

EMERGENCY PROCEDURES HANDBOOK

(Revision 3) January 30, 2009

BE PREPARED

STAY SAFE



STAY CALM

ACTNOW

REMEMBER, WHEN YOU HEAR:

- ALL HAZARDS SIRENS <u>immediately</u> seek shelter (Shelter-In-Place) in a safe location within closest facility
- FIRE ALARMS immediately evacuate the building and move to a safe location

In both cases, you should solicit additional clarifying information by all possible means...Purdue Homepage, TV, radio, email, etc.

Purdue University
Environmental Health and Public Safety
West Lafayette, IN 47907

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Emergency Procedures Handbook

Introduction

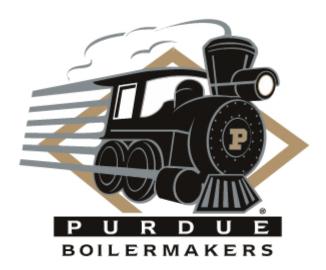
Purdue University Emergency Procedures Handbook is prepared by the Department of Environmental Health and Public Safety to assist members of the campus community and deal with emergencies appropriately. While it is impossible to produce a document that is all-inclusive, this publication addresses the 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 of what you need to do in your building or have any questions, contact your respective Building Deputy or one of the following departments:

Non-Emergency Phone Numbers:

University Police Department	(765) 494-8221
University Fire Department	(765) 494-6919
Radiological & Environmental Management	(765) 494-6371
Campus Emergency Preparedness & Planning	(765) 494-0446

The Purdue University Emergency Procedures Handbook has been coordinated by all applicable departments and approved by the Environmental Health and Public Safety Department. It was revised on 25 June 2007.





Reporting Emergencies



WHEN TO CALL 911:

You should call 911 in ALL emergencies

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 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!**

WHEN REPORTING AN EMERGENCY:

- > Stay on line with the dispatcher.
- > Provide the address, location and a description of the emergency.
- > Provide the phone number at your location.
- > Provide a thorough description of the incident to ensure the appropriate resources are dispatched.

If you have an emergency, merely dial "911." You do *NOT* need any coins to dial 911 from a pay telephone. Simply lift the handset and dial "911."

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

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 at the Police Department and a direct communication line with the 911 Emergency Services Dispatcher. See page 11 for more information on the Emergency Telephone System (ETS).

FOR EMERGENCIES CALL: 911

POLICE
MEDICAL
HAZARDOUS MATERIALS EMERGENCY

BUILDING EVACUATION

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

 Be prepared to render assistance if necessary.

EMERGENCY ACTION

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

NOTE: It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/or classmates of best methods of assistance during an emergency. If you wish to have assistance in preplanning, please call the Fire Department at 494-6919.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call <u>911</u> and tell the emergency dispatcher <u>where you are</u> or <u>where you will be moving</u>. *If you must move*, we recommend the following:

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

FIRE

In all cases when a faculty, staff, student, or visitor becomes aware of fire and or smoke, the Fire Department MUST be notified immediately. Go to the nearest safe location and activate the fire alarm system at the pull station, or shout the alarm as you evacuate the building. If possible, telephone 911 after you exit the building.

EMERGENCY ACTION

- 1. Sound and or shout the alarm.
- 2. Evacuate the building.
- 3. Call 911 from a safe location or use Emergency Call Box.

Give them the following information:

- 1. Name of the building.
- 2. Location of the fire within the building.
- 3. A description of the fire and (if known) how it started.
- A. Evacuate the building following the established building evacuation procedures (see **BUILDING EVACUATION**).
- B. Know the location of fire exits and alarm systems in your area, and know how to use them.
- C. If you become trapped in a building during a fire:
 - 1. Stay calm, and take steps to protect yourself.
 - 2. If possible, move to a room with an outside window.
 - 3. If there is a telephone, call <u>911</u> and tell the dispatcher where you are. Do this even if you can see fire department personnel from the window.
 - 4. Stay where rescuers can see you through the window, and wave a light-colored item to attract their attention.
 - 5. Stuff clothing, towels or paper around the cracks in the door to help keep smoke out of your refuge.
 - 6. Be patient. Rescue of occupants within large structures will take time.

FIRE LIFE SAFETY EQUIPMENT

Sprinkler systems and water flow detection devices are present in some buildings on campus. Water flow in these devices is monitored by the University Emergency Dispatch Center and automatically triggers a response.

