

**IVY TECH COMMUNITY COLLEGE  
NORTHWEST INDIANA**



***ADMINISTRATIVE SUPPLEMENT TO:***  
**EMERGENCY ACTION  
GUIDE**

**ALWAYS REMEMBER:**

- **REMAIN CALM**
- **REPORT SUSPICIOUS ACTIVITY**
- **BE SAFE**

## INTRODUCTION

This supplement contains step-by-step instructions on how to respond to various emergencies; what to do; who to call; and how to communicate during and after the emergency. The guide is intended to be used by security and administration of Ivy Tech Community College – Northwest Region. Recipients of this *Administrative Supplement To: Emergency Action Guide* should become familiar with its contents and review procedures often.

## EMERGENCY TELEPHONE NUMBERS

### **POLICE / FIRE / AMBULANCE 911**

#### *Gary Campus*

Main Number ..... (219) 981-1111

**Regional Director of Security ... (574) 289-7001 ext. 5730**

Security ..... (219) 981-4820/4832

Security Manager ..... (219) 981-4435

Portage Site ..... (219) 841-9208

#### *Valparaiso Campus*

Main Number ..... (219) 464-8514

Security ..... (219) 476-4730/4731

#### *East Chicago Campus*

Main Number ..... (219) 392-3600

Security ..... ext. 312

#### *Michigan City Campus*

Main Number ..... (219) 879-9137

Security ..... ext. 6226

### Local Law Enforcement

Gary Police Department ..... (219) 881-1260

Lake County Sheriff ..... (219) 755-3400

Valparaiso Police ..... (219) 462-2135

Porter County Sheriff ..... (219) 477-3000

East Chicago Police ..... (219) 391-8400

Michigan City Police ..... (219) 874-3221

LaPorte County Sheriff ..... (219) 326-7700

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# Note Page

## Definitions

**Reportable Incident:** A possible, suspected, or alleged violation of the law; a statement or action which could be construed as illegal or harmful to other individuals or resources; medical emergencies.

**Buddy:** An acquaintance such as a fellow student, class member, faculty, or staff member. Inform them of any special assistance that may be required in the event of a fire.

**Floor Guardians:** Faculty and staff who perform search and evacuation duties for designated floors within campus buildings.

**Horizontal evacuation:** Generally means to move on the same floor to another section of the building.

**Vertical (Stairway) Evacuation:** Those who are able to evacuate with or without assistance can use stairways.

**Hostage:** A person or entity which is seized by a criminal abductor in order to compel another party such as a relative, employer or government to act, or refrain from acting, in a particular way, often under threat of serious physical harm.

**Lockdown:** This allows the College to secure the students and staff in place and remove any innocent bystanders from immediate danger.

**Lockout:** This is a procedure which allows the college to continue with the normal daily activities, to include classes, but curtails outside activities and allows no unauthorized individuals into the building.

**Sexual Predator:** A person who has been convicted of, or pleaded guilty to, committing a sexually oriented offense and who is likely in the future to commit additional sexually oriented offenses.

**Shelter-in-Place:** Shelter-in-place means selecting a small, interior room or hallway, with no or few windows, and taking refuge.

**Stalking:** Criminal activity consisting of the repeated following and harassing of another person.

**Weapon:** An instrument of any kind, (as a club, knife, or gun) used to injure, defeat, kill, or destroy.

# **Note Page**

## Fire Emergency

- **Alert Others:** Activate Alarm; Avoid panic.
- **Call 911** for the Fire Department and notify Campus Security immediately.
- **Extinguish Fire:** Only if this can be done safely: (small trashcan size fire etc.)
- **Evacuation:** Everyone will evacuate the area or building closing all doors and windows if time permits.
- Follow the designated evacuation map in the hallway, nearest to your location.
- Leave your belongings and get out as soon as possible.
- **Do not use elevators** during a fire emergency.
- Notify authorities of any trapped students, staff, faculty or visitors.
- **If Trapped:** Close off the area by closing doors. Stand near a window to signal for help if possible.
- **Stay Out:** Do not re-enter the building.

