

EMERGENCY PROCEDURES

Campus Police: 888-4274

Table of Contents

EXPLOSIONS
FLOODING AND WATER DAMAGE
FLOOD
POWER OUTAGE / STEAM FAILURE
VIOLENT CRIME / THREAT
PSYCHOLOGICAL CRISIS
WORKPLACE VIOLENCE
TRAIN DERAILMENT / ACCESS BLOCKAGE
TORNADO / SEVERE WEATHER
FIRE
 FIRE - RESIDENCE HALLS
EARTHQUAKE
CHEMICAL / PETROLEUM SPILL
EMPLOYEE EVACUATION PROCEDURES
CIVIL DISORDER
MEDICAL EMERGENCIES
BOMB THREATS
SNOW / ICE EMERGENCY
MEDICAL WASTE EMERGENCY
BUILDING STRUCTURAL FAILURE
TERRORISM

EXPLOSIONS

Chemicals, leaking gas, faulty boilers, train derailment, or falling aircraft could all be the cause of life endangering explosions.

1. Remain calm.
2. Do not spread rumors.
3. Be prepared for possible further explosions.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
5. Be guided by Police or Fire Department personnel. If evacuation is ordered, proceed to a designated area.
6. Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.).
7. Open doors carefully. Watch for falling objects.
8. Do not use elevators.

9. If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
10. Do not use matches or lighters.
11. Do not turn on electrical equipment or operate light switches.

[Top](#)

FLOODING AND WATER DAMAGE

Serious water damage can occur from a number of sources: broken pipes, clogged drains, damaged skylights or windows, or construction errors.

IF WATER LEAK OCCURS

1. Remain calm.
2. Notify Campus Police at 4274 immediately. Report exact location and severity of the leak.
3. If there are electrical appliances or outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
4. If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off the water, etc.), do so.
5. Be prepared to assist as directed in protecting objects that are in jeopardy. Take essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.

[Top](#)

FLOOD

REMAIN CALM

1. Campus Police will monitor flood conditions with City Police, County Emergency Management and Corp of Engineers.
2. If flood level is high enough to endanger the Campus, students will be evacuated from campus.
3. Faculty will maintain classes unless classes are cancelled.
4. Faculty will cooperate with student volunteer work to address flooding as required.

[Top](#)

POWER OUTAGE / STEAM FAILURE

IF A POWER OUTAGE OCCURS IN YOUR OFFICE OR BUILDING

1. Remain calm.
2. Provide assistance to others in your immediate area that may be unfamiliar with the space.
3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
4. If you are in an elevator, stay calm. Use the emergency button or telephone to alert the Campus Police at 4274.
5. If instructed to evacuate, proceed cautiously to the nearest clear exit.
6. Call the Campus Police at 4274.

CENTRAL STEAM FAILURE

1. Immediately notify Campus Police at 4274 and Physical Plant Maintenance at 4227 and if necessary vacate the areas affected by the steam failure.

[Top](#)

VIOLENT CRIME / THREAT

AVOID RISKS!

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you are a victim or witness to any on-campus offense follow instructions listed.

Promptly notify the Campus Police at 4274 as soon as possible and report the incident. Include the following information:

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

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire or explosives be involved, you should take cover immediately. After disturbance seek emergency aid if necessary.

[Top](#)

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or psychotic break. A psychotic break may be manifested by hallucinations, uncontrolled behavior, or the person could be from an in-patient mental health facility.

1. If a psychological crisis occurs, never try to handle a situation you feel is dangerous on your own.
2. Notify the Campus Police of the situation at 4274.
3. Clearly state that you need immediate assistance, give your name, your location and the area involved.

[Top](#)

WORKPLACE VIOLENCE

Workplace violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information is a starting place for workplace violence education and a safer, healthier workplace for everyone.

