



## **PHYSICAL EDUCATION COMPLEX**

### **VINCENNES UNIVERSITY STRUCTURE EMERGENCY PLAN**

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**Prepared By: Michael Taylor**

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**SECTION I: PLAN DEVELOPMENT AND VALIDATION**

1. Each University building must have a Vincennes University Structure Emergency Plan (VUSEP) that plans for possible emergency incidents. The building Manager or an individual designated by the department head will develop the VUSEP and submit it to the University Police for review and posting to the Emergency Operations Center building binder.
2. Once the plan is developed, the plan must be reviewed and/or revised annually. If there are no significant changes to the VUSEP revision, document your annual review below and send a copy of this page to the University Police.
3. If you have any questions about this plan, contact your building Manager, designated VUSEP developer or members of the Campus Emergency Management Committee.
4. This VUSEP has been developed, revised, and/or reviewed by the following individuals:

Prepared or revised by: Building Manager or Designated Individual
Reviewed by: Department Head (or Designated Individual)
Reviewed by University Police

Annual Review:
Annual Review:
Annual Review:

## SECTION II: YOUR STRUCTURE EMERGENCY PLAN

### 1. INTRODUCTION

a. The VUSEP is designed to provide students, faculty, staff, and visitors basic emergency information to include **shelter-in-place** and **building evacuation** procedures for natural and human-made events.

b. All building occupants need to review and understand their Vincennes University Structure Emergency Plan (VUSEP) information and procedures. The VUSEP provides critical information that each individual needs to be familiar with when there is an emergency in the building. **Emergency warning notification, evacuation, and shelter-in-place procedures** need to be understood by all building occupants. Specifically, questions like...How will I receive emergency warning notifications? Where do I go when I evacuate? Who do I call for an emergency? are just a few of the questions the VUSEP should answer.

c. As a member of the Vincennes University Community, you should also be familiar with the **Vincennes University Emergency Management Plan (EMP)**. The EMP describes the procedures to follow in a variety of emergencies. A copy of the **EMP** is attached (Attachment 1) to the VUSEP and/or you can view it electronically at <https://www.vinu.edu/group/guest/emergency-information>.

### 2. RESPONSIBILITIES

#### a. **Dean, Department Head, or designated representative**

- 1) Appoint the building Manager or designated representative to develop, coordinate, and distribute the VUSEP to building occupants.
- 2) Review the plan prior to submission to the University Police.
- 3) Ensuring annual review and training of VUSEP and PowerPoint by all employees and that new employees review and receive this training during new hire orientation.
- 4) Documentation of annual drills conducted and annual training provided to all employees.
- 5) Complete an After-Action Report following an Exercise/Drill.

#### b. **VUSEP Developer (building manager or an individual designated by the department head)**

- 1) Prepare, coordinate, and distribute the VUSEP to building occupants.
- 2) Ensure the VUSEP is readily available and used during emergency incidents.
- 3) Review the **VUSEP annually** to ensure information and procedures are current.
- 4) List all **Critical Operations** in the VUSEP for first responder reference and use.
- 5) Attach a copy of the **Vincennes University EMP** to the VUSEP.
- 6) In the event of an emergency ensure emergency notification to emergency agencies takes place.
- 7) Assist in building evacuation.
- 8) Report to emergency assembly area (EMERGENCY ASSEMBLY AREA) and account for evacuated personnel.

- 9) Collect and provide essential information to emergency personnel (e.g. location of incident, persons in building, special hazards, etc.).
- 10) Develop additional building specific information that makes the VUSEP more effective (e.g. specific procedures for any assigned disabled people, evacuation maps, emergency assembly area, etc.).
- 11) Include in the VUSEP any additional information as directed by the department head or the individual responsible for the building.

**c. Building Occupants**

- 1) Know the evacuation routes and EMERGENCY ASSEMBLY AREA location(s).
- 2) Participate in annual exercises/drills.
- 3) Attend department training sessions.
- 4) All building occupants must be familiar with the VUSEP. **Read it carefully.** If you have any questions, consult your building Manager, department safety coordinator or safety committee representative. Keep the following in mind as you read through the document:

➤ **Be familiar with:**



- ✧ ***the Vincennes Emergency Warning Notification System - VU E-ALERT.***
- ✧ ***evacuation routes, exit points, and location to report for roll call after evacuating the building.***
- ✧ ***when and how to evacuate the building.***
- ✧ ***locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.***
- ✧ ***proper procedures for notifying emergency responders about an emergency in the building or work area (dial 911 for emergency notification).***
- ✧ ***additional building specific procedures and requirements.***

**3. VUSEP REQUIREMENTS**

a. **The VUSEP is to be reviewed annually** to ensure information and procedures are current. The University Police will also review the VUSEP and maintain a copy for use by the Emergency Operations Center personnel.

b. **Annually exercise the VUSEP** to validate procedures and to ensure building occupants understanding. The exercise/drill should be based on a simulated emergency event that highlights building shelter in place or evacuation procedures. Any lessons learned that require changes to the VUSEP should be incorporated into the VUSEP and a copy forwarded to the University Police. The University Police will assist in the exercise development. Annual drills/exercises must be documented, specifically noting the description/type of the drill, location, date, time drill started, time drill ended, and if the drill was announced or unannounced. It is recommended that an after-action report be completed following the drill.

c. **Annual Training** is an integral part of the safety and preparedness program for your building. It is the responsibility of each Dean, Department Head and/or Supervisor to ensure all building occupants are trained or made aware of the Vincennes University Structure Emergency Plan for the building(s) they occupy. This training **MUST** be provided to all new employees during new hire orientation and must be conducted annually. All annual training **MUST** be documented, specifically noting location of training, date and time of training, and who attended the training.

#### **4. TRAINING SLIDE PRESENTATION TEMPLATE**

A Power Point Training Presentation template is available to assist the Dean, Building Manager, or designated representative in developing a training presentation for building occupants. The template is a guide and should be adjusted to fit the needs of each building. **Feel free to add or delete information based on your building set up and training objectives.** Please contact the Director, University Police at 5143 or [adaugherty@vinu.edu](mailto:adaugherty@vinu.edu) if you have any questions.