### To Operate a Fire Extinguisher:

- Take extinguisher from mounting bracket.
- Remove locking pin, ring, clip, level, etc.
- Get into a crouching position on the opposite side from the smoke (upwind).
- Point extinguisher nozzle at base of fire and squeeze the lever or handle.
- Discharge using a sweeping motion from side to side at the base of the fire.

## Medical Emergency

**Report it:** Call **911** and contact Campus Security to report all medical emergencies.

Do not move the victim; try to keep them as comfortable as possible.

**First Aid:** Only apply as much aid as you have been trained to provide. First Aid kits are located in most classrooms in all campus locations. Large First Aid kits are located in all security office locations. Small kits are located on each floor.

**Automated External Defibrillators (AED) are located in the following areas:**

- Located at Elkhart, Warsaw, & South Bend Campuses.

Follow the instructions on the AED package if not officially trained and proceed only if the medical situation dictates.

**Remember:** All injuries, minor or serious, must be reported to Campus Security.



## Bomb Threat

**By Phone:** Keep the caller on the phone to gain as much information about the bomb and caller as possible.

**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. Campus Security will instruct students, staff, faculty and visitors to evacuate the building. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

If a suspicious object or potential bomb is discovered, do not handle the object. Clear the area and call Campus Security and/or Facilities. Be sure to include the location and appearance of the object. If a bomb threat is received, ask the caller the following questions and record the answers:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Talk to the caller as long as possible and try to determine and record the following information:
  - Time of call.
  - Speech pattern, accent, etc.

## Bomb Threat

- Emotional state of the caller.
- Background noise.
- If an evacuation notification is given, follow established building evacuation directions in each hallway.
- **By Mail:** If you receive a suspicious package touch it as little as possible.
- **Report It:** Notify Campus Security or Facilities.
- **Avoid Panic:** Keep the threat strictly confidential.
- **Evacuation:** If asked to leave the building, open all the doors and windows on the way out.

See the **BOMB THREAT RECORDING FORM** on page 36 of this booklet.

## **Lockdown Procedures**

**This procedure is used when there is an immediate and imminent threat to the Ivy Tech campus population.**

College faculty & staff are to lock their classrooms and offices and no one should be allowed to leave until the situation has been curtailed. The lockdown procedures allow the College to secure students, faculty & staff while removing them from immediate danger. The lockdown procedure is most commonly used for an intruder or a weapon carrying individual who has entered a campus building or is on college property.

### **Communication**

- An Emergency Lockdown will be announced by all means available which include: intercom or other voice communication, email, phone etc.
- If a situation requires an Emergency Lockdown, the individual making the discovery shall immediately contact Campus Security or Facilities and provide as much information as possible.
- Fire evacuation alarms are not to be sounded.

### **Procedures**

- Take shelter in nearest classroom or office.
- Staff, students and faculty direct other students/staff to rooms.
- Lock classroom and office doors.
- Close windows & window blinds or curtains.
- Turn off lights.
- Remain quiet and do not enter hallways.

## Lockdown Procedures

- Should the fire alarm sound, do not evacuate the building unless you have first hand knowledge that there is a fire in the building, or you have been advised by Police/Security to evacuate.
- Crouch down in areas that are out of sight from doors and windows.
- Students in hallways are to seek shelter in the nearest classroom.
- Faculty/Staff take attendance and record students that are in the room.
- Faculty/Staff are not allowed to open doors for ANYONE under ANY Circumstances until instructed by Campus Security and/or administrative officials who display proper credentials.
- Students in outdoor areas should immediately take cover and evacuate to an off-campus.
- If the threat is outdoors on campus grounds, all outdoor activities should be cancelled.

## Lockout Procedures

This is a procedure which allows the college to continue with normal daily activities, but curtails outside activity and allows no unauthorized individuals into the building.

This procedure is commonly used when the incident is occurring outside campus locations, on or off college property.

### **Steps to implement Lockout after possible threat has been identified:**

- Call Campus Security.
- Campus Security will announce a Lockout has been implemented by all means available.
- Have students, staff and faculty who are outside, immediately return to campus buildings.
- Security/Administrators/Custodians/Assigned staff - lock and secure all exterior doors and entrances.
- Security will monitor main entrance and allow only **AUTHORIZED** individuals into building.
- If necessary, use barricades to close off campus driveways and parking lots.