EXAMPLES OF WORKPLACE VIOLENCE

- Threats, direct or implied
- Physical conduct that results in harm to people or property
- Conduct which harasses, disrupts, or interferes with another individuals performance
- Conduct that creates an intimidating, offensive, or hostile environment

POTENTIAL WARNING SIGNS

- Verbal, nonverbal, or written threats
- Fascination with weapons or violence
- New or increased stress at home or work
- Expressions of hopelessness or anxiety
- Insubordinate behavior
- Dramatic changes in work performance
- Destruction of property
- Drug or alcohol abuse
- Externalization of blame

RISK FACTORS THAT CONTRIBUTE TO WORKPLACE VIOLENCE

- Termination of employment
- Disciplinary actions
- Ongoing conflicts between employees
- Domestic or family violence
- Financial Problems

WORKPLACE VIOLENCE PREVENTION

1. Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
2. Tell your supervisor when you notice unusual or suspicious behavior.
3. Attend violence prevention seminars that include training in conflict resolution and positive ways of dealing with hostile individuals.
4. Get acquainted with Campus Police officers. Do not hesitate to call for help.
5. Finally, remember: a safe workplace is everyone's responsibility.

[Top](#)

TRAIN DERAILMENT / ACCESS BLOCKAGE

TRAIN DERAILMENT

1. Campus Police will determine if hazardous materials are involved.
2. If so, they will identify the types if possible.
3. If there appears to be imminent danger, the officer on the scene shall contact the Campus Police who will in turn notify the Administration and the Vincennes University Office of Environmental and Safety.
4. The officer will act based on the information available to him/her at the scene of the emergency.
5. Because time is critical, the Campus Police Chief shall have the authority to evacuate any part or all of the campus. He/She shall act based upon the information available at the time.
6. Campus Police shall keep students and others away from the accident scene and shall discourage onlookers.
7. Faculty and staff are responsible for evacuating buildings and clearing the area as assigned.

ACCESS BLOCKAGE / TRAIN

1. Due to the inability of Vincennes City Police to enter the campus, Campus Police will have to handle any emergency situation without backup.
2. The Vincennes City Fire Station No. 3 (St. Clair and Highland) is on the campus side of the railroad tracks, so they will continue to respond to a fire emergency and medical emergencies using the equipment normally housed at No. 3 Station.

3. Good Samaritan Hospital and the Riverfront Clinic would be inaccessible, so all medical response will be provided by University facilities and Vincennes Fire Department No. 3 at St. Clair and Highland.3.
4. Since the University is neither equipped nor staffed for major health care management the University response will be limited to first aid measures.

[Top](#)

TORNADO / SEVERE WEATHER

A tornado warning indicates a tornado has been sighted by ground observers or has appeared on radar within Knox County.

IF A TORNADO WARNING HAS BEEN ISSUED FOR YOUR AREA

1. Stay inside and be alert to falling objects.
2. Stay away from windows, mirrors, glass and unsecured objects such as filing cabinets or bookcases.
3. Proceed to a below-ground-level floor or central hallway of the building if possible.
4. Do not use elevators.
5. If requested, assist persons with disabilities to the safest area on the same floor.
6. Remain in the safe area until at least 10 minutes has elapsed without the sounding of sirens or the all clear has been given.
7. Listen to weather radio.

[Top](#)

FIRE

HOW TO REPORT A FIRE

1. If a burning odor or smoke is present, call 911 and then call Campus Police. Report the fire and, if known, what is burning. If a fire is detected, sound the building alarm by pulling an alarm station.
2. If you can help control the fire without personal danger, take action with available fire fighting equipment. If not leave the area.
3. A local alarm station will cause the alarm horns to sound. It does not automatically notify the fire department.

Return to the building only when instructed to do so by Police or Fire Department Officials.

RESPOND TO FIRE ALARMS

1. If the audible alarm sounds, evacuate the building.
2. Do not use the elevators.

3. If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
4. Leave all parcels and personal property inside.
5. Never allow the fire to come between you and an exit.
6. Remove all persons from the danger area. Close doors behind you to confine the fire.
7. Remain clear of the exits to help facilitate clear access to the building for the Fire Department.
8. If you are trapped in a room, stuff towels, jackets, or material along the bottom of the door to prevent smoke from coming in.

[Top](#)

FIRE - RESIDENCE HALLS

FIRE IN A RESIDENCE HALL

Feel the door handle:

- If the door is hot, do not open it. Go to a window and call for help.
- If the door is not hot, open cautiously, checking for smoke or fire.

Get out of the building before phoning for help:

- Call for help after exiting.
- Pull the fire alarm on your way out.

Do not look for other people or gather your belongings:

- Knock on doors as you leave.
- Yell FIRE as you leave.
- Do not hesitate or stray from exit.

