



Vincennes University Emergency Management Plan

VINCENNES CAMPUS

Prepared by
**Vincennes University
Emergency Management
Plan Review Committee &
Approved by President Dick Helton**

Revised 8-1-2013

AUTHORIZATION FOR
EMERGENCY MANAGEMENT PLAN

This document has been reviewed by and meets the approval of the President. It hereby defines the official response of Vincennes University to emergency events.

President

Date

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INTRODUCTION

The purpose of this plan is to provide a guide for emergency situations that cannot be addressed under usual University procedures and that could endanger lives and property at the Vincennes campus of Vincennes University. When these conditions occur, the President, or his/her designate, may declare a state of emergency, and this document addresses the actions to be taken during any declared emergency event involving:

1. the Vincennes Campus and its associated facilities,
2. the Vincennes Community, or
3. Knox County.

EMERGENCY MANAGEMENT PLAN REVIEW COMMITTEE (EMPRC)

The purpose of the Vincennes Campus Emergency Management Plan Review Committee is to review, revise, recommend and support the implementation of the Vincennes Campus Emergency Management Plan (EMP). The members of the committee are:

Lynn White	Dan Winkler
John Livers	Carmin Schnarr
Mike Morrison	Roy Inglis
Dawn Brewer	Leslie Smith
Peggy Milligan	Kristi Deetz
Patricia Jost	Jim Minderman
Lisa Bishop	James Jones
Cindy Beaman	Robert Dunham

The task of the EMPRC was to develop a comprehensive, flexible, understandable and successful EMP for the Vincennes campus of Vincennes University. The success of any EMP is measured by how well it works during an actual emergency.

The best way to achieve this success is through Pre-Emergency Planning, which must include the steps listed below.

1. The development of a comprehensive, understandable and flexible EMP
2. The appropriate distribution of the EMP
3. The familiarization of Vincennes campus personnel with the EMP and their role in the plan
4. Annual Preplanning Assessment
 - a. The President will work with University Police in annually identifying a person(s) in charge of each building. This information must be on file with Vincennes University

- Police who will provide a copy to the EMPRC by August 1 of each year.
- b. Each department/program area of the Vincennes campus shall conduct training in the emergency plan to all personnel, including adjunct faculty once a year. Training for new personnel will occur in line with new employee orientation. Documentation of all training must be provided to the Office of Human Resources no later than one month subsequent to the completion of the training.
 - c. The effectiveness of the Vincennes University EMP may be enhanced by the departmental development of checklists, maps, training aids, etc.
 - d. Testing of the EMP capabilities will be completed once a year. This shall include:
 - i. a paper exercise involving a hypothetical emergency/disaster;
 - ii. a field exercise involving the actual evacuation of a predetermined area/building on campus; or
 - iii. other simulations.
5. Building Plans - Each building will have its own emergency instructions as developed in coordination with University Police to support the EMP and shall include:
- a. statement of scope and nature of responsibility;
 - b. statement of tasks, with procedures to be followed;
 - c. reference to EMP requirements;
 - d. building personnel and their assigned emergency duties along with their home phone numbers, office numbers and cell phone numbers; and
 - e. primary and alternate personnel responsible for carrying out emergency tasks.
6. An updated copy of the department's EMP guide shall be provided to the Emergency Management Review Committee (EMPRC) in care of the University Police. A designee for each building shall be responsible for updating and submitting the building plan once a year. Any changes during the year shall be forwarded immediately to the EMPRC committee for proper distribution.
7. The identification of EMP headquarters:
- a. Primary geographic location
 - b. Alternate geographic location

VU employees in charge of every administrative unit, regardless of unit size, are responsible for maintaining individual Emergency Management Operations Plans, activating the plans as directed, defining the decision making hierarchy, and assuring the flow of communication and information to and from their staff, faculty, and students.