## Criminal Activity/Stalking

### CRIMINAL ACTIVITY

- **Pay Attention:** Observe suspects to gain accurate descriptions.
- DO NOT attempt to detain suspects.
- Observe the direction of travel, if they leave.
- **Report It:** Call Campus Security to report suspicious activity and emergencies.

### If you believe you are being stalked or harassed:

- Contact Campus Security or local law enforcement officials at **911**.
- Tell the stalker to leave you alone clearly and firmly. Do not reason with the stalker.
- Keep your address and phone number confidential.
- Keep a log of all incidents, including date, time, names of witnesses, etc.
- Inform your employer, friends, family and neighbors that you are being stalked.
- Provide a picture of your stalker (if you have one) to your school, employment, etc.
- Save and print e-mails, instant messages, presents, letters or gifts. These materials may be used if prosecution is necessary.

## Weapon Possession

**Faculty, staff or students who are aware of a weapon brought to campus:**

Immediately notify Campus Security and local police at **911**.

**Give the following information:**

- Description of the individual.
- If possible, provide the name of person suspected of bringing the weapon.
- Location of the weapon.
- Whether the suspect has threatened anyone.
- Any other details that may help prevent the suspect from hurting someone or himself/herself.
- Instructors who suspect that a weapon is in the classroom:  
**STAY CALM.**
- Do not call attention to the weapon.
- Notify Security, administrator, or fellow instructor as soon as possible by any means available.
- Instructor should not leave the classroom.
- Separate students, staff and faculty from the threat, if possible.  
If the suspect threatens you with the weapon, **DO NOT** try to disarm. Back away with your hands up.

**STAY CALM.**

## Workplace Violence

### Abusive or Threatening Situation

- **STAY CALM** and collect your thoughts. Assess the level of threat. Don't risk staying in a situation if you think physical attack is possible.
- If the situation, at any point, appears dangerous, go to a safe place and call for assistance from Campus Security and/or call local authorities at **911** if the situation warrants.

**If the situation DOES NOT appear to be dangerous, take steps to de-escalate the conflict.**

- Move the individual away from bystanders.
- Use a clear, calm, strong voice.
- Keep your body language non-threatening.
- Do not use words that threaten or intimidate.
- Be respectful – do not shame, blame or judge the individual.
- Listen to the individual and allow him or her to vent.
- Empathize with the individual – imagine yourself in the same situation.
- Ask the individual how the problem may be solved.
- Think about the possible ways to solve the problem.
- If you are unable to solve the problem, call Campus Security for help.



## Workplace Violence

- Thank the individual for bringing the concern to your attention.
- **Document the events**, even if you resolve the problem. Give documentation to the Director of Security.
- Campus Security will notify the Chancellor, Vice Chancellor, or appropriate administrative official.

### Hostage Situation

- Follow the instructions of the hostage taker.
- Do not try to disarm or negotiate with the hostage taker.
- Do not offer yourself as a hostage.
- Do focus your attention on what is happening and make mental lists of events and a description of the specific moments during the situation.
- When feasible, contact Campus Security and/or local authorities at **911** as the situation dictates.
- **Remain Calm.**

**Follow all instructions by law enforcement authorities.**

# Note Page

## Suspicious Mail

**Suspicious mail may include the following characteristics:**

- Unusual weight based on size, or lopsided, or oddly shaped.
- Strange odors, stains, or protruding wires.
- No return address or one that cannot be verified as legitimate.
- Shows a city or state in the postmark that does not match the return address.
- The mail is unexpected or from a person or source unfamiliar to you.
- Addressed to someone no longer with your department or otherwise inappropriate.

**What you should do if you receive suspicious mail:**

- Do not try to open it.
- Isolate the item.
- Call Campus Security or Facilities.

## **Inclement Weather / Natural Disaster (Tornado, Flooding, Earthquake, Winter weather)**

A **Tornado Watch** means atmospheric conditions could cause tornadoes to form. Weather watches alert the public that they need to pay closer attention than usual to the weather, just to be safe.

If a Tornado/severe thunderstorm WATCH has been issued in an area near campus:

- Monitor NOAA Weather Radio All Hazards (National Weather Service) or emergency alert radio stations
- Bring all persons inside campus building(s)
- Close windows
- Review Tornado Warning procedures and locations of safe “Shelter-in-Place” areas.