### **SECTION III: BUILDING INFORMATION**

#### **1. BUILDING MANAGER / ALTERNATE BUILDING MANAGER**

Please fill in the following areas. Tailor the form to the needs of your building

<b>Building Name:</b>	Physical Education Complex		
<b>Building Manager (BM):</b>	Michael Taylor	<b>Email:</b>	<a href="mailto:mtaylor@vinu.edu">mtaylor@vinu.edu</a>
<b>BM Campus Address:</b>	1600 Short Street Vincennes, IN 47591		
<b>BM Telephone No.:</b>	812-888-4957	<b>FAX No.:</b>	N/A
<b>Alternate BM or Bldg Contact:</b>	Earl Potter	<b>Email:</b>	<a href="mailto:earl.potter@vinu.edu">earl.potter@vinu.edu</a>
<b>Alternate BM Campus Address:</b>	1600 Short Street Vincennes, IN 47591		
<b>Alternate BM Telephone No.:</b>	812-888-5470	<b>FAX No.:</b>	N/A

#### **2. BUILDING DESCRIPTION**

The Physical Education Complex is a 129,671 square foot, two-story block building with a total of 4 main entrances and exits to the building. The main gym houses 4,337 seats with bleachers on 3 upper decks and 2 lower level bleachers. The building also consists of 2 restrooms, 13 offices, 3 classrooms, 4 basketball courts and a racquetball court on the upper level. The lower level consists of 4 restrooms, 7 locker rooms, 9 offices, 2 classrooms, 2 dance studios, 2 tech rooms, an athletic training room, MMA room, weight room, varsity club room, bowling pro shop, and a main gym floor.

### **3. BUILDING DEPARTMENTS**

List all departments with employees in your building.

<u>Department</u>	<u>Safety Coordinator</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
PE Complex	Michael Taylor	888-4957	Student Rec. Center	109
Physical Education	Misty Bohnert	888-4477	PE Complex	113B
Athletic Department	Harry Meeks	888-4397	PE Complex	B007
Student Activities	Alexis Garner	888-4126	PE Complex	104
Bowling Center	Stephen Mohn	888-4395	PE Complex	113D
Sodexo	Cheryl Haney	888-5841	TDC	118

### **4. BUILDING SAFETY COMMITTEE**

*All departments with employees in your building should be represented on your committee. List Committee members and positions (chair, vice-chair, other officers, members, etc.).*

<u>Name &amp; Position</u>	<u>Department</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
Michael Taylor – Chair	PE Complex	888-4957	Student Rec. Center	109
Earl Potter – Vice Chair	PE Complex	888-5470	Student Rec. Center	104
Harry Meeks – Member	Athletic Department	888-4397	PE Complex	B007
Misty Bohnert – Member	Physical Education	888-4477	PE Complex	113B
Alexis Garner – Member	Student Activities	888-4126	PE Complex	104
Stephen Mohn – Member	Bowling Center	888-4395	PE Complex	113D
Cheryl Haney – Member	Sodexo	888-5841	TDC	118

### **5. BUILDING CRITICAL OPERATIONS**

In this section, include information about critical operations that require special care during an emergency. Be sure to check with each department before completing this section. Employees may need to notify University Police about the following critical operations:

- THERE ARE NO CRITICAL OPERATIONS AT THE PHYSICAL EDUCATION COMPLEX.
  - CRITICAL OPERATIONS ARE DEFINED AS ANY POTENTIALLY HAZARDOUS OPERATIONS LOCATED IN YOUR FACILITY THAT REQUIRES PREPLANNING FOR EVACUATION AND/OR SHELTER IN PLACE EVENTS.
  - THIS INFORMATION MUST BE READILY AVAILABLE TO FIRST RESPONDERS TO ASSIST THEM IN THEIR EMERGENCY RESPONSE.

## **6. BUILDING ALARMS (s)**

Indicate all of the alarms that occupants should be able to identify. There may be several alarms in or near your building such as elevator alarms, evacuation alarms, or fume hood alarms. Describe the different sounds, the significance of each alarm, and the appropriate occupant response to each alarm. Add other steps, actions, or precautions specific to your building or work area.

- Fire Alarm (Audible and Visual)

The Physical Education Complex has a fire alarm system with pull stations on each floor near the exits. When activated, the system emits a loud audible, pulsing buzzer, tone. The system also activates visible white strobes that are located above some of the pull stations and throughout the building. The fire alarm system automatically dials out to Campus Police to notify them that the alarm has been activated.

When the alarm is sounded all occupants in the facility must evacuate immediately and report to the designated Emergency Assembly Area (EAA).

- Elevator Alarms (Audible)

The Physical Education Complex has two elevators, one is located Southeast corner by the campus entrance and the other is located in the Northwest corner by the Aquatic Center entrance. Both elevators have an alarm that can only be activated by the occupants inside the elevator. There is also an emergency phone of call box located inside the elevator that calls directly to Campus Police. When the alarm is activated, a loud whistle tone can be heard and remains audible until the button is no longer pressed.

When this alarm is heard, this could indicate that there is an emergency inside the elevator or that an occupant is stuck. If the alarm is heard, Campus Police should be contacted and informed of the alarm to investigate further.

- Fire Panel Trouble Alarm (Audible)

The Physical Education Complex's fire panel monitors various aspects, controls, and equipment of the fire alarm system. If a problem is detected, the alarm panel will indicate this by an audible "beep". This beep is periodic and is only designed to give notification that a problem "may" have been detected. If this periodic "beep" is heard, contact Campus Police and inform them of the alarm. They will investigate the cause and notify maintenance or the issue.

## **7. BUILDING SERVICES & BUILDING MAINTENANCE**

Indicate here who provides custodial services to your building along with contact information. A schedule of custodial services in this building may be obtained by contacting the Physical Plant.