Smoke detectors are provided where required. REMEMBER, if you have a battery-operated smoke detector, you should change the batteries twice per year. It is recommended that you change your batteries in the fall and spring when clocks are reset for Day Light Savings Time. In residential facilities, battery-powered detectors that sound a low battery signal (a chirping sound at approximately 1-minute intervals) should be reported to Residence Hall Management.

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

If any sprinkler, heat detector, or pull station is activated, an alarm will sound throughout the building. Some smoke detectors will also activate the building alarm. **Elevator Fire Control** may cause the building elevators to come to a halt at the main floor upon activation of the fire alarm system. The elevators can be accessed by emergency personnel using a key override.

DO NOT attempt to use the elevators to evacuate any building.

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

Illuminated exit signs are provided throughout the buildings.

- > KNOW THE LOCATIONS OF FIRE ALARMS.
- > KNOW WHERE THE <u>FIRE EXITS</u> ARE LOCATED AND ENSURE THEY ARE FREE OF OBSTRUCTIONS!







MEDICAL EMERGENCY

Fire Department personnel are trained and certified as Emergency Medical Technicians. They will respond to medical emergencies on campus. Any injury occurring because of an existing hazardous condition should be reported to the Emergency 911 Dispatcher.

ILLNESS OR INJURY TO STUDENTS

During operational hours, graduate student staff, undergraduate student, and administrative and professional assistants are eligible for minor care at the Student Health Center. Students with minor

illnesses or injuries may be referred to the Student Health Center.

EMERGENCY ACTION

- 1. Call 911 or use Emergency Call Box and report incident.
- 2. Do not move the patient unless safety dictates.

ILLNESS OR INJURY TO FACULTY/STAFF

Emergency treatment for job-related injury or medical illness may be obtained by calling 911. The Center will dispatch the appropriate emergency response personnel. The Police Department and Fire Department will respond and arrange for transportation if required.

An Employer's Report of Injury/Illness of Employee form must be completed for all incidents of job related illness and injury. Please call the Compensation and Benefits section of Personnel Services for forms and assistance.

ILLNESS OR INJURY TO VISITORS AND GUESTS

Request emergency medical assistance by calling the Emergency Dispatch Center at 911.

FIRST AID

If you provide first aid, consider the following:

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



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

To obtain prompt professional emergency medical treatment, you should request the University ambulance. The following is a brief summary of the procedures for requesting the University ambulance.

- 1. Dial 911.
- 2. Provide:
 - A. Your name and telephone number.
 - B. Location of the emergency (Building and Room Number).
 - C. The extent of the accident/injury and number of people involved.
 - D. Location where someone will meet the ambulance for directing personnel to the injured.
- 3. Notify the supervisor in the area immediately.

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

The Purdue University Fire Department maintains an Advanced Life Support Transport Service. Medical emergencies should not be transported in personal or University vehicles. The ambulance is on call 24 hours a day.

CRIME AND VIOLENT BEHAVIOR

The Purdue University Police Department is a professional police agency staffed by police officers with full powers of arrest. The Police Department is located in the Terry Memorial House at 205 S. Martin Jischke Drive. For your assistance and protection, the department is staffed 24 hours a day, all year long.

ACTIVE SHOOTER

If notified of an "active shooter," take the following steps:

- 1. Protect yourself. Take cover immediately lock or barricade yourself and others inside a secure area, if possible.
- 2. Call 911. Remain out of sight from the suspects if possible. Report the suspect(s) movement to 911 Dispatcher and provide description(s) if possible.
- 3. Evacuate if safe to do so, or if instructed to do so by emergency responders.

EMERGENCY ACTION

In Progress Incidents:

- 1. Protect yourself first.
- 2. Call 911.

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

HOW TO REPORT A CRIME

If the crime occurred on the Purdue University Campus, then you must contact the Purdue Police Department at 494-8221 to report the crime. If the crime occurred in West Lafayette City, then you need to contact the West Lafayette City Police at 775-5200 to initiate a report. In any event, if the crime is an emergency that would require immediate police and/or medical response, merely dial "911." You do *NOT* need any coins to dial 911 from a pay telephone. Simply lift the handset and dial "911." Dialing 911 from a cell phone may connect you to the Tippecanoe County 911 Center. They have a direct line to Purdue Police Department.