Tornado safe areas are lower-level hallways or rooms away from exterior walls and windows. Stay away from large rooms with wide and long open-span ceilings.

Tornado safe areas are designated by purple signs with a white tornado symbol. The signs state “Severe Weather Zone” and are located throughout the lower levels and interior hallways of campus buildings.

## Tornado Warning

A **Tornado Warning** means that a tornado is actually present and moving in the warning vicinity. Faculty, staff and students should take immediate shelter during a Tornado Warning.

If a **Tornado Warning** has been issued in an area near campus, or a tornado has been spotted near campus:

- Move students and staff to safe areas designated by signs with tornado symbols. The signs state “Severe Weather Zone”.
- Close classroom and office doors and windows.
- Instructors take class rosters (accountability.)
- Ensure that students, staff and faculty take a self-protection position (tuck, protect neck, head area.)
- Remain in safe area until warning expires or emergency officials have issued an All-Clear.

## FLOODING

- Campus Security will monitor the NOAA Weather Radio and emergency alert radio stations. Campus Security will also stay in contact with emergency management officials.
- Review evacuation routes with students, staff and faculty. (Posted in each main hallway).
- Check other campus locations to see if they are flooded. Utilize other campus areas if they are not flooded.
- Use transportation resources (Shuttle bus, city bus, etc) to evacuate the area as necessary.

**If evacuation is advised, do so immediately.**

## Earthquake Procedures / Winter Weather

### EARTHQUAKE

- **Stay Put:** Do not attempt to enter or leave buildings during an earthquake.
- **Indoors:** Stay near inside walls or doors or under a desk if possible. Stay away from windows or outside doors.
- **Outdoors:** Stay in the open, away from buildings.
- If driving, stop and stay in your vehicle.

#### Report injuries to Campus Security

### Winter Weather

Winter weather can impact all aspects of society, such as travel, commerce, and utilities, which can be life threatening. Ivy Tech Community College will close when travel becomes dangerous and will not reopen until conditions are safe. Weather related closings can be found via the local media outlets:

- WSBT 22
- WNDU 16
- WSJV 28
- ABC 57
- Channel 2 WBBM
- Channel 5 WMAQ
- Channel 7 WLS
- Channel 9 WGN
- Channel 32 WFLD
- Campus Connect
- Lakeshore Public TV/  
Channel 56 - Merrillville
- Lakeshore Radio 89.1
- WGVE 88.7 - Gary
- WLTH – 1370 - Merrillville
- WJOB AM 1230 – Hammond
- WAKE 1500 AM – Valparaiso
- Radio One Communications  
Indiana 105.5 FM
- WLJE FM – Valparaiso
- Z-107.FM
- WKVI AM 1520– Knox
- WKVI FM 99.3
- WLOI AM 1540 – Laporte, IN
- WCOE FM – 96.7
- WEFM 95.9 – Michigan City
- WIMS AM 1420 – Michigan City

## Earthquake Procedures / Winter Weather

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- WLJE FM – Valparaiso
- Z-107.FM
- WKVI AM 1520– Knox
- WKVI FM 99.3
- WLOI AM 1540 – Laporte, IN
- WCOE FM – 96.7
- WEFM 95.9 – Michigan City
- WIMS AM 1420 – Michigan City

## Shelter-In-Place Procedures

Sheltering-in-place provides refuge for students, faculty & staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants. Sheltering-in-place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route). Areas are designated by warning signs.

### **Shelter areas may change depending on the emergency.**

- Identify safe areas in each campus building, designated by signs with a tornado symbol.
- Administrators, faculty, or security officials will announce that students and staff must go to shelter areas.
- Bring all students, staff, faculty & visitors inside buildings.
- Close all exterior doors and windows, if appropriate.
- All students, staff, faculty & visitors remain in shelter areas until it is determined by campus officials that it is safe to leave.

### **If all evacuation routes are blocked:**

- Stay in room and close door.
- Seal door by placing fabric, clothing etc, below doorway.
- Open or close windows as appropriate.
- Limit movement and talking in room.
- Notify Campus Security.