OVERVIEW OF THE PLAN

Purpose

1. Ensure the safety of the University community
2. Limit loss of life and property
3. Ensure effective use of resources
4. Provide means to periodically test emergency response
5. Educate faculty and staff having emergency duties and assignments

Authority

1. Office of the President, Vincennes University
2. OSHA 1910.38 – Emergency Action Plans
3. Vincennes University EMP Review Committee
4. Incident Commander

References

1. OSHA 1910.38 – Emergency Action Plans
2. Federal Emergency Management Agency (FEMA)
3. Indiana State Emergency Management Agency (SEMA)
4. Knox County Emergency Management Agency

EMERGENCY EVENTS COVERED UNDER THE VINCENNES CAMPUS EMP

Weather/Natural Disaster

1. Tornado/High Wind
2. Flood
3. Earthquake
4. Snow/Ice Emergency

Personal/Physical Disaster

1. Fire
2. Bomb Threat
3. Personal Injury/Death or Health of a member of the campus community population requiring ambulance or Emergency Room (ER) treatment
4. Pandemic (A separate document)
5. Foodborne Illness
6. Psychological Crisis
7. Civil Disorder
8. Explosion
9. Violent Crime/Threat
10. Terrorism

- a. Biological
 - b. Chemical
 - c. Nuclear/Radiological
- 11. Downed Aircraft
 - 12. Severe structural damage to building and/or classroom that causes evacuation and/or closure of building or part of building

Mechanical/Electrical/Chemical

- 1. Power Outage
- 2. Central Steam Failure
- 3. Chemical/Petroleum
- 4. Medical/Biohazard Waste

Other

- 1. Train Derailment
- 2. Access Failure/Blockage
- 3. Major Water Leak
- 4. Communication Loss, Computer, Phone, etc.
- 5. Building Structural Failure
- 6. Asbestos Release

ASSUMPTIONS

An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning. The succession of events in an emergency is not predictable; therefore, this plan serves only as a guide and may require modification in order to meet the demands of the emergency. It is also important to note that a crisis can occur on or off site.

Any or all of the conditions listed below may exist or occur during an emergency:

- 1. Absence of key personnel
- 2. Streets blocked/impassable
- 3. Shortage of resources
- 4. Disruption of utilities/communications
- 5. Two or more emergencies occurring at the same time
- 6. No advance warning
- 7. Adverse weather conditions
- 8. Delayed outside services (48-72 hours)
- 9. Extended emergency conditions (48-72 hours)
- 10. An emergency or crisis involving students and/or University personnel happening off

University property

Vincennes University personnel may use this EMP as a guide to make decisions based on their best judgment to cope with these contingencies.

LIMITATIONS OF THE VINCENNES CAMPUS EMP

1. This plan covers the Vincennes campus' response to internal emergencies and those happening outside the campus that would affect campus students, VU faculty and staff.
2. Other Vincennes University sites: Jasper, ATC, ASL, and other locations will develop individual plans to meet needs specific to each location.
3. For emergencies affecting Vincennes City and/or Knox County, the Vincennes City authorities and the Knox County Emergency Management Committee will be responsible. Vincennes University will provide support and resources as requested in accordance and compliance with applicable State Law. The needs and best interests of the University community will be carefully considered when such requests are received.
4. Major resources for fire control, hazardous materials response, health and medical response, sanitation, water, electricity, natural gas and street services are not under direct control of Vincennes University.

EMERGENCY MANAGEMENT PLAN

Provisions of the Vincennes Campus EMP

1. The responsibilities of key personnel in emergency situations
2. The approach to emergency response capabilities
 - a. Controlling internal and external communications
 - b. Assessing the nature and extent of emergencies
 - c. Implementing action plans
 - d. Coordinating emergency response with outside agencies
 - e. Completing Incident Reports
 - f. Critiquing Incident Reports

Operational Roles and Responsibilities

Reporting lines will, whenever possible, follow normal campus administrative authority. Those offices and staff having additional responsibilities during emergencies will exercise their authority through the President's Office and the Emergency Management Plan Review Committee.