REPORTING CRIMES IN PROGRESS

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible by dialing 911. You should attempt to provide as much of the following information as possible:

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

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

REPORTING CRIMES NOT IN PROGRESS

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

1. Your name.

2. Your address.

3. Your telephone number.

4. A brief synopsis of what occurred.

Purdue Police 765-494-8221 West Lafayette Police 765-775-5200 Tippecanoe County Sheriff 765-423-9321

5. Your exact location at the time of the call (room #, apartment #, campus building, etc.)

EMERGENCY TELEPHONE SYSTEM

Located at almost every street intersection and other strategic locations on the Purdue Campus are emergency telephone call boxes or "ETS" (Emergency Telephone System) boxes. The ETS boxes are painted yellow, have a blue light on top and are marked "EMERGENCY."

For emergencies, use the Emergency Telephone System in the following manner:

- open the door and/or
- push the button

In a few seconds, Purdue Emergency Dispatch will answer.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself, or is agitated and disruptive.

If a psychological crisis occurs:

1. Students:

Contact Counseling and Psychological Services (CAPS) at 494-6995 or 494-1707 Monday -Friday between 8 AM and 5 PM.

During the academic year, after hours, call 494-1724 Monday – Friday from 5 – 9 PM or Saturday and Sunday between 10 AM – 6 PM.

EMERGENCY ACTION

Call 911 (If the situation becomes violent or life threatening)

Counseling and Psychological Services 494-1707

Employee Assistance Program 494-7707

Crisis Center 742-0244

2. Faculty and Staff:

Contact the **Employee Assistance Program (EAP)** at 494-7707 Monday - Friday from 8 AM – 12 PM and 1 PM – 5 PM.

- 3. After hours, contact Purdue Police at 911.
- 4. At any time, contact the Crisis Center at 742-0244.

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

- 1. Never try to handle a situation that you feel might be dangerous. Call the Purdue Emergency Dispatch for help.
- 2. Notify Purdue Emergency Dispatch at 911 and clearly state that you need immediate assistance. Give your name, location, and state the nature of the problem.

BOMB THREATS

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

All personnel should acquaint themselves with the following procedures:

A. <u>STAY CALM</u>.

- B. If a suspicious object or potential bomb is discovered, DO NOT HANDLE THE OBJECT, CLEAR THE AREA, AND CALL 911. Be sure to include the location and appearance of the object when reporting.
- C. If a phone call bomb threat is received:
 - a. **DO NOT** put the caller on hold.
 - b. **DO NOT** attempt to transfer the call.
 - c. DO NOT HANG UP THE PHONE THAT THE CALL CAME IN ON. If possible have someone else use another phone to call 911.
- D. Pay particular attention to background noises, such as running motors, music, or any other noises that may indicate the

EMERGENCY ACTION

1. Call 911 or use Emergency Call Box and report incident.

If a suspicious object is observed:

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

location from which the call is being made.

- E. Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or any unusual characteristics.
- F. Complete the BOMB THREAT CHECKLIST. Checklist is located at Appendix 3.

It is highly recommended that all University personnel become familiar with the checklist. A Bomb Threat Checklist should be immediately available...keep the checklist close to the phone.

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

EXPLOSION

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

- A. Immediately take cover under tables, desks, etc., which will provide protection from falling glass or debris.
- B. Phone 911.

Give them the following information:

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

EMERGENCY ACTION

- 1. Take cover.
- 2. Call 911.

BEFORE YOU HANG UP, MAKE SURE THE 911 DISPATCHER HAS ALL THE INFORMATION NEEDED.

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

HAZARDOUS MATERIAL SPILL/RELEASE

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

- A. Immediately notify affected personnel and evacuate the spill area. Pull the fire alarm if building evacuation is required.
- B. Call 911 to report the incident.
- C. Give the operator the following information:
 - 1. Your name, telephone number, and location.
 - 2. Time and type of incident.
 - 3. Name and quantity of the material, if known.
 - 4. Extent of injuries or damage, if any.
- D. Evacuate the affected area at once and seal it off to prevent further contamination of others until the arrival of emergency personnel.
- E. Anyone who is contaminated by the spill should wash off the contamination; remain in the vicinity, and give his/her name to the emergency personnel. If needed, first aid can be started immediately.
- F. No effort to contain or clean up spills and or releases should be made unless you have been trained in the proper methods to do so.
- G. Take appropriate steps to make sure no one evacuates through the contaminated area.
- H. If an alarm sounds, follow established building evacuation procedures (see **Building Evacuation**).
- I. A campus Emergency Operations Center may be set up near the emergency site. Keep clear of the incident command area unless you have official business.
- J. Do not re-enter the area until directed by emergency personnel.