Physical Plant Office: 812-888-4227

Brian Sievers: (Works M-F 7:30am-3:30pm)

Kenny Rice: (Works M-F 7:30am-3:30pm)

## SECTION IV: NOTIFICATION PROCEDURES

### 1. EMERGENCY NOTIFICATION PROCEDURES:

Any building occupant that needs emergency assistance should immediately dial **911** from any campus telephone.

### 2. NON-EMERGENCY NOTIFICATION PROCEDURES:

- a. Department phone number: 888-4957
- b. Primary Care Clinic: 888-4277 or 888-7777
- c. Vincennes University Police Department: 888-5555
- d. Environmental Safety Office: 888-4227
- f. Physical Plant: 888-4227

### 3. Vincennes University Emergency Warning Notification System - VU E-ALERT

Vincennes University is a unique campus with multiple buildings. The Vincennes University community moves about the campus freely. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered approaches we have in place will help spread the word quickly, based on the circumstances. The following communication methods make up the University's Emergency Communication Plan:

- All-Hazards Emergency Warning Sirens (***Shelter-In-Place***).
- Fire alarms (***Evacuate*** the building).
- An e-mail will be sent to all people with a **vinu.edu** address (VU E-Alert).
  - Building Managers should receive the Mass Email notification and begin their internal notification procedures. However, if specific information needs to be "pushed out" to assistant managers then a Building Manager Email Notification will be made. When Assistant Managers receive an emergency notification they will forward an e-mail to others in the building or go to offices or rooms in person. They also may post signs on doors or in hallways.
- Vincennes University faculty, staff and students will receive an emergency notification via text message and/or voice message during certain situations or emergencies in which an ongoing threat to safety exists (VU E-Alert).
- The Vincennes University home page ([www.vinu.edu](http://www.vinu.edu)) is the focal point of the most complete information in all campus-related emergencies.
- University Housing Office personnel will be notified. They, in turn, will activate their procedures to alert people in individual Residence Halls via their Resident Assistants, phones, and signage.
- University Relations personnel will work with the news media— radio, TV, newspapers, and Internet to help spread the word.

- Information will be posted on Vincennes University Social Media groups called “Vincennes University Emergency Notification.”
- Classrooms with a Smart Podium, that are equipped with an Emergency Panic Button, will receive important messages via a “Screen Takeover”. This message will be displayed on the faculty’s computer screen, and if a projector is in use, the message will also be displayed to the class.

**REMEMBER, WHEN YOU HEAR:**

- ALL HAZARDS SIRENS immediately 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...Vincennes Homepage, TV, radio, email, etc.*

**SECTION V: EMERGENCY PROCEDURES**

1. Vincennes University’s Emergency Management Plan (EMP) will be referenced for all emergencies. A copy of the EMP must be attached to the VUSEP.

2. The VUSEP focuses on two basic and immediate warning notifications:

- a. **Fire Alarms** mean to immediately evacuate the building and proceed to your Emergency Assembly Area.
- b. **All Hazards Emergency Warning Sirens** means to immediately seek shelter (Shelter In Place) in a safe location within closest facility/building. This siren is an Emergency Outdoor Warning Siren System.

- **“Shelter-In-Place”** means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, release of hazardous materials in the outside air, or a civil disturbance. When you hear the sirens immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

3. Additional warning notifications will follow using Vincennes University E-ALERT...the Campus’ Mass Notification System. Warning Notifications may also be sent via “Screen Takeovers” in smart classrooms.

## SECTION VI: EVACUATION

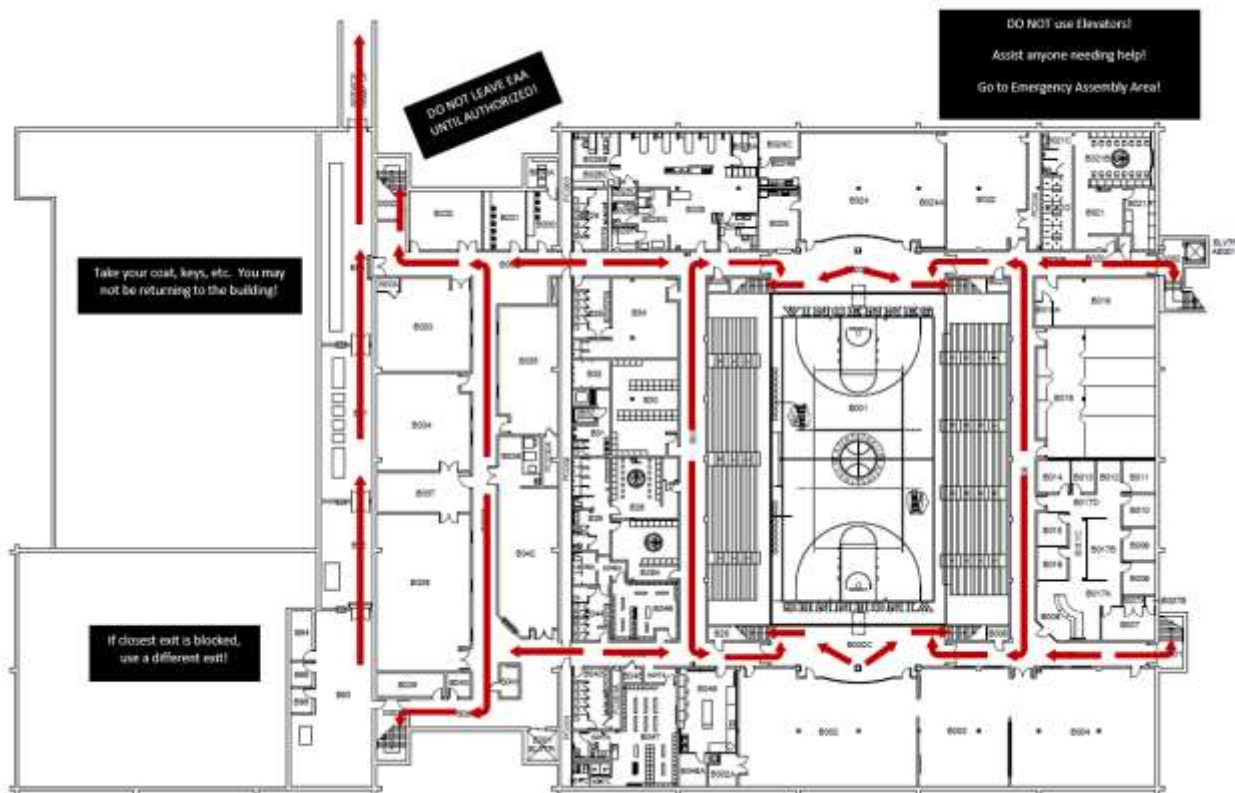
1. **EVACUATION POLICY:** Vincennes University policy requires immediate evacuation when any fire alarm sounds within a building. All faculty, staff, students and any other individuals within the building must **promptly** depart the building using designated exit routes.
  - a. Departments are responsible to ensure all people in their building are aware of exit routes and location of their building Emergency Assembly Area (EAA).
  - b. Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
  - c. All building occupants will follow instructions relevant to public safety issued by the Building Manager or Fire and Police personnel.
  - d. After exiting the building, occupants are to go directly to their designated EMERGENCY ASSEMBLY AREA (EAA) and follow guidance provided by the Building Manager (or designated safety representative) and emergency responders.
  - e. No one may re-enter building until authorized to do so by Fire or Police Department officials.
  
