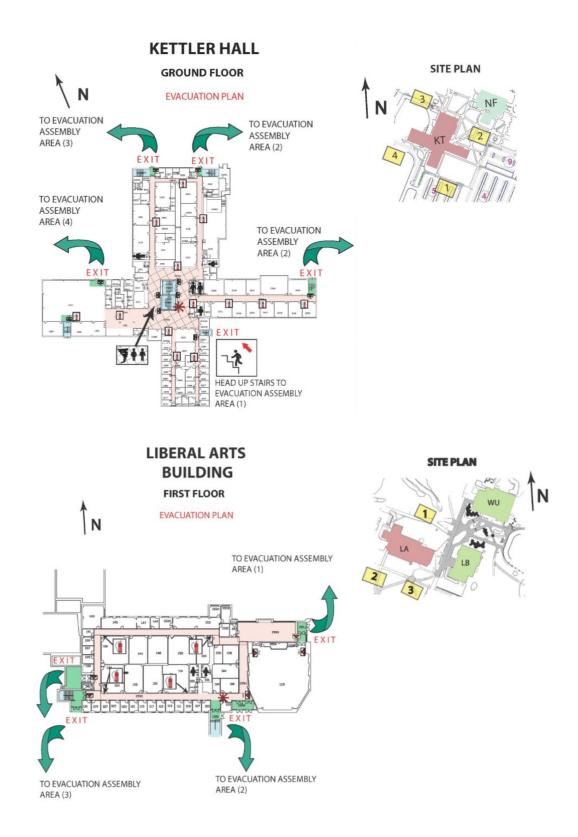


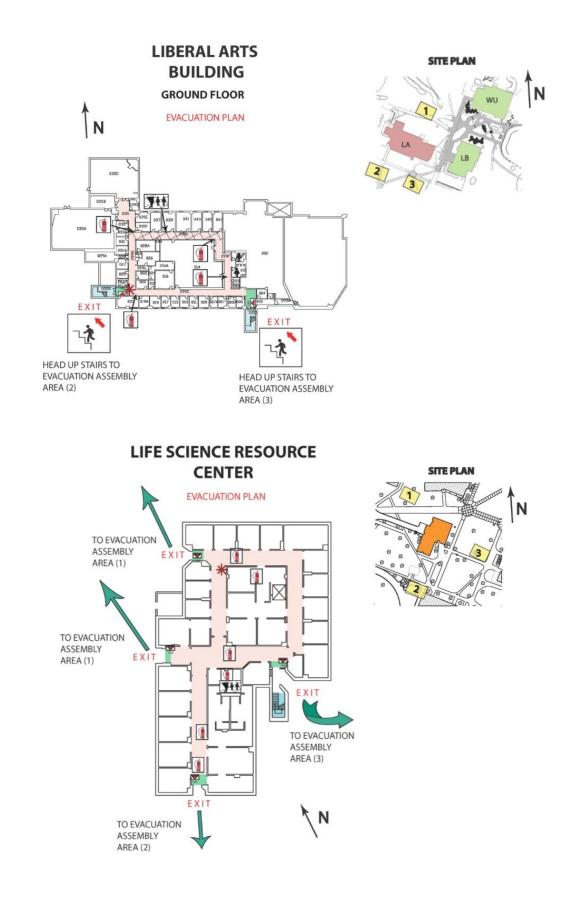


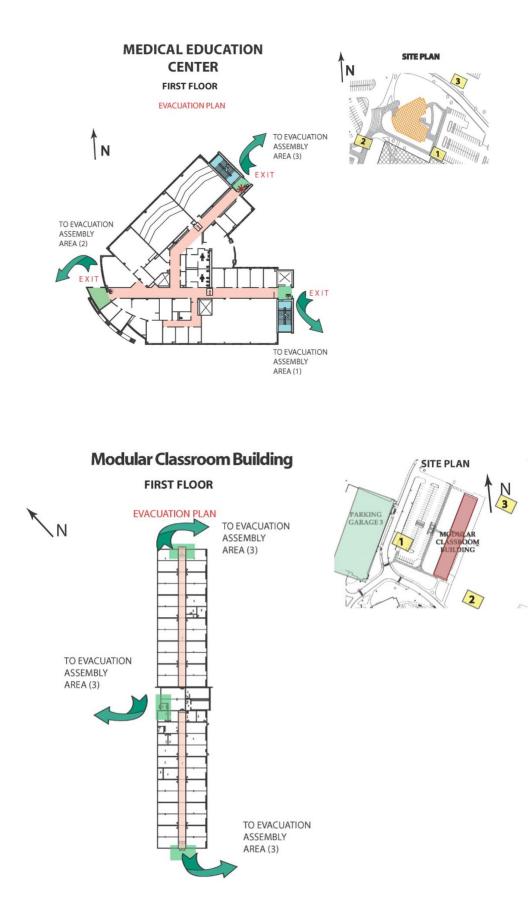


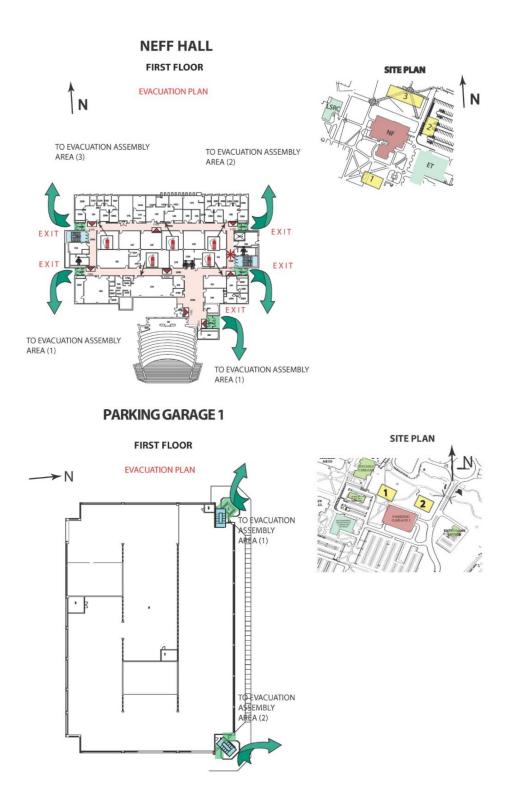


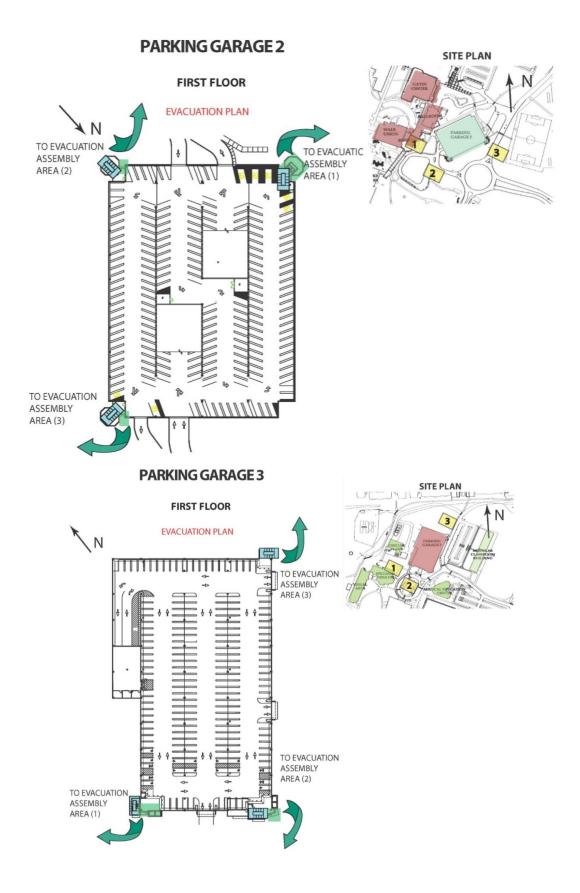


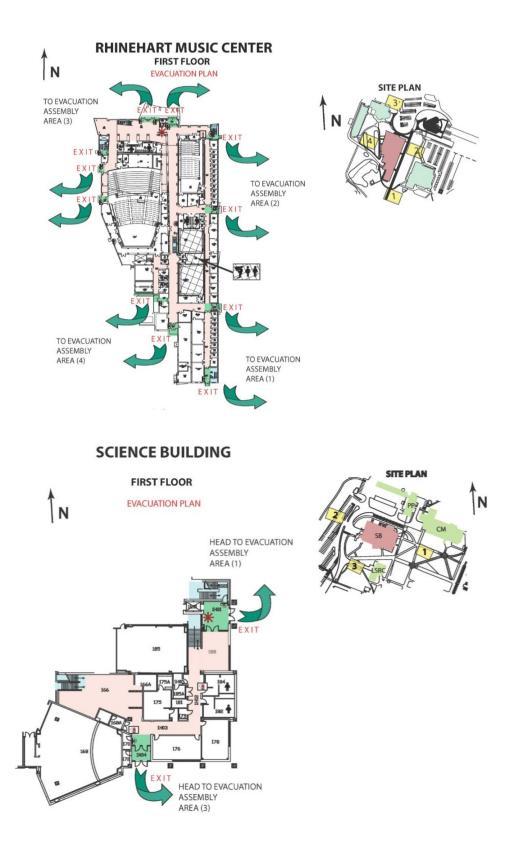




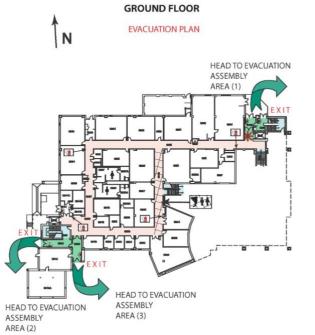


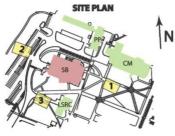




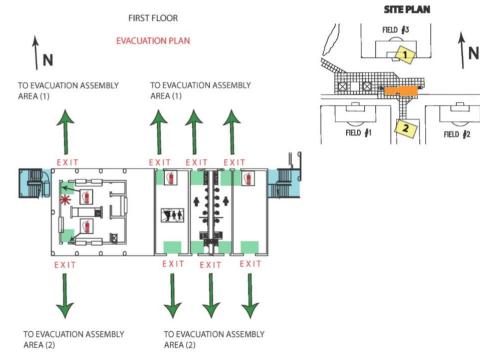


#### **SCIENCE BUILDING**

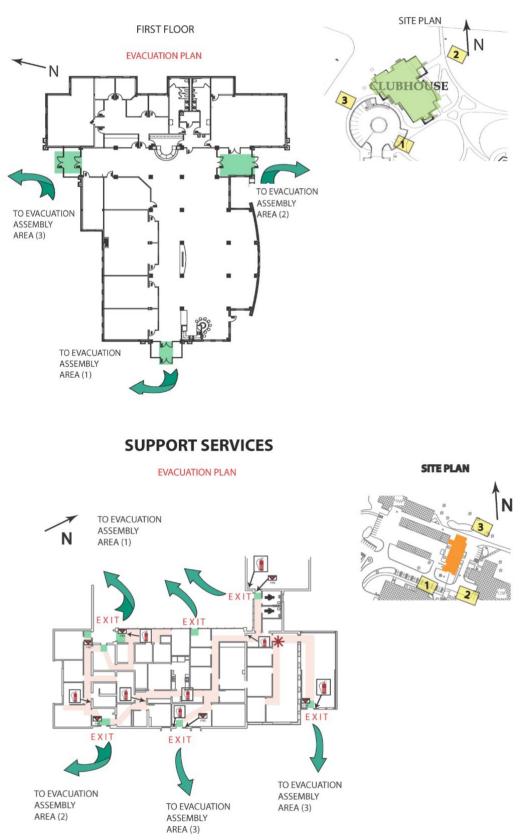


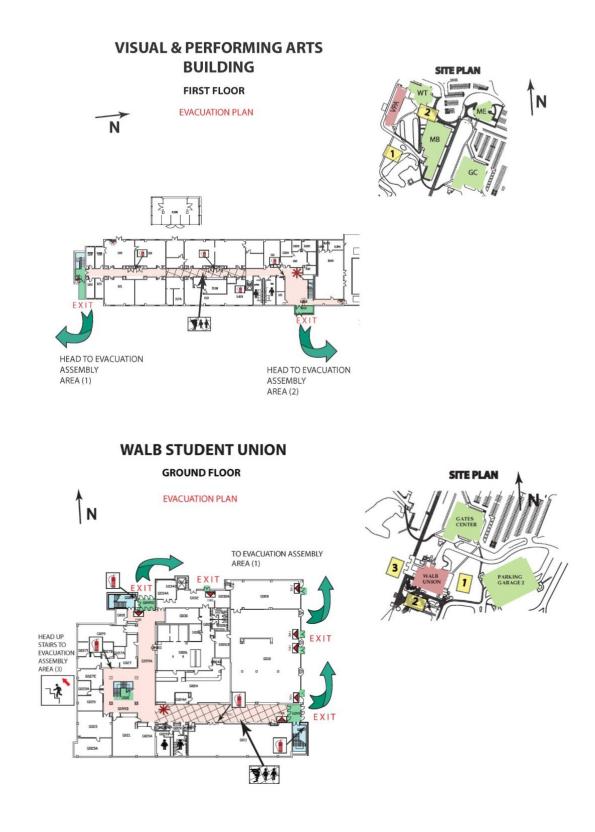


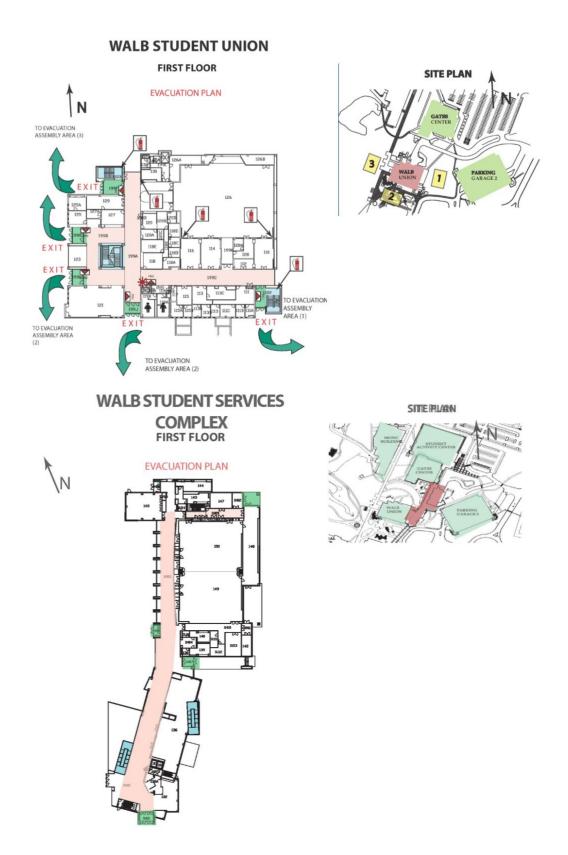
SOCCER SUPPORT

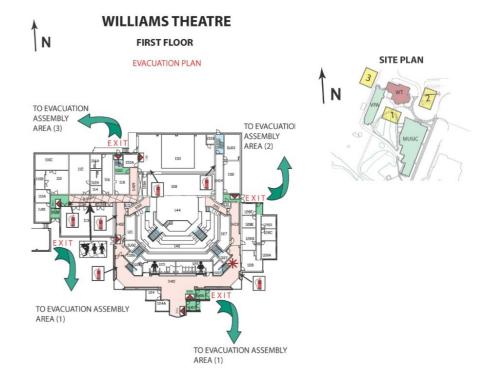


#### STUDENT HOUSING CLUBHOUSE









### EMERGENCY PROCEDURES

If you are outdoors and hear a siren, go indoors... ...If you are indoors and hear a siren, go outdoors