Crawl low to the floor:

- Thick smoke can make it impossible to see.
- Toxic chemicals from smoke can be deadly in minutes.

Close the door behind you:

- You may help keep the fire from spreading.
- You may protect your belongings from fire and smoke damage.

If you cannot get out:

- Get someone's attention: Yell & Scream!!
- Hang a sheet from the window.
- Stay low, there is less smoke and poisonous gases close to the door.

[Top](#)

EARTHQUAKE

Even in a severe earthquake, there is much you can do to prevent or minimize injuries or damage to property

DURING AN EARTHQUAKE

If you are inside:

- Stay Calm.
- Watch for falling objects.
- Crawl under a table or desk, or stand in a doorway.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.

If you are outside:

- Move to an open area away from buildings, trees, and power lines.
- If forced to stand near a building, watch for falling objects.

If you are in an automobile:

1. Stop your vehicle in the nearest open area.
- Stay in the vehicle until the shaking stops.

AFTER AN EARTHQUAKE

1. Remain calm.
2. Be prepared for aftershocks.
3. Be guided by emergency personnel. If evacuation is ordered, proceed to the nearest clear exit.
4. Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.).
5. Open doors carefully. Watch for falling objects.
6. Do not use elevators.
7. Do not use matches or lighters.
8. Avoid using telephones.
9. Do not spread rumors.

[Top](#)

CHEMICAL / PETROLEUM SPILL

1. Report any release or spill of hazardous chemical/petroleum product (gasoline, diesel, kerosene, oil, etc.) requiring special training, or procedures, or equipment that is beyond the abilities of present personnel immediately to Campus Police at 4274 and the University Office of Environmental and Safety at 5397 or 4227.
2. Immediately notify all affected personnel and evacuate the spill area. Pull the fire alarm if building evacuation is required.
3. When reporting the emergency, give the following information:
 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.
4. The key person on the site should evaluate the affected area at once and seal it off to prevent further contamination of others until the arrival of emergency personnel.
5. Anyone who is contaminated by the spill should avoid contact with others until the arrival of emergency personnel.
6. Take appropriate steps to make sure no one evacuates through the contaminated area.
7. If an evacuation alarm sounds, follow established building evacuation procedures.
8. Do not re-enter the area until directed by emergency personnel.

[Top](#)

EMPLOYEE EVACUATION PROCEDURES

All building evacuations will occur when a fire alarm sounds or upon notification by Campus Police, Building Supervisor (Residence Hall Coordinators or Assistants) or their designates.

IN ADVANCE - EACH STAFF MEMBER SHOULD:

1. Recognize the sound of the evacuation alarm.
2. Know at least two ways out of building from your regular workspace.

BUILDING EVACUATION

1. When the building alarm is activated, leave by the nearest clear exit and alert others.
2. Assist those with disabilities in exiting the building.
3. Do not use elevators in cases of fire and/or earthquakes.
4. Once outside proceed to a clear area that is at least 500 feet away from the affected building.

5. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your assembly point.
6. Do not return to an evacuated building unless told to do so by a University Official.
 1. Important:
After any evacuation report to your pre-designated assembly point. Stay there until an accurate head count is taken. The building manager (Residence Hall Coordinator, Assistant RA) will take attendance and assist in counting for all occupants.
7. Remain Calm

CAMPUS EVACUATION

1. The Campus Police will announce evacuation of all or part of the campus grounds.
2. All persons (staff & students) are to immediately vacate the site in question and relocate to a safe location as directed.

[Top](#)

CIVIL DISORDER

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

1. INTERFERENCE with normal management of the University.
2. PREVENTION of access to offices, buildings or other University facilities.
3. THREAT of physical harm to persons or damage to University facilities.

IF ORGANIZED CIVIL DISORDER OCCURS, CAMPUS POLICE SHOULD BE NOTIFIED AT 4274 AND THEY WILL BE RESPONSIBLE FOR CONTACTING AND INFORMING THE PRESIDENT, PROVOST, ASSISTANT PROVOSTS AND VICE PRESIDENTS. DEPENDING ON THE NATURE OF THE DEMONSTRATION / DISORDER, APPROPRIATE PROCEDURES WILL BE IMPLEMENTED.