## Power Failure

- **REMAIN CALM!** Gather your personal belongings and proceed to the nearest exit if the outage last longer than **five minutes**.
- DO NOT use the elevators.
- Prior to leaving, turn off all light switches, computers, and all electrical devices.
- Faculty and staff are asked to assist with building evacuation and to assist individuals with disabilities. Individuals in wheelchairs should proceed to the nearest elevator/safety zone and wait for assistance to be evacuated.

## Elevator Emergency

- Press the alarm bell to notify building/security officials.
- If the elevator stops between floors and the door opens, stay in the car. Do not climb out or jump to the floor below. Do not try to pry open the doors – it may cause other damage to the equipment that could prolong the emergency.
- Stay calm and wait for help to arrive. If the emergency lasts an extended period of time, sit on the floor and either look up or ahead so that you will feel less confined.
- After the incident, follow-up on details of the occurrence with Campus Security or Facilities.

## Chemical Spill / Gas Leak

### Before using any chemical:

- Become familiar with the chemical or product you are using, including spill clean up procedures.
- Review the Material Safety Data Sheet (MSDS) for information about proper handling, storage and use of the chemical.

### Steps to be taken in the event of a chemical spill:

- Spill kits must be available when working with hazardous chemicals (caustic, corrosive, flammable or toxic).
- If the spill is potentially hazardous to human health or the environment call **911**, evacuate the area and notify Campus Security or Facilities.
- If the spill poses little or no risk, call Campus Security or Facilities for cleanup notifications.
- If you are unsure about any substance, contact your supervisor, call Campus Security or Facilities.
- Contact Facilities for disposal of waste.

### Gas Leak

- Open doors and windows, and leave the immediate area.
- Notify Campus Security with location information.
- Evacuate the building by the nearest exit; alert other building occupants to evacuate; if a person cannot safely evacuate the building, assist them to an area of refuge; alert security and/or emergency response officials of their location; move away at least 200ft from the building.

# Note Page

## Drugs and Alcohol

**Knowingly possessing, using, transmitting, or being under the influence of a controlled substance, unauthorized drug, or alcohol in College buildings, at College functions, or on College property is prohibited at all times.**

- The individual suspected to be under the influence of a controlled substance, alcohol, prescription or non-prescription drugs, whose behavior is disruptive to the educational or work process will be escorted off campus by security or police.

**If the individual refuses to leave/continues to stay in the area:**

- Dismiss the class and leave the immediate area.
- Notify Campus Security or **911** with description of the person involved.
- After resolution, document the event and provide a copy to the Director of Security and Vice Chancellor of Student Affairs.
- If the individual is not disruptive but suspected of being under the influence of a controlled substance, immediately report the individual to Campus Security.

## Suicide

### Suicide Threat

- **Consider any reference to suicide as serious.**
- Do not leave the individual alone.
- Notify Campus Security, Vice Chancellor of Student Affairs, or building administrator immediately.
- Stay with the individual until suicide intervention staff arrives.
- Do not allow the individual to leave campus without a friend, parent, co-worker, etc.

### Suicide Attempt on Campus

- Immediately notify the Campus Security, building administrator, and call **911**.
- Try to calm the suicidal person.
- Stay with the suicidal person until suicide intervention staff arrives.
- Isolate the person for the safety of others.
- Initiate first aid as necessary.
- Do not allow the student to leave school without friends, parents, co-workers, guardians, etc.

### Administration

- Call parent, guardian, or designated person if the suicidal person is a student. Call family or emergency contact if suicidal person is a staff member.
- Notify the Chancellor or appropriate level administrator.

## Sexual Assault Prevention

- **Be alert.** Don't assume that you are always safe. Think about your safety everywhere. Your best protection is avoiding dangerous situations.
- **Trust your instincts.** If you feel uncomfortable in any situation, leave.
- Always walk, drive, and park your car in well-lit areas.
- **If you're uncomfortable walking to your car alone, have Campus Security escort you.**
- Walk confidently at a steady pace on the side of the street facing traffic.
- Walk close to the curb. Avoid doorways, bushes, and alleys.
- Wear clothes and shoes that allow freedom of movement.
- Walk to your car with keys in your hand.
- If you have car trouble, raise the hood and stay inside your car. Call Campus Security or the local police. If a stranger wants to help, have him or her call Campus Security for help.
- **Don't leave your car.**
- Keep your car doors locked until Security arrives.