2. **GENERAL EVACUATION PROCEDURES--** If you hear the fire alarm or are instructed to leave the building:
  - a. Immediately obey evacuation alarms and orders. Tell others to evacuate.
  - b. No one may remain inside a building when an evacuation is in progress.
  - c. Classes in session must evacuate.
  - d. If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
  - e. When you evacuate, take keys, coat, purse and any other critical personal items with you to the EMERGENCY ASSEMBLY AREA.
  - f. Close doors as rooms are vacated.
  - g. Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
  - h. Note location of trapped and injured victims, and provide this information to emergency responders.
  - i. Walk calmly but quickly to the nearest emergency exit.
  - j. Use stairways only. **Do not use elevators.**
  - k. Keep to the right side of corridors and stairwells as you exit. Emergency Responders may be entering as you exit.

- l. Proceed directly to your designated EMERGENCY ASSEMBLY AREA. Move and stay away from the building, and any entrances and/or exits you evacuated through.
- m. Remain in the EMERGENCY ASSEMBLY AREA until roll call is taken and instructions are given.
- n. Do not re-enter the building until authorized Fire or Police Department personnel give the "All Clear" instruction.

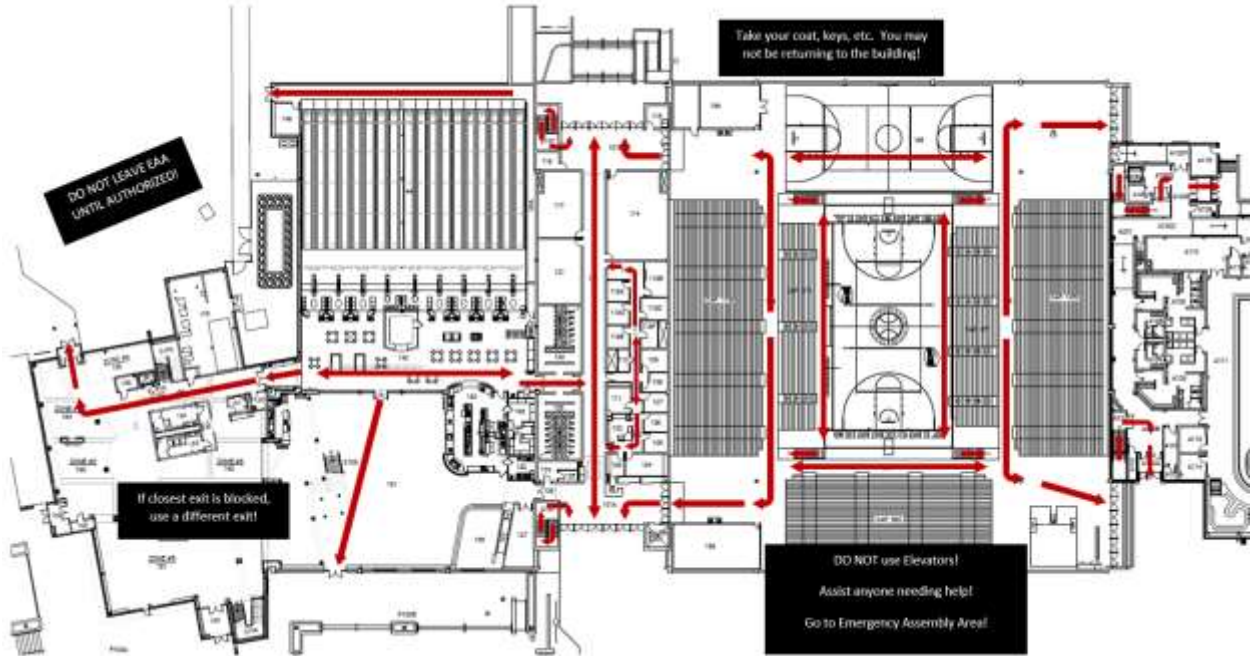
### 3. BUILDING SPECIFIC EVACUATION PROCEDURES

Evacuation procedures must take into account any specific building and occupant needs. Your location within the building, will determine your best evacuation route. If your primary exit is blocked, choose the next best route. Employees should get to know the buildings they work in and be familiar with all the evacuation routes. Below are the evacuation plans, by floor.