EMERGENCY ACTION

- 1. Secure the area.
- 2. Evacuate immediate area.
- 3. Call 911 or use Emergency Call Box and report incident.

TORNADO

A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornados are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornados may occur with little or no advance warning or siren activation.

EMERGENCY ACTION

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

A. Before the Storm

- 1. Locate a basement or corridor shelter location in your building.
- 2. Stay informed through local media sources on days when severe weather is expected.
- 3. Obtain a NOAA Weather Radio with a warning alarm tone and battery backup to receive warnings.
- 4. Keep a good reliable flashlight in your office/work area.
- 5. Contact the Fire Protection and Special Services Department (765-494-1432) for more information on tornado safety.
- B. During the Storm Possible Indicators of a Tornado
 - 1. Dark, often greenish sky.
 - 2. Large hail.
 - 3. Loud roar, similar to a train.
 - 4. Cloud of debris (the tornado may not be visible).
 - 5. Wind becomes calm and still.
 - 6. Frequent lightning.
 - 7. Tornados generally occur near the trailing edge of a storm.



C. When Taking Shelter

- Proceed to the basement of any building that has a basement or sub walk.
 Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
- 2. In high-rise (four stories or more) buildings, vacate the top floor and move to a lower floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.
- 3. Occupants of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building, preferably with a basement.

TORNADO WATCH

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

A TORNADO WARNING

A "Tornado Warning" indicates that a tornado has been sighted and poses a definite threat to a given area. *If the warning is for your area you should take shelter immediately!*

ALL HAZARDS WARNING SIGNALS

- Outdoor sirens will sound for a period in excess of two minutes. When this occurs, tune into local radio and TV stations to determine the nature of the emergency.
- A voice message will be broadcast over WBAA, the University television antenna system, and other local radio and television stations.

The ALL CLEAR signal is announced by radio and television stations. <u>The sirens remain silent.</u>

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 11:00 a.m. on the first Saturday of every month except during periods of adverse weather conditions.

SHELTER IN PLACE

A. What is Shelter In-Place?

You may be required to Shelter In Place for events such as a Tornado, Severe Weather, Building Intruder, and Hazardous Materials release.

When notified, you should seek immediate shelter inside a building or residence hall (preferably in a room with no windows).

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

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.

B. How would I be notified?

- 1. You hear the All Hazards Emergency Warning Sirens.
- 2. You are informed through radio or television public service announcements.
- 3. You observe or sense dangerous air conditions.
- 4. You receive notification from residence hall staff, Building Deputy, or 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.

D. Information Sources

Tune to the Emergency Alert System station on your radio or television for further information. The primary EAS station in Tippecanoe County is WASK (98.7 FM, 1450 AM). Other warning sources include: WLFI (TV 18), WGLM (106.7 FM), WSHW (99.7 FM), WAZY (96.5 FM), WBAA (92 AM, 101.3 FM).

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

EARTHQUAKE

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

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

EMERGENCY ACTION

- 1. Take cover.
- 2. Call 911 or use Emergency Call Box if emergency assistance is necessary.
- 3. Evacuate if alarm sounds or if told to do so by emergency personnel.

A. During the earthquake:

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

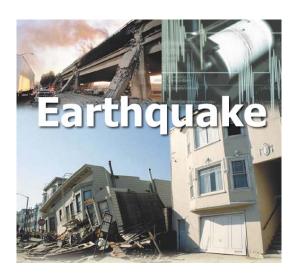
B. After the initial shock:

- 1. Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage.
- 2. Protect yourself at all times.
- 3. Evaluate the situation and call 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 the building. Watch out for broken glass.
- 6. If a fire is caused by the earthquake, implement the **FIRE PROCEDURES**.

- 7. Determine whether anyone has been caught in the elevators or was trapped by falling objects. If so, call 911.
- 8. If the structural integrity appears to be deteriorating rapidly, evacuate the building.