PURDUE UNIVERSITY FORT WAYNE

If you are indoors and hear a siren, go outdoors				
TORNADO	FIRE	ACTIVE ATTACKER		
SEEK SHELTER	EVACUATE	RUN-HIDE-FIGHT		
Move to an Interior room on the lowest level	Pull the fire alarm	CALL 911		
Stay away from windows and exterior doors	CALL 911 Leave the building, CLOSE DOORS behind you	Leave the building If evacuation is not possible, hide in a concealed place		
Listen to weather radio for updates	If unable to exit the building go to the nearest	Lock and barricade door, turn off the lights		
Stay away from hazardous materials	stainwell or place of refuge, don't use elevators	Wait for law enforcement		
navarolous materials	Assemble In designated area	As a LAST resort, overpower the attacker		
MEDICAL EMERGENCY	PURDUE FORT WAYNE	UTILITY FAILURE		
STAY CLEAR		IDENTIFY LOCATION		
CALL 911	EMERGENCY: Police/Fire/EMS			
Provide the location,	911	Call Facility Management or University Police to report Issues		
nature of injury or lilness, current condition of the victim and other	NON-EMERGENCY:	Be prepared to		
of the victim and other requested information	PFW PD 260-481-6827	provide failure type and location		
Do not move the victim	FACILITIES 260-481-6832 REM 260-481-4193			
Do not move the victim unless in immediate danger		University officials may evacuate a building due		
if trained-administer first aid, CPR/AED	INFORMATION: pfw.edu/emergency-info	to utility failures		
SUSPICIOUS	HAZADDOUC	BOMB		
ACTIVITY	HAZARDOUS MATERIALS	THREAT		
SEE SOMETHING,	STAY BACK	REMAIN CALM		
SAY SOMETHING	If life-threatening,	Get as much		