# Note Page

## Buddy System

### "Buddy System"

Make use of a "Buddy System." During the first week of classes or employment, make several acquaintances with fellow students, class members, faculty, or staff. Inform them of any special assistance that may be required in the event of a fire alarm (hearing the alarm, guidance during evacuation, etc.). When the fire alarm sounds, the "Buddy" will document the location of the person with disability, then go outside and inform campus security or emergency personnel. Firefighters, police, or campus security will then enter the building and evacuate the person.

If conditions allow, the "Buddy" may choose to assist the person with disability during the evacuation of the building.

### Buddy Duties

Buddies should have a good working knowledge of the building. They should be familiar with stairwells and potential areas of refuge where people who need assistance can safely await rescue when necessary.

Buddies are not required to wait with persons who are disabled. Whether or not to do so will be an individual decision based upon the circumstances that exist at the time. Buddies should always be mindful that if they wait, they are adding an additional person for the fire department to rescue.

Buddies should report to Campus Security or Facilities the exact location of persons awaiting rescue.

Buddies should be aware of guests and/or visitors as well as new students, staff or faculty who are present in their area on a daily basis. If the number of persons with special needs increases, Campus Security or Facilities should be notified.



## **Disability Evacuation Information**

### **Mobility Impaired (Wheelchair)**

Persons using wheelchairs should proceed to designated Safety Zones. Someone (a buddy, classmate, or co-worker) should immediately proceed to the evacuation assembly point outside the building and advise Campus Security or Facilities of the location of the person with disability. If the person with disability is alone, he/she should dial **911**, and advise the police of his/her location.

### **Mobility Impaired (Non-Wheelchair)**

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with disability may choose to remain at designated Safety Zones until emergency personnel arrive.

### **Hearing Impaired**

The white emergency strobe lights are for hearing impaired persons. Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations.

### **Visually Impaired**

Buildings on campus are equipped with fire alarm horn/strobe which sound the alarm and flash white strobe lights. The horn is for sight-impaired persons. Since the emergency evacuation route could be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating a building. A "Buddy" should offer assistance to the individual with visual impairment and guide him/her through the evacuation route.

## Mobility Assistance

Faculty and supervisory staff who have individuals with disabilities under their direction shall meet with them as soon as possible to discuss evacuation procedures in case of fire or other emergencies. Faculty are encouraged to place the following statement on their syllabi:

**If you need accommodations because of documented disability, you are required to register with Disability Support Services at the beginning of each semester. If you require assistance during an emergency evacuation, notify your instructor immediately. Evacuation procedures and maps are posted in hallways and classrooms.**

**Evacuation of people with disabilities who are ambulatory, such as those who have vision or hearing impairments:**

- Should take place normally with other building occupants.
- A Buddy should be assigned from within the class or work area at the beginning of the semester.

**People who are dependent upon equipment for their mobility:**

- Should not use elevators unless directed to do so by emergency personnel.
- Remain in a protected place to await arrival of emergency personnel. Individuals who cannot evacuate the building due to mobility problems should proceed to the designated Safety Zone in the building (outside the elevators on each floor), accompanied by a pre-arranged Buddy. Emergency personnel are trained to look for persons with mobility difficulties in these designated areas.

## Mobility Assistance

- Once the stairs have cleared of all evacuating people, the Buddy and the person needing mobility assistance should enter the stairway and remain on the landing near the door.
- An Ivy Tech staff member should be advised before leaving the area that there is a person needing assistance who is still in the building, and their location.

### **If the stairway becomes smoke-filled or unsafe before the arrival of emergency personnel:**

- Move back into the building and proceed to another usable stairway.
- If another stairway is not available, find a room that is safe and close the door.
- Wave a coat or similar object in a window to gain attention.
- If there is potential for fire, explosion, biohazards, or gas in the area where the person needing mobility assistance is located, a Buddy will need to assist the person leaving the building.
- Faculty and staff who have individuals needing mobility assistance under their direction are responsible for notifying emergency personnel about the location of these people within the building. Call Campus Security.