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

- C. Damaged facilities should be reported to Emergency Dispatch. (**NOTE**: Gas leaks and power failures create special hazards. Please refer to the section of the handbook on **UTILITY/ELEVATOR MALFUNCTION**.)
- D. If an emergency exists, call 911.
- E. If the evacuation alarm sounds, follow established building evacuation procedures (see **BUILDING EVACUATION**).
- F. Should you become trapped in a building, *stay calm*!
 - 1. If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
 - 2. If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.
 - 3. Emergency Personnel will check buildings immediately after a major quake.



UTILITY FAILURE

The West Lafayette Campus has a utility system more complex than some cities and communities. The possibility exists for a utility system failure of some nature and magnitude.

For non-emergency repairs or information, call the Physical Facilities -- Work Request Center at 494-9999.

If you discover a major water leak, gas leak, or other major utility failure, call the Emergency Dispatch Center at 911. Do not attempt to correct the problem on your own. The Emergency Dispatcher will notify the necessary maintenance personnel, clean up, and insurance representatives. Please do not call the Police Department for information concerning a utility failure unless you have an emergency.

EMERGENCY ACTION

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

Electrical/Light Failure

At present, some buildings may not be equipped with emergency lighting or the emergency lighting may not provide sufficient illumination for safe exiting. It is recommended that you consider keeping a flashlight and a portable radio in your office/work area.

Plumbing Failure/Flood/Water Leak

Cease using all electrical equipment. Call the Physical Facilities -- Work Request Center at 494-9999.

Natural Gas Leak

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

ELEVATOR MALFUNCTION

If you become trapped in an elevator, use the emergency telephone or activate the elevator emergency bell within the elevator car

If you are not inside the elevator but hear an elevator bell, please take the following actions. (Most elevators on campus are equipped with an emergency telephone.)

A. Call 911.

Give the emergency dispatcher the following information:

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

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

- B. Elevators have mechanical safety brakes that will operate in all situations, even during power failures.
- C Keep the occupants calm and wait for help to arrive.

EMERGENCY ACTION

- 1. Remain calm.
- 2. Activate on-board emergency telephone or alarm.
- 3. Call 911 if you hear an elevator alarm.
 - Give building location
 - Tell where car is stopped
- 4. Keep occupants calm.

Supplemental Evacuation Guidelines for People with Disabilities

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

In all emergencies, after an evacuation has been ordered:

- Evacuate if possible.
- **DO NOT** use elevators, unless authorized to do so by emergency services personnel.
- Check on people with special needs during an evacuation. A "buddy system," where people with disabilities arrange for volunteers (co-workers/neighbors) to alert them and assist them in an emergency, is recommended.
- 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.
- ALWAYS **ASK** someone with a disability how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- If you have a physical disability and are unable to use stairways:
 - > Stay calm, and take steps to protect yourself.
 - ➤ If there is a working phone, call <u>911</u> and tell the police dispatcher <u>where you are</u> **or** where you will be moving to.
 - > If you must move, we recommend the following:
 - a) Move to an <u>enclosed exit stairway</u>, while taking care not to block the exit of building personnel.
 - b) Request persons exiting by way of the stairway to notify the Fire Department of your location.
 - c) Await Emergency Responders.

Power Outages:

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular business hours, Building Deputies should be notified so they can advise emergency personnel.
- 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.

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

- 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.
- Two or more trained volunteers, if available, should conduct the evacuation.
- 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.
- 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.
- 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 rescuer's backs. Certain lifts may need to be modified, depending on the disabilities of the people. Volunteers can obtain more emergency evacuation information regarding lifting techniques from the Affirmative Action Office.

Tips to remember when interacting with people with specific disabilities

Blindness or Visual Impairment

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

Deafness or Hearing Impairment

- 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.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

Mobility Impairment

- It may be necessary to help clear the exit route of debris (if possible).
- If people with mobility impairments cannot exit, they should move to a safer area, e.g.,

Most enclosed stairwells.

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- o An office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes).
- Call 911 or notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are, and will
 evacuate them as necessary. The Fire Department may determine that it is safe to
 override the rule against using elevators.
- 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

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

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SUSPICIOUS PACKAGE OR LETTER

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



SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:



Handle with care.
Don't shake
or bump.