#### BASEMENT EVACUATION PLAN



FIRST FLOOR EVACUATION PLAN



#### **4. EMERGENCY ASSEMBLY AREA LOCATION**

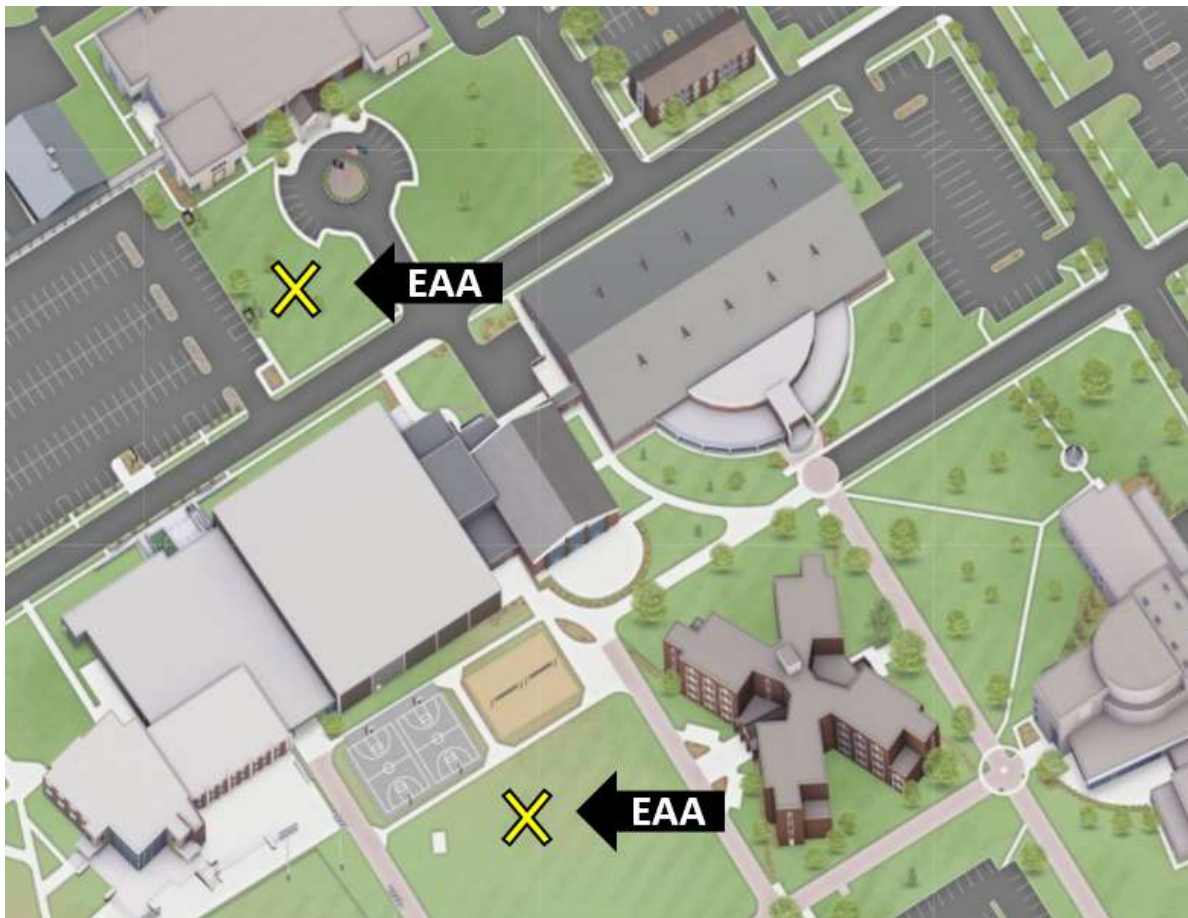
Determine an Emergency Assembly Area (EMERGENCY ASSEMBLY AREA - roll call/head count area) away from the building and in a location that will not interfere with emergency personnel. Do your best to implement personnel accounting procedures. However, it is understood that many facilities (especially academic buildings) have incoming and outgoing students, faculty, staff, and visitors which makes a "headcount" very difficult to conduct. Do your best and be prepared to provide first responder personnel as much information as you know.

All occupants of the building will evacuate to one of the two EAAs. It is important to be familiar with the EAAs and choose the appropriate one that is nearest your location in the building.

The first EAA is located in the grassy area on the East side of the outdoor courts. More specifically, this area is located directly behind the PE Complex, Jefferson Student Union, and Aquarics Center and in front of Vanderburgh Hall

The second EAA is located on the West side of the PE Complex and in the grassy area across Chestnut Street. More specifically this area is located between the PE Complex and the ICAT Building.

All faculty, staff, and students will report to the EAA that best fits their evacuation route or the door they exited through (See Map Below). Once in the EAA, a roll call/head count will be conducted by the head of each department. This is to insure everyone is out of the building. Anyone missing during roll call needs to be passed on to emergency responders immediately. No one may leave the EAA until instructed to do so by either the Building Manager or Emergency Responders.



## 5. EVACUATION GUIDELINES FOR PEOPLE WITH DISABILITIES

a. General Policy (reference page 36, Emergency Management Plan, for specific information that may be useful in developing your specific policy/procedures for your building):

- ❖ Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risk of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.
- ❖ Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts. For further information on guidelines for evacuating people with disabilities see attached EMP.
- ❖ Keep in mind that during big events in the PE Complex, there may be several individuals that require the use of walkers and/or wheelchairs who may need assistance. No one in a wheelchair will be seated outside the upper levels (upper decks). However, those using walkers and canes may be seated on the lower level (main floor), even though they are encouraged to remain on the upper levels.

b. Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.

c. **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.

d. **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.

e. Faculty and staff who are mobility impaired should let the building Manager or designated building representative know the location of their usual work area and special needs. Document the information in the below table.

**Names & Locations of Building Occupants with Special Emergency Needs**

Name	Room	Phone
N/A	N/A	N/A

- ❖ **CURRENTLY THERE ARE NO PERMANENT OCCUPANTS (FACULTY, STAFF, OR STUDENTS) WITH ANY SPECIAL EMERGENCY NEEDS AT THE PE COMPLEX.**

## SECTION VII: SHELTER IN PLACE

### 1. TYPES:

You may be required to Shelter-In-Place for events such as:

- a. Tornado warning
- b. Other severe weather events.
- c. Active shooter, building intruder, or civil disturbance
- d. Hazardous materials release
- e. As directed by police personnel for any other situation that requires you to find protection within a building.