President of Vincennes University

1. Activates and oversees the EMP by conferring with appropriate personnel regarding the following:
 - a. The impact of the incident on the institution's operations
 - b. Release of public information
 - c. Allocation of funds
 - d. Authorization of requests for outside assistance
 - e. Completion of all incident reports and critique of the response

Provost

1. Represents President when he/she is unavailable
2. Determines the impact of the incident on academic activities and authorizes appropriate response
3. Performs additional duties as directed by the President

Vice President for Financial Services and Government Relations

1. Authorizes emergency budget
2. Provides emergency funding and documentation for internal and external financial reimbursements
3. Facilitates University financial services resources in response to the emergency situation
4. Provides personnel for emergency cleanup of campus

Vice President for Workforce Development/Community Services

1. Facilitates University workforce development/community services resources in response to the emergency situation
2. Determines the impact of the incident on workforce development/community services, and authorizes appropriate response

Assistant Provost for Curriculum and Instruction

1. Organizes and coordinates faculty support within the emergency response
2. Performs additional duties as directed by the Provost
3. Represents the Provost regarding academic affairs when he/she is unavailable; represents the President regarding academic affairs when both the President and the Provost are unavailable

Assistant Provost for Student Affairs

1. Organizes and coordinates student support within the emergency response
2. Coordinates emergency resources available through students and student groups
3. Facilitates University student affairs resources in response to the emergency situation
4. Helps police provide emergency communication
5. Performs additional duties as directed by the Provost
6. Represents the Provost regarding student affairs when he/she is unavailable; represents the President regarding student affairs when both the President and the Provost are unavailable

Senior Director of External Relations

1. Provide news summaries and updates to VU administration
2. Coordinate news releases and briefings
3. Monitor event-related communications from external sources
4. Provide information and updates to the Coordinator of Parent & Family Services
5. Provide information via website, Blazer TV and digital media

Director of Architectural Services/Facilities

1. Advises VU administration and assists Vincennes University Police
2. Coordinates with outside agencies on sanitation, fires, toxic substances and hazardous materials
3. Assesses the areas of environmental impact
4. Formalizes disaster analysis and physical damage assessment
5. Develops disaster report
6. Provides consultation in staff training
7. Coordinates emergency restoration of utilities
8. Provides temporary sanitary facilities
9. Assists in rescue, clearance, and demolition of University assets
10. Installs barricades
11. Provides emergency water supply when needed
12. Provides damage assessment team
13. Provides equipment/personnel for emergency work
14. Maintains and supplies vehicle
15. Helps police provide emergency communications
16. Provides training for Physical Plant personnel

Chief of Vincennes University Police

1. Serves as the Incident Commander for on-site command and control of emergency response
2. Designates location of Incident Command Center
3. Maintains a current list of outside resources
4. Coordinates all on-campus emergency functions
5. Provides emergency communications
6. Disseminates information to the Senior Director of External Relations
7. Maintains access routes for emergency vehicles
8. Keeps onlookers and crowds away from dangerous areas
9. Provides training for Vincennes University Police personnel
10. Coordinates temporary mortuary services

Dean of Students

1. Utilizes the resources of the Student Center to assist in the assessment of the impact of the emergency situation on the student population
2. Communicates with faith-based organizations
3. Performs additional duties as assigned by the Assistant Provost for Student Affairs

Health Services Coordinator

1. Establishes triage and provides initial aid within capabilities
2. Coordinates with all medical service providers
3. Coordinates with State and County Department of Health
4. Advises the EMPRC on health and medical impact

Director of Counseling Services

1. Coordinates the services of the Campus Counseling Center
2. Coordinates with external mental health providers for additional assistance
3. Advises the EMPRC on mental health impact
4. Coordinates Critical Incident Stress Debriefing

Director of Housing and Director of Residential Life (Collaboration of positions)

