

## **Security**

Each Ivy Tech campus designates specific employees who are responsible for addressing security-related matters, and to whom all criminal activity is to be reported. If a security staff member is not available, the activity should be reported to the Office of Student Affairs or campus telephone operators.

### **Prompt and Accurate Reporting**

All criminal activity is to be reported accurately to Ivy Tech personnel and/or the local police. Misrepresenting criminal activity or falsely reporting an incident could result in prosecution.

### **To Report a Crime**

Ivy Tech Community College is required by Federal law to report the frequency of criminal activity which occurs on its campus to current students, faculty, and staff, and to prospective students and employees. Any student, prospective student, faculty, or staff person who has been a victim of or a witness to a criminal act which occurred on any of the facilities or grounds of any Ivy Tech campus is encouraged to immediately report this act to Campus Security or to the Office of Student Affairs by contacting the campus operator.

### **Responsibility**

All Ivy Tech campuses have a very low occurrence of criminal activity. However, when incidents do occur, students should use their own best judgment on how to respond. Safety precautions should be observed at all times. The Colleges encourages all students, prospective students, faculty, and staff to take the responsibility to help each other in situations where criminal activity has occurred.

### **Each Incident**

A copy of each incident report is to be forwarded to the Security and Human Resources offices.

### **Sexual Assault and Harassment**

Victims of a sexual assault should get help as soon as possible. If you are physically injured, seek medical treatment immediately. Contact campus security or the police to report the incident. It is important to preserve any evidence of the crime to assist with the investigation. You should not wash or change clothes if possible before being examined at a medical facility. If the offense involves another student, disciplinary action may be initiated within the College. Sanctions may include required counseling, temporary suspension or dismissal. Both the accuser and the accused are entitled to have others present during any proceeding. The outcome of the proceedings will be provided to both the accuser and the accused for any proceedings where sexual assault is alleged. The College will attempt to assist with victim

requested changes in academic situations whenever reasonably possible. If you believe you have been harassed or discriminated against, you should promptly report the facts of the occurrence and the names of the individuals involved, to either the Vice Chancellor of Student Affairs or the College's Executive Director of Employee Relations/Affirmative Action, main campus, 3800 North Anthony Blvd., Fort Wayne, IN 46805, phone number 482-9171. All reported occurrences will be investigated and appropriate corrective action taken, if necessary.

### **Alcohol and Drug Policies**

In compliance with the Indiana state law, being under the influence of, use of, or distributing illegal drugs is not permitted. Being under the influence of, or possessing intoxicating beverages on College property is also not permitted. Students, staff, or visitors in violation of these rules will be dealt with in compliance with College policy. Local law enforcement authorities may also be notified.

### **Ivy Tech Alert**

Get messages about school closings, weather advisories or emergency situations sent directly to your cell phone or e-mail with Ivy Tech Alert. You and your loved ones can take advantage of this service. To sign up, go to [www.ivytech.edu/alert](http://www.ivytech.edu/alert).

### **Substance Abuse Counseling**

The college will refer students in need of special help with substance abuse problems to the appropriate local counseling agencies. Each campus has counselors on staff for crisis intervention, information dissemination, and has established linkages with are agencies for referral purposes. Ivy Tech (Northeast) has established a drug abuse prevention program in accordance with the general Provisions of Higher Education Act of 1986. Ivy Tech will refer any officer, employee or student with substance abuse symptoms or concerns to Park Center, Inc. for possible assessment and/or treatment. The Employee Relations Department will provide drug abuse workshops for employees and students. The Student Affairs Staff will provide pertinent drug abuse prevention information for general distribution to the student of the College.

### **Crime Prevention Program**

Ivy Tech is not a residential college. Students are encouraged to follow the same safety precautionary measures that they follow in their home and in their community. The Office of Student Affairs will assist anyone interested in attending a seminar or program on crime prevention.

### **Off-campus Housing**

Ivy Tech students may be eligible to live at IPFW's Student Housing on the Waterfield Campus.

## **Fire Alarms**

In the event of a fire alarm, all staff, faculty members, and students will evacuate the building immediately in an orderly and safe manner and assemble in an area at least fifty (50) feet from the building. Do not re-enter the building until an 'all-clear' announcement will be made by security, first responder, and administrative personnel.

## **Evacuation Procedures**

When an evacuation of a building is ordered, the evacuation will be performed in an orderly and safe manner. Evacuation orders may be given for multiple purposes.

1. Become familiar with work areas and exit locations.
2. When the fire alarm sounds, prepare to evacuate immediately.
3. Do not panic but walk quickly to the closest emergency exit.
4. Do not use elevators. Do not use cell phones.
5. Walk in a single file to the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance in evacuation should proceed to designated stairwell entrance areas and wait for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
10. No one is to return to the building until the Incident Commander authorizes re-entry and communicates the order through security, first responder, and administrative personnel.

## **Evacuation of People Needing Mobility Assistance**

Faculty and supervisory staff having people with disabilities under their direction shall meet with them as soon as possible to discuss evacuation procedures in case of fire or other emergency.