Object is out of the ordinary	pull the fire alarm, evacuate and	information as possible from the		
Person Is	CALL 911	caller-location of		
behaving strangely	If non-life-threatening, call 911 and provide	device, what it looks like, what will cause it to explode		
Gut feeling that something is wrong	Information on type of Incident and location	Note background sounds,		
If you see something		gender of caller, and any notable characteristics of the		
suspicious, do something	If you come into contact with a hazardous material, decontaminate and CALL 911	caller's voice		
CALL 911	decontaminate and CALL 911	CALL 911		
EXPLOSION	EARTHQUAKE	PSYCHOLOGICAL INCIDENT		
LEAVE OR TAKE COVER	ACT, DON'T REACT	BE AWARE		
Evacuate the building and leave the area	Seek shelter under a desk, table, or under a doorway frame and	If an Individual:		
Call 911	hold on	appears to be a danger to themselves or others		
	Stay away from windows, shelves, and heavy equipment	threatens suicide		
Take cover under a table or desk if you	Evacuate the building if an alarm sounds or if told to do so by emergency personnel	threatens to hurt others or displays irrational behavior		
can't evacuate	Move away from building, utility poles, overhead wires, and other structures.	and/or the situation		
Assist the injured	Avoid downed power or utility lines, as they may be energized. Do not call 911 unless you require	and/or the situation appears violent or life-threatening, CALL 911		
	Immediate emergency assistance.			
During an emergency, always CALL 911 first!				