1. Establish facility usage for residence hall emergency situations
2. Coordinate residence hall emergency procedures
3. Coordinate relocation of students, residing both on- and off-campus, when needed
4. Assess available space in case of community emergency

5. Provide training for residence life staff

Director of Food Services

1. Provides food services during an emergency
2. Submits expense report to the Assistant Provost for Student Affairs

Coordinator of Parent & Family Services

1. Assists the Director of University Relations
2. Provides information to parents and families of VU students
3. Fields questions from parents and families

University Counsel

1. Provides legal guidance for University personnel during an emergency

IMPLEMENTATION OF THE EMERGENCY MANAGEMENT PLAN

Emergency Response Operational Premise

1. The President or Designated Authority (DA) will determine the scope of the emergency, whether campus/or community resources will be needed, and whether full implementation of the EMP is necessary.
2. All personnel, staff and faculty, shall be on emergency status to provide support for EMP.
3. When the President or DA activates the EMP, the Vincennes University Police will alert internal and external response personnel.
4. Members of the EMPRC will function under the emergency authority of the President or DA, advise the President, and maintain documentation of emergency activities.
5. After an emergency, each office as directed by EMPRC shall provide an Incident Report Form to the administration and the Physical Plant. This report shall cover the following (see Appendix for form):
 - a. resource expenditure
 - b. losses
 - c. deficiencies
 - d. problems
 - e. strengths
 - f. recommended improvements

Initiation of Response - Alerting Procedure

1. Upon assessment of an emergency, the first responder will notify University Police. University Police will notify the Assistant Provost of Student Affairs and the Senior Director of External Relations who in turn will notify the Executive Administrators.
2. External Relations in conjunction with University Police will issue the appropriate alert.

Levels of Emergency Response

Level 1 – A minor department or building incident that can be resolved by the responding service unit.

Examples: *Physical Plant personnel responds to a broken water pipe; University police/health services respond to a minor student injury which may require minor medical intervention; minor chemical spill/biohazard incident which requires Physical Plant personnel to clean.*

Level 2 – A department or building incident that can be resolved with University resources or limited outside help. A Level 2 incident is usually a one-dimensional event of limited duration and little impact on the campus community beyond those using the space/building in which it occurred.

Examples: *Chemical spill / medical / biohazard waste incident requiring special expertise to clean; loss of power to a building for several hours; a minor fire; an institutional incident requiring Emergency Medical transport to a medical center.*

Level 3 – Crisis primarily affecting people, rather than property or systems.

Examples: *Assault; sexual assault; hate crime; bomb threat; contagious-disease outbreak; suicide; homicide. In these situations, specific operational department plans may be implemented.*

Level 4 – A major emergency that affects a **sizable** portion of the campus and/or outside community. Level 4 emergencies may be single- or multi-hazard situations, and often require considerable and timely coordination both within and outside the University. Level 4 emergencies may include imminent events (or the threat of such events) on campus or in the general community that may develop into a major university crisis or disaster.

Examples: *Heating plant failure; extended power outage; severe storm; major fire; domestic water contamination; downed aircraft; personal injury, illness, trauma or death.*

Level 5 – A catastrophe affecting the entire campus and surrounding community. Immediate resolution of the disaster, usually multi-hazard, is beyond the response capabilities of the University and local emergency response agencies (police, firefighters, etc.). State and federal

assistance would be necessary for recovery.

Examples: *Tornado, flood, earthquake, severe storm; mass casualty event; pandemic; terrorist action.*

Standby

1. Key personnel have been alerted; the EMP has been reviewed, and needs have been determined.

Mobilization

1. All appropriate personnel have been notified that an emergency has been declared. As much information as is known about the event will be furnished to these individuals. Personnel will be advised to take necessary precautions to safeguard themselves. They must be prepared to offer assistance to others in obtaining emergency aid. The Director of Architectural Services/Facilities will report to the Incident Command Center.