### 2. WHEN TO SHELTER IN PLACE:

You must **immediately** seek shelter in the nearest facility or building (preferably in a room with no windows) when:

- a. You hear the All Hazards Emergency Warning Sirens
- b. When directed by Police or Fire department personnel
- c. Anytime you receive indication of an unsafe environment (heard gunshots, see a person with gun, etc) and shelter-in-place is your best and safest option over evacuation.

### 3. PROCEDURES:

Vincennes University E-ALERT (reference section IV, paragraph 3 for additional information) will be used to notify the Vincennes Community of a “shelter in place” situation. If available, a Screen Takeover will also be sent out to smart classrooms indicating the need to shelter-in-place.

- a. If you are “sheltering” due to a **tornado warning**, immediately go to a safe location in your building.
  - 1) 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) If time permits, 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.
  - 4) Any occupant who encounters a student or visitor should direct them to take appropriate actions.

- 5) Any occupant that encounters a physically disabled individual should assist them if possible.
- 6) Try and obtain additional clarifying information by all possible means (e.g. Vincennes Homepage, TV, radio, email, etc.)

b. 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. For a HAZMAT situation you should, if possible, take the following actions:

- 1) Close all windows and doors.
- 2) Turn heating/cooling systems (HVAC) off.
  - Needs done in only one (1) location.
- 3) Move to the nearest shelter-in- place location, if the classroom is not a suitable place.
- 4) Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
- 5) Do not use elevators as they may pump air into or out of the building.
- 6) Any occupant who encounters a student or visitor should direct them to take appropriate actions.
- 7) Any occupant that encounters a physically disabled individual should assist them if possible.
- 8.) Try and obtain additional clarifying information by all possible means (e.g. Vincennes Homepage, TV, radio, email, etc.)

c. If you are “sheltering” due to an **active shooter, building intruder or a civil disturbance** on campus, immediately go to a safe location in your building (**this notification could be received by police, via a screen takeover in smart classrooms, or was based on unsafe behaviors that someone in the building observed**). (Reference Page 27, Emergency Management Plan, for additional Active Shooters/ALICE information).

- 1) If possible, take refuge/lockdown in a room that can be secured.
- 2) If possible, close and lock the building’s or room’s door(s). If unable to lock the door secure it by any means possible (Barricade the Doors).
- 3) The room should also provide limited visibility to anyone that is outside of it. Cover windows quickly if you can. Stay out of view whenever possible.
- 4) Hide under a desk, in a closet, or in the corner.
- 5) After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. Vincennes Homepage, TV, radio, email, etc.)
- 6) Report any suspicious activity if you can do so without jeopardizing your safety...Call 911 if possible.

7) At any time during an active shooter or violent intruder situation, evacuate if this can be done safely and quickly.

8) Prepare to counter (attack) the intruder if necessary. If at any time, you come in contact with the shooter or violent intruder, and you cannot escape or evacuate, make yourself a hard target (MOVE), react (THROW OBJECTS), use any means necessary and improvise a defense to distract or disable the shooter. If possible, multiple people can quickly swarm, secure, and disarm an active shooter.

#### **4. BUILDING SPECIFIC SHELTER IN PLACE PROCEDURES AND LOCATIONS**

Shelter in place procedures must take into account any specific building and occupant needs. Add maps, routes, other steps, actions, or precautions specific to your building or work area. Specify your shelter in place locations and procedures.

The term Shelter-In-Place, means to seek immediate shelter and remain there during the emergency. Some emergencies require evacuation, but often, certain emergencies, like tornadoes or exterior hazardous material releases, it is safer to remain where you are, and await instructions.

You may be put into a situation where, you have to decide the best option at the given time based on what you are presented with, such as the case for Active Shooter or Violent Intruder Events. In these situations, you may be able to evacuate or you may have to shelter-in-place until it is safe to evacuate. The most important aspect of a Shelter-In-Place is to TAKE ACTION QUICKLY.