Faculty members are encouraged to place the following statement on their syllabi: **If you need accommodation because of a documented disability, you are required to register with Disability Support Services at the beginning of each semester. If you will require assistance during an emergency evacuation, notify your instructor immediately. Evacuation procedures and maps are posted in your 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.
- Escorts should be offered from within the class or work area at the beginning of the semester.

People who are dependent upon equipment for their mobility:

- Should be assigned an Escort from within the class or work area at the beginning of the semester.
- Should not use elevators unless directed to do so by the 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 handicapped stairway in the building, accompanied by a prearranged Escort. Emergency personnel are trained to look for persons with mobility difficulties in these designated areas.
- Once the stairs have begun to clear of other evacuating people, the Escort and the person needing mobility assistance should enter the stairway and remain on the landing near the door.
- A reliable person should be advised before they leave the area that there is a person needing mobility assistance 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 a direct and immediate threat, the individual should be moved.** If there is potential for fire, explosion, biohazards, or gas in the area where the person needing mobility assistance is located, a Buddy along with the Escort will need to assist the person to leave the building.

Faculty and staff who have individuals needing mobility assistance under their direction are responsible for notification of emergency personnel about the location of these people within the building.

## Procedures – Tornado

Ivy Tech will monitor the weather on an ongoing basis if the Weather Service issues a tornado watch. If a tornado warning is issued, Ivy Tech will designate a spotter to watch the weather. There is not a sufficient warning period to close Ivy Tech and all attention should be directed towards life safety procedures. If a tornado is spotted or imminent, take the following steps immediately:

- Notification of a pending disaster will be announced by siren (*and/ or over the voice address system, e-mail or telephone*). Fire/evacuation alarms are not to be activated.
- Evacuate all trailers and temporary structures; proceed immediately to a structurally secure building.
  - Go to the interior area of the building.
  - Avoid west and south facing exterior walls and rooms (tornadoes generally travel from the southwest to the northeast in the U.S.A.).
  - Take cover under a sturdy object.
  - Protect your head, neck and face.
  - Stay away from windows, glass and items that might fall.
- Depending on your location, keep the following in mind:
  - If in a house or small building, go to the basement or cellar.
    - If there is no basement, go to an interior room on the lowest level.
    - Take cover under a sturdy object while covering your head, neck and face.
  - If in a school, office, shopping center, etc. go to an interior hallway on the lowest level.
  - Do not seek shelter in gyms, auditoriums and other large open areas.
  - If in a high-rise building, go to an interior hallway on the lowest level possible. Do not take the elevator!
  - If in a car and the tornado is nearby, get out. Tornadoes can move swiftly and are often erratic.
  - If in a mobile home, get out immediately!
  - If in an open field, lie face down in a ditch or nearest ravine and cover your head with your hands: this procedure is preferable to remaining in a car or mobile home.
  
- At the onset of a tornado warning:
  - Everyone in outdoor areas is to seek shelter in secure buildings.
  - Trailers and temporary structures are to be evacuated.
- Faculty and staff are to go to interior areas/hallways or, if time to relocate permits, to designated safe areas of the building.
- Close doors.

- If possible, take cover under a sturdy object.
- Cover your head, neck and face.
- Do not seek cover in large open areas.
- Remain calm.

Please refer to shelter in-place maps for locations of shelters on our campuses.

### **Accident/Medical Emergency**

- If an Accident or Medical Emergency is discovered, the individual making the discovery shall immediately contact Security and provide as much information as possible.
- If possible, stay with the injured person and keep the victim calm and comfortable.
- Do not move any seriously injured person.
- Only qualified medical personnel should transport the injured person.
- Administer CPR or first aid only if qualified to do so.
- Do not attempt to clean up spilled body fluids.
- Depending on the situation, Security will alert
  - Emergency management personnel
  - Incident Commander
  - Chancellor
- Security will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe.

## Hostile Intruder/Violent Student/Criminal Act

- If a Hostile Intruder, Violent Student or a Criminal Activity is discovered, the individual making the discovery shall immediately contact Security and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime. At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race and type and color of clothing) and type of weapon(s) if any.
- If it is possible to evacuate, conduct a silent evacuation.
- If gunshots are heard within a building, close, lock and/or barricade room doors and turn off the lights to that area. Try to remain as quiet as possible. Stay in the locked/barricaded room until informed by Police/Security personnel that it is safe to come out of the area. Use cell phones to notify Security and local 911 personnel of the situation.
- Under no circumstances should the fire alarm be activated or an attempt made to evacuate the building unless you are in the room or immediate area where the shots are being fired. Persons may be placed in harm's way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
  - You have firsthand knowledge that there is a fire in the building, or
  - You have been advised by Police/Security to evacuate the building, or
  - There is imminent danger in the immediate area.
- Security will be posted to ensure no one enters the building(s) until local emergency services personnel arrive and the area is determined to be safe.
- Once local emergency service authorities arrive, the Incident Commander will coordinate any information or assistance. Only trained law enforcement personnel should attempt to perform a methodical search of the buildings in which the hostile intruder is located.
- If the event is ongoing:
  - The police department will likely set up a building perimeter and probably a closer inner perimeter
  - If the subject or subjects have injured anyone, arriving officers will take actions to prevent further harm
  - If the subject or subjects have only threatened harm, then a negotiating team would be set up
  - Follow police department instructions