**Follow all instructions provided by law enforcement authorities.**

## Floor Guardian Duties

### **Floor Guardian:**

A person who performs search and evacuation duties for designated floors within campus buildings.

### **Floor Guardians will:**

- Be familiar with access to exits from their floor and areas of refuge.
- Be familiar with locations of manual fire alarm locations and fire extinguishers on their floor.
- Instruct building occupants in the appropriate evacuation procedure.
- Communicate with people who ask for assistance in evacuating.
- Offer assistance to anyone who may need it.
- Coordinate with buddies and to assist those who need help and provide procedures that will be used with each individual.
- Relay information about the number and location of people remaining in the building and any critical information about any restrictive medical condition which first responders will need to know.
- Instruct building occupants as to which exit(s) to use and where to meet outside the building. Pass along any information regarding the specific cause of the emergency evacuation to Campus Security.

## Evacuation and Non-Evacuation Options

Use of the following procedures will help to assure the safety of individuals with a disability.

### **Stay in Place:**

Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Call **911** and give your name, location, and reason you are calling. Phone lines normally remain in service during most building emergencies. If the phone lines fail, use a cell phone if one is available or signal from the window by waving a cloth or other visible object.

### **Area of Refuge:**

If the person with a disability cannot get far enough away from danger then that person should seek an Area of Refuge. Such an area should have the following: 1) telephone communication, 2) a sprinkler system, and 3) one-hour fire-rated assembly (i.e., fire-rated door, walls, ceiling).

### **Horizontal Evacuation**

Move away from the area of imminent danger to a safe distance such as another wing, adjoining building, opposite end of corridor, or outside if on ground level.

### **Vertical (Stairway) Evacuation**

Those who are able to evacuate with or without assistance can use stairways. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially when several flights of stairs are concerned.

## **BUILDING EVACUATION PLANNING WORKSHEET**

Bldg.  
Floor  
Room #  
Department  
Telephone

What is our primary evacuation route?

What is our secondary evacuation route?

Where do we shelter-in-place?

Where will persons with disabilities find refuge? (2 places)

Who will keep track of refuge locations & personnel awaiting rescue?

Where do we meet outside the building?

Who do I report persons left behind to?

Who do I report important information to?

Where is nearest manual fire alarm on the wall?

Where is nearest fire extinguisher? Where is a 2<sup>nd</sup> ?

What are campus emergency telephone numbers?

What should I take with me in an evacuation?

Misc. information I need to know:

## Evacuation Worksheet

Floor No. \_\_\_\_\_

Floor Guardian \_\_\_\_\_

Phone # \_\_\_\_\_ Room # \_\_\_\_\_

Asst. Fl. Guardian \_\_\_\_\_

Phone # \_\_\_\_\_ Room# \_\_\_\_\_

Buddy \_\_\_\_\_

Phone # \_\_\_\_\_ Room# \_\_\_\_\_

Buddy \_\_\_\_\_

Phone # \_\_\_\_\_ Room# \_\_\_\_\_

Buddy \_\_\_\_\_

Phone # \_\_\_\_\_ Room# \_\_\_\_\_

Buddy \_\_\_\_\_

Phone # \_\_\_\_\_ Room# \_\_\_\_\_

## Bomb Threat Recording Form

Date:

Time:

Phone # called:

Location:

EXACT WORDING OF THREAT		
QUESTIONS TO ASK		
1.	When will the bomb explode?	
2.	Where is the bomb?	
3.	What does the bomb look like?	
4.	What kind of bomb is it?	
5.	What will cause it to explode?	
6.	Did you place the bomb?	
7.	Why?	



## Bomb Threat Recording Form

CALLER'S VOICE AND MANNER DESCRIPTION: (CIRCLE ALL THAT APPLY)					
female	male	familiar*	accent	distinct	disguised
calm	angry	loud	soft	slow	rapid
excited	sobbing	laughing	profane	incoherent	nasal
slurred	lisp	raspy	cracking	stutter	deep
* If familiar, who did the caller sound like?					