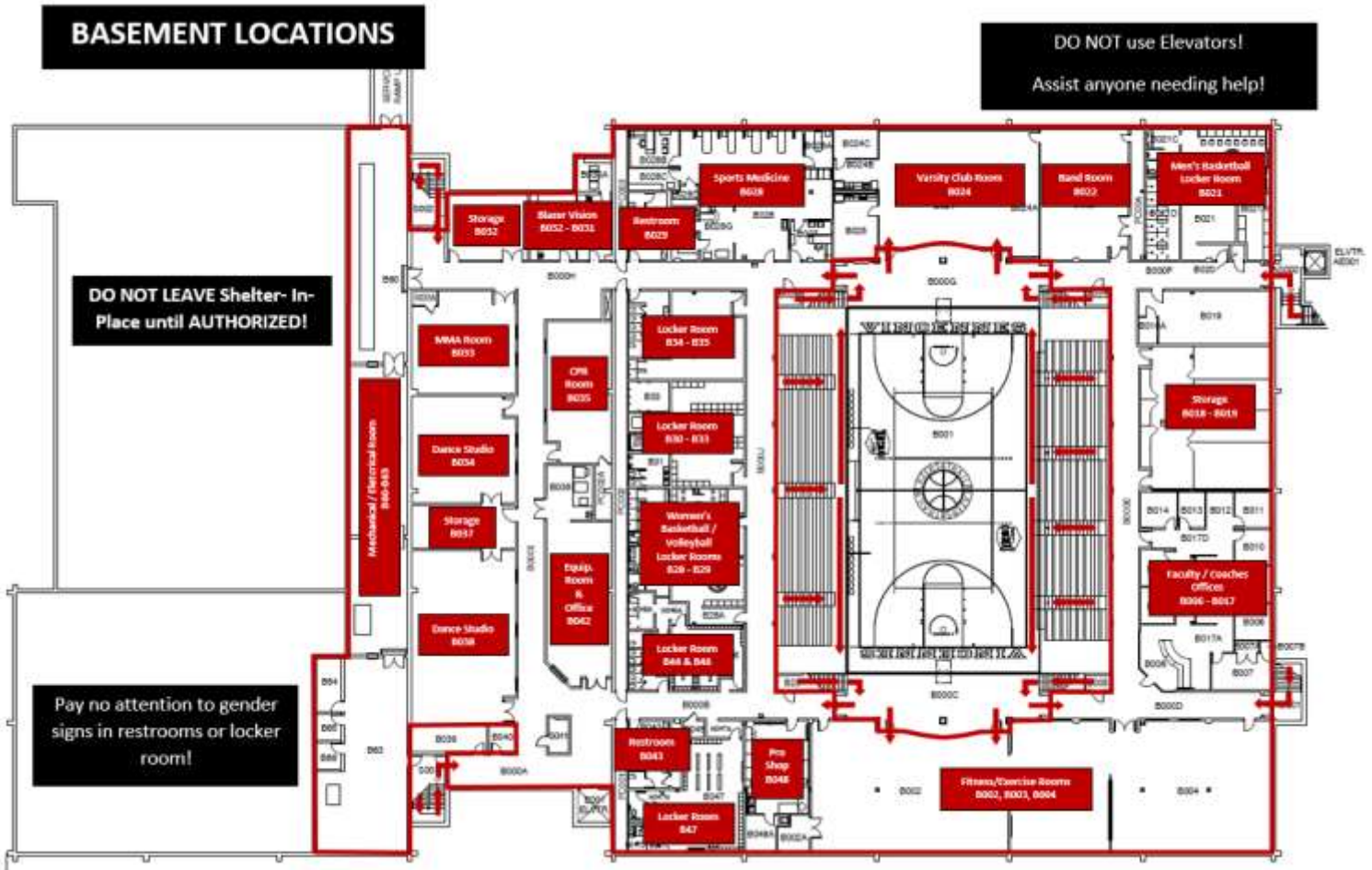
The basic concept of behind Sheltering-In-Place is to put up barriers between yourself and the danger, while maintaining awareness, communications, and safety.

For **Severe Weather Emergencies** all faculty will direct their classes to shelter in the nearest shelter-in-place location.


For **HAZMAT Emergencies** students and faculty will shelter in their present classroom. Faculty members are encouraged to secure the room to the best of their ability and close all windows. If necessary, immediately take refuge in an identified shelter-in-place location. Help visitors or physically disabled people if moving locations. Staff will need to shut off the heating and air systems (HVAC). There is one (1) location the HVAC system is to be turned off in.

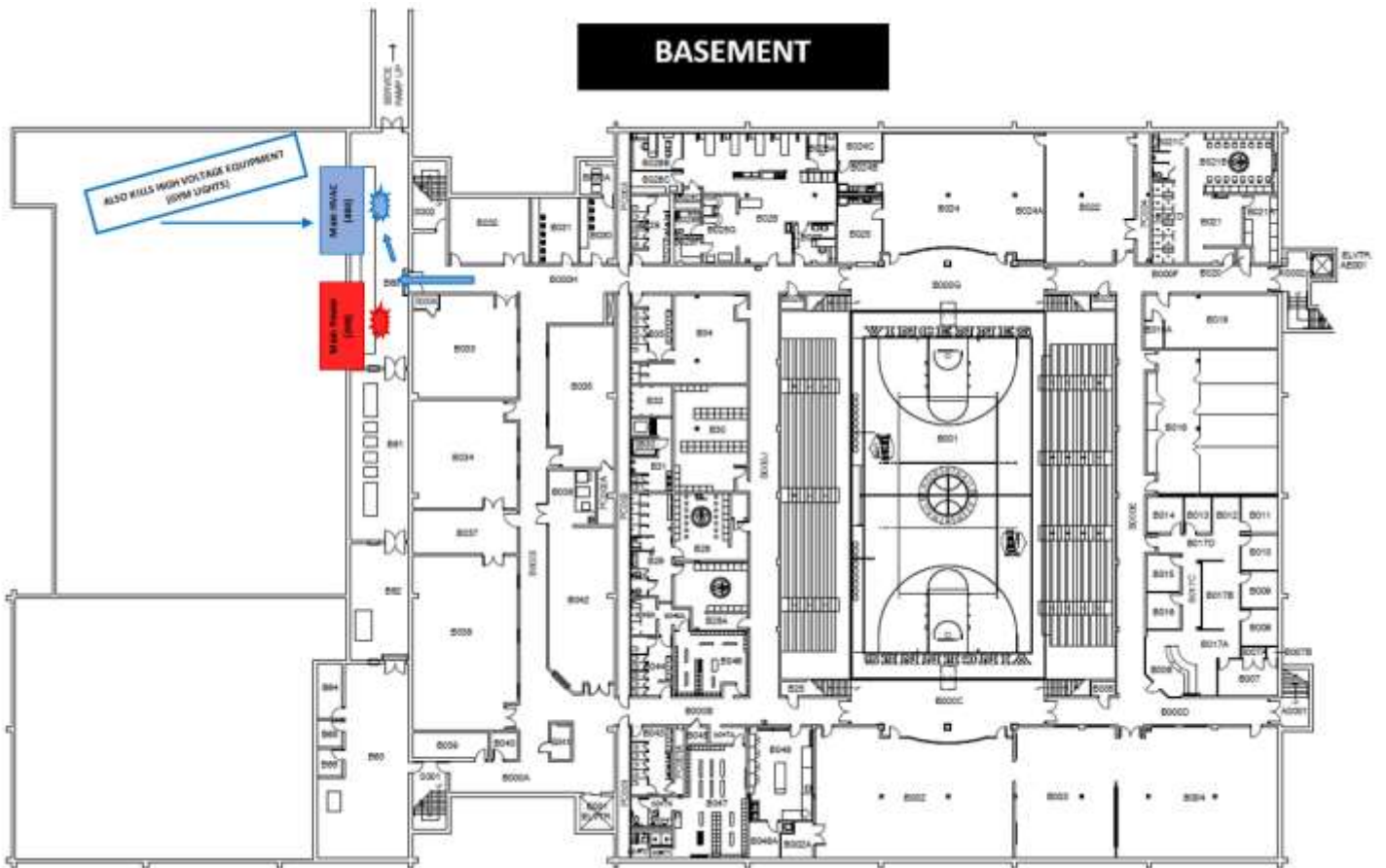
For **Active Shooter/Violent Intruder Events**, use ALICE. Evacuate if this can be done quickly and safely, otherwise take refuge in any room that can be secured. If possible, close and lock the building's or room's door(s). If unable to lock the door, secure it by any means possible (Barricade the doors using anything big and heavy). The room should also provide limited visibility to anyone that is outside of it. Cover windows quickly if you can. Stay out of view whenever possible. Hide under a desk, in a closet, or in the corner, but have an escape plan. After getting to a safe location and without jeopardizing your safety, try and obtain additional clarify information by all possible means (e.g. Vincennes Homepage, TV, radio, email, etc.) Report any suspicious activity if you can do so without jeopardizing your safety...Call 911 if possible. At any time during an active shooter or violent intruder situation, evacuate if this can be done safely and quickly. Prepare to counter (attack) the intruder if necessary. If at any time, you come in contact with the shooter or violent intruder, and you cannot escape or evacuate, make yourself a hard target (MOVE), react (THROW OBJECTS), use any means necessary and improvise a defense to distract or disable the shooter. If possible, multiple people can quickly swarm, secure, and disarm an active shooter. MOST IMPORTANTLY: **DO SOMETHING**.