[Top](#)

MEDICAL EMERGENCIES

IF SOMEONE BECOMES ILL OR IS INJURED AND REQUIRES IMMEDIATE ASSISTANCE

1. In case of serious injury or illness on VU Campus dial 911.
2. Call Campus Police at 4274 if you need assistance.
3. Unless trained, do not attempt to render any first aid before trained assistance arrives.
4. Do not attempt to move a person who has fallen and appears to be in pain.
5. Limit your communication with ill or injured persons to quiet reassurances.
6. After the person's immediate needs have been taken care of, remain to assist the investigating officer with pertinent information about the incident.
7. If the victim is an employee of VU, the victim's supervisor should fill out the University's Supervisor's Accident Report relative to the incident.
8. In case of minor injury or illness report to the campus Health Office for assistance.

[Top](#)

BOMB THREATS

It is possible, although highly unlikely, that a staff member may someday receive a threatening telephone call, letter, or suspicious parcel or discover a suspicious object somewhere on the premises.

BOMB THREATS

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information.
3. Use the Explosive Device Data Record information Explosive Device Data Record information to question the caller in a polite manner. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about a device, the validity of the threat, or the identity of the caller.
4. Upon completion of the call, immediately notify the Campus Police (4274) and complete the Explosive Data Record as soon as possible while the incident is still fresh in your memory.
5. If another individual has received a threat and he/she is relaying this information to you, use the Explosive Device Data Record to get as much information as possible.

See Explosive Data Record on next page. Make copies for future reference and use.

[Top](#)

SNOW / ICE EMERGENCY

1. All offices and facilities shall remain open unless the University President or his/her designee declares an emergency condition.
2. The City of Vincennes has designated snow routes. It is imperative that all University personnel observe these routes and not park their cars along these streets.
3. The University may designate additional campus streets and parking lots as snow routes.
4. VU maintenance will give priority to sidewalks used by students with a disability.
5. If it snows other than working hours, personnel must use their own judgment as to whether or not they can reach the campus safely. Listen to the local radio and TV stations for the latest weather conditions.
Note: A battery-operated radio should be kept in case of power outages.
6. If snow occurs during the working day, the President and other Administrators will make the decision regarding the closing of offices and classrooms.
7. Should the storm appear to last more than one day causing travel to be impossible, Housing will make temporary arrangements for food and shelter.

[Top](#)

MEDICAL WASTE EMERGENCY

Notify Campus Police at 4274

1. Give name and location of emergency.
2. Determine the extent of contamination.
3. Identify the type and magnitude of the contamination.
4. Depending on the magnitude of the emergency, the Campus Police will notify the University Administration, Physical Plant Maintenance and the Office of Environmental & Safety.
5. The Campus Police officer will go to and stay at the scene until it is secured and an emergency no longer exists.
6. Physical Plant Maintenance will provide emergency removal and disposal for the medical waste.
7. Physical Plant Maintenance will provide signs, barricades and fencing as required securing emergency area.
8. Faculty and staff will clear the area until instructions from emergency personnel are given to return.

9. The primary function of University personnel is to keep unauthorized persons away from contaminated areas and to facilitate properly trained personnel access to clean up the contaminated area.

[Top](#)

BUILDING STRUCTURAL FAILURE

1. Remain calm and act don't react.
2. Evaluate the situation and contact 911 and the Campus Police at 4274 for emergency assistance.
3. Do not use lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
4. Be guided by emergency personnel. If evacuation is ordered, proceed to the nearest exit and assigned assembly point.
5. Do not move seriously injured persons unless they are in obvious immediate danger (such as fire, further structural failure, etc.).
6. Open doors carefully. Watch for falling objects.
7. Do not use elevators.
8. Do not re-enter damaged building(s).

[Top](#)

TERRORISM

Any terrorist event or occurrence, which has taken place and has seriously impaired or halted the operations of the University, must be reported immediately to the Campus Police at 4274. In some cases, mass personnel casualties and severe property damage may have been sustained. A coordinated effort of all campus-wide resources will be required to effectively control the situation. Outside emergency services will be essential. The first concern must be to recognize the event and protect the first responders. Unless the first responders recognize the danger, they will very possibly become casualties to the terrorist event. Remain calm and alert. The hazard present may be biological, chemical, nuclear / radiological, and / or explosive.

Remain calm.

[Top](#)