2 Isolate it immediately

3 Don't open, smell, touch or taste.

Treat it as suspect.
Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

For a Bomb: Evacuate Immediately Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit For Radiological: Limit Exposure - Don't Handle Evacuate Area Shield Yourself From Object Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit For Biological or Chemical: Isolate - Don't Handle Evacuate Immediate Area Wash Your Hands With Soap and Warm Water Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit

APPENDIX 2

BOMB THREAT CHECKLIST

9. WHERE ARE YOU CALLING FROM?

STAY CALM

	T WORDS USED TO MAKE THE AT (if possible):	DESCRIPTION OF	CALLER'S VOICE:	
		CALLER'S NAME		
		Accent	Race	
QUES'	ΓΙΟΝS ΤΟ ASK:	Time of Call	_	
1.	WHEN IS THE BOMB GOING TO	☐ MALE	☐ FEMALE	
	EXPLODE?	☐ YOUNG		
		☐ MIDDLE AGED		
2.	WHERE IS THE BOMB LOCATED?	☐ CALM	☐ LISP	
		☐ SOFT	☐ SLOW	
3.	WHAT KIND OF BOMB IS IT?	☐ STUTTER	☐ CRYING	
		☐ EXCITED	☐ DEEP	
4.	WHAT WILL CAUSE THE BOMB TO	☐ LAUGHING	☐ DISTINCT	
	EXPLODE?	☐ RASP	☐ SLURRED	
		☐ RAPID	☐ RAGGED	
5.	WHAT DOES THE BOMB LOOK LIKE?	☐ NORMAL	□ DEEP	
			BREATHING ☐ DISGUISED	
		☐ ANGRY	☐ WHISPERING	
6.	WHO PLACED THE BOMB?	☐ LOUD	☐ ACCENT	
7.	WHY WAS THE BOMB PLACED?	IF THE VOICE IS FAMILIAR, WHOM DID IT SOUND LIKE?		
		YOUR NAME_		
8.	WHAT IS YOUR NAME?	YOUR POSITION		
		YOUR TELEPHONE NUMBER		

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PURDUE UNIVERSITY OFFICE OF THE PRESIDENT EXECUTIVE MEMORANDUM No. C-43

August 19, 1997

To: Vice Presidents, Chancellors, Deans, Directors, and Heads of Schools, Divisions, Departments, and Offices

Re: Violence In The Workplace Policy

Executive Memorandum No. C-43 sets forth Purdue University's policy prohibiting violence in the workplace and is effective immediately. This policy supersedes any prior inconsistent oral or written policy of the University. Regulations related to violent acts or threats by students are outlined in the Student Conduct section of Purdue 's University Regulations.

General Policy Statement

Purdue University is committed to providing students, faculty, staff and visitors a safe and healthful environment. Accordingly, the University prohibits acts of violence or threats of violence in the campus community or the workplace. This prohibition extends to persons conducting business with or visiting the University, even though such persons are not directly affiliated with the University.

II. Definitions

- A. An *act of violence* is conduct that intentionally or recklessly causes bodily injury to another person or damage to property.
- B. A *threat of violence* includes any behavior that could be interpreted by a reasonable person as an intent to cause physical harm to another person or damage to property.
- C. *Employee* means faculty, staff, or student employees.
- D. Workplace means all University facilities and other locations where an employee is engaged in University business.

III. Reporting Requirements

A. Employee involvement is essential to preventing acts or threats of violence in the workplace. Each employee is therefore responsible for immediately reporting to his or her supervisor or department head, the Purdue University Police Department, the Employee Assistance Program or Personnel Services any such act or threat.

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- B. The University will ensure that all reports of workplace violence are treated confidentially to the maximum extent possible.
- C. Anyone who experiences, observes, or otherwise knows of an imminent act or threat of violence should immediately call the Purdue University Police Department at 911.

IV. Investigations

The University will promptly and thoroughly investigate all threats or acts of violence in the workplace.

V. False Charges

Bringing a knowingly false charge under this policy is prohibited.

VI. Retaliation

Retaliation against anyone for reporting a violation of this policy or for cooperating in an investigation under this policy is prohibited. Retaliation includes, but is not limited to, acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or group.

VII. **Weapons** The University will strictly enforce rules against possessing or storing firearms or other weapons in the workplace. Office of the Vice President and Treasurer Memorandum No. A-16 sets forth the University's policy on weapons in University facilities.

VIII. Sanctions

Any employee who violates this policy will be subject to disciplinary action, up to and including termination. Further, the University will support criminal prosecution or other remedial action against any person who violates this policy.

IX. Administrative Responsibility

The personnel and police departments at each campus will share responsibility for administering this policy at their campus.

Steven C. Beering President

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