**HVAC Shut-off Locations**

SWITCH LABELED	LOCATION	Figure 1.1	Figure 1.2
<p>MAIN (480) (HVAC)</p>	<p>West Side Tower of Electrical Room (B60) - located in Basement (Figure 1.1 &amp; Figure 1.2)</p> <p>KILLS POWER TO ALL HVAC AND OTHER HIGH VOLTAGE EQUIPMENT (GYM LIGHTS)</p>		
<p>MAIN (208) (Remaining Power)</p>	<p>East Side Tower of Electrical Room (B60) - located in Basement (Figure 1.3 &amp; Figure 1.4)</p> <p>KILLS ALL REMAINING POWER IN THE BUILDING</p>		



## APPENDIXES

### APPENDIX A: Acronyms and Term Definitions

#### Acronyms

**BM:** Building Manager

**VUSEP:** Vincennes University Structure Emergency Plan

**EAA:** Emergency/Evacuation Assembly Area

**VUPD:** Vincennes University Police Department

**ES:** Environmental Safety

**VU EMP:** Vincennes University Emergency Management Plan

**ALICE:** ALERT / LOCKDOWN / INFORM / COUNTER / EVACUATE (Response to Active Shooter)

#### Term Definitions

**All Hazards Warning Sirens:** Knox County Emergency Management Agency controls activation of the siren system. (Vincennes University police department has access/can activate the siren located on the campus.) The siren is part of the warning notification system for any major shelter in place event such as tornado warning, building intruder, active shooter, civil disturbance, or as deemed necessary by police personnel.

**Building Manager:** The building Manager is a University employee who has a defined role in each campus building. In an emergency, the building Manager should report to the Incident Command location to provide building information to emergency responders. The “all clear” information will typically be communicated to the building Manager when it is safe to return to the building so that the occupants can be notified.

**VU Structure Emergency Plan:** The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

**Critical Operations:** Any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter in place events. Additionally, this information must be readily available to first responders to assist them in their emergency response efforts.

**Building Safety Coordinator:** This coordinator is a University employee who assists department management in coordinating, implementing, and documenting the department’s safety program. This includes ensuring that the department safety committee meets regularly, conducting periodic workplace inspections, and becoming or remaining a participant in the Integrated Safety Program.

**Building Safety Committee:** A group composed of members of each department in the building generally chaired by the building Manager or other employee, charged with coordinating building safety concerns.

Primary functions include:

- Serves as a forum for building employees to report and discuss safety or environmental improvement needs.
- Identify employee needs for safety training and request training sessions accordingly.
- Coordinates safety self-audits on a regular basis; assisting department management in prioritizing actions to address safety concerns.
- Disseminates information about requirements concerning workplace health, safety, and environmental protection.

**Emergency/Evacuation Assembly Area (EAA):** A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

**Emergency Responder(s):** Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from Vincennes University police department, Vincennes fire department, Environmental Safety, Physical Facilities, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

**Roll Taker:** A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation.

**APPENDIX B: Resource List**

**University Police:** 812-888-5555

The office serves as the focal point for emergency preparedness questions and issues.

**Environmental Safety:** 812-888-4227

Information on various safety topics, including hazard evaluations and employee training

**Physical Plant:** 812-888-4227

Installation and repair of facility safety equipment;

**Health Office:** 812-888-4277

Provide Information on medical and health safety in the workplace.

**ATTACHMENT 1**

**ATTACH A COPY OF THE VINCENNES UNIVERSITY EMERGENCY MANAGEMENT PLAN  
(VUEMP) TO THE VUSEP.**

**The VUEMP is located at:**

<https://www.vinu.edu/group/guest/emergency-information>

**ATTACHMENT 2**

**VUSEP TRAINING PRESENTATION TEMPLATE**

THE ATTACHED POWER POINT TEMPLATE IS FOR BUILDING MANAGER/DESIGNATED REPRESENTATIVE USE TO DEVELOP A TRAINING PRESENTATION FOR BUILDING OCCUPANTS. IT IS NOT REQUIRED TO BE PART OF THE VUSEP THAT IS DEVELOPED AND DISTRIBUTED FOR YOUR SPECIFIC BUILDING, BUT MUST BE CREATED AND USED FOR ANNUAL TRAINING AND NEW HIRE TRAINING.