EXACT WORDING OF THREAT

BACKGROUND NOISES: (CIRCLE ALL THAT APPLY)					
street noises	trains/airplanes	whistle sounds	animal noises	house noises	
music	radio	television	Office machines	general office	
cell phone	static	party noises	PA system	clear	

## Campus Safety Tips

- Study or work with a friend in buildings at night.
- Use stairs in well-lit and populated sections of a building.
- Keep personal belongings in view while in class, the library, or lab.
- When in an elevator, position yourself next to the controls.
- Don't be reluctant to report illegal activities and suspicious loitering.

### ATM Safety

- Use indoor ATM machines whenever possible.
- Bring a friend when using the ATM, especially at night.
- Be alert and cautious of anyone loitering around the ATM/night deposit box.
- Complete your transaction quickly and leave immediately.
- Protect the Personal Identification Number for your ATM by covering the screen while you enter the numbers.

### Exercise Safety

- Always exercise with a friend when outdoors at night.
- Stay in well-lit and populated areas at all times.
- Reserve public park use for daylight hours.
- Carry a personal safety device, such as a sound siren, mace or red pepper gas.

### On the street

- Accept rides only from people you know.
- Take a friend with you for late night excursions.
- Walk on the part of the sidewalk closest to the street, as far away as possible from shrubs, trees, and doorways.
- Stay near people. Whenever possible, appear to be with a group of people.
- Stay in well lit areas.
- Avoid short cuts through unpopulated areas.
- Walk at a steady pace: appear confident and purposeful.
- Be alert! Listen for footsteps and voices nearby.

## Identity Theft Prevention

### *At Home:*

Start by adopting a "need to know" approach to your personal data. Your credit card company may need to know your mother's maiden name, so that it can verify your identity when you call to inquire about your account. Your financial institution should have your pertinent information; therefore, it is unadvisable to share personal data over the phone. Also, the more information that you have printed on your personal bank checks -- such as your Social Security number or home telephone number -- the more personal data you are routinely handing out to people who may not need that information.

If someone you don't know calls you on the telephone and offers you the chance to receive a "major" credit card, a prize, or other valuable item, but asks you for personal data -- such as your Social Security number, credit card number or expiration date, or mother's maiden name — ask them to send you a written application form.

Review the application carefully when you receive it and make sure it's going to a company or financial institution that's well-known and reputable. The Better Business Bureau can give you information about businesses that have been the subject of complaints.

### *Travel:*

If you're traveling, have your mail held at your local post office, or ask someone you know well and trust - another family member, a friend, or a neighbor - to collect and hold your mail while you're away. If you have a telephone conversation while you are traveling, and need to pass along personal financial information don't do it at an open telephone booth where someone can listen to what you are saying.

# Note Page

## IMPORTANT PHONE NUMBERS

### Ivy Tech Northwest Region

#### *Gary Campus*

**Main Number**.....(219) 981-1111

**Regional Director of Security** . (574) 289-7001 ext. 5730

Security..... (219) 981-4820/4832

Security manger.....(219) 981-4435

Facilities.....(219) 981-4955/4951

Vice Chancellor, Student Affairs..... (219) 981-4452

Vice Chancellor, Academic Affairs.....(219) 981-4447

Portage Site .....(219) 841-9208

#### *Valparaiso Campus*

**Main Number**.....(219) 464-8514

Security ..... (219) 476-4730/4731

Facilities ..... (219) 476-4729/4726

Vice Chancellor/Dean.....(219) 476-4715

Assoc. Vice Chancellor, Student Affairs .....(219) 476-4714

#### *East Chicago Campus*

**Main Number**.....(219) 392-3600

Security..... ext. 312

Facilities ..... ext. 220

Vice Chancellor/Dean..... ext. 229

Assoc. Vice Chancellor, Student Affairs ..... ext. 216

#### *Michigan City Campus*

**Main Number** .....(219) 879-9137

Security ..... ext. 6226

Facilities ..... ext. 6295/6257

Vice chancellor/ Dean..... ext. 6225

Assoc. Vice Chancellor Student Affairs .....ext. 6251

### Local Law Enforcement

Gary Police Department .....(219) 881-1260

Lake County Sheriff .....(219) 755-3400

Valparaiso Police .....(219) 462-2135

Porter County Sheriff.....(219) 477-3000

East Chicago Police..... (219) 391-8400

Michigan City Police.....(219) 874-3221

LaPorte County Sheriff.....(219) 326-7700