Command, Control, and Communications

1. Command - The President will have full authority. In his/her absence, command will follow in this order:
 - a. University Provost
 - b. Assistant Provost for Student Affairs
 - c. Assistant Provost for Curriculum and Instruction
 - d. Vice President for Financial Services and Government Affairs
 - e. Vice President for Workforce Development and Community Services
2. Control
 - a. Incident Command Center Controller – Vincennes University Police
 - b. Primary Incident Command Center – Vincennes University Police station
 - c. Alternate Management Center – Locations will be determined depending on the nature and location of the emergency by the Chief of Vincennes University Police.
 - d. Alternate Communications Center – Locations will be determined if Internet or other required services for communications are interrupted by the emergency.
3. Communications
 - a. EMP communications during an emergency will be handled by University Police in coordination with University resources and emergency response agencies.
 - b. Emergency Alert and External Communications will be handled by the staff of External Relations in coordination with University Police and VU Administration utilizing multiple communication mediums including, but not limited to:
 - Rave Mobile Safety for Emergency Alert

- o text messaging
 - o email
 - o voice messaging
 - Lotus Notes internal email system
 - MyVU
 - www.vinu.edu
 - www.facebook.com/vincennesuniversity
 - digital signs
 - University hotline 812.888.7979
 - media releases to campus and external TV, radio, and other news sources
- c. The Vincennes University Police, Knox County Emergency Management and local HAM radio operators will provide external communications as necessary.

Post Emergency Procedures

Recovery

1. Alleviate suffering by providing ongoing medical and welfare services
2. Provide follow-up debriefing and critical incident stress management
3. Repair essential utilities
4. Open communication and transportation routes
5. Resume normal operations

Post Emergency Review Report

1. Following a disaster, the Director of Architectural Services/Facilities will issue a report to the President of Vincennes University in a timely manner. The report will cover the following items:
 - a. resource expenditures
 - b. losses
 - c. deficiencies
 - d. problems
 - e. strengths
 - f. recommended improvements
2. The Director of Architectural Services/Facilities will rely on records of each affected office and the EMPRC for data to be included in the final report.
3. The Vincennes campus EMP and building evacuation plans will be updated as needed.

EMERGENCY MANAGEMENT PLAN PROCEDURES

Due to unexpected changes in the University faculty and staff which can occur at any time and because of the constant change in student population, it is imperative that:

1. faculty and staff are well acquainted with the prescribed EMP and building evacuation plans;
2. building evacuation plans are communicated to students during orientation and the first day of classes; and
3. building evacuation plans and maps showing campus buildings, streets, parks and surrounding areas are posted at all buildings.

The following outline provides Vincennes University faculty and staff basic emergency procedures and guidelines. It must be emphasized that the very nature of an emergency may necessitate on-scene modifications to these procedures.

Weather/Natural Disaster

Tornado/High Wind

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

Before the storm, VU personnel should:

1. know the location of the building's weather radio;
2. be familiar with any pre-assigned safe locations;
3. locate accessible building basement or corridor location;
4. stay informed through local media sources and University weather radios on days that severe weather is expected;
5. be aware of the county emergency warning system (siren and public address system);
and
6. keep a good reliable flashlight/illuminating device and battery operated radio in each office/work area.

Storm is Imminent:

1. Possible Indicators of a Tornado
 - a. Dark, often greenish sky
 - b. Large hail
 - c. Loud roar, similar to a train
 - d. Cloud of debris (the tornado may not be visible)

- e. Wind becomes calm and still
- f. Frequent lightning
- g. Tornadoes generally occur near the trailing edge of a storm

Tornado sighted:

1. All building occupants should proceed to the lowest possible floor, according to the building evacuation plan.
2. Occupants of light steel shelled buildings (i.e. Recreation Center and Auto Body Building) should leave the building and go directly to a more substantial concrete building, preferably with a basement.

Flood

1. Vincennes University Police will monitor flood conditions with City and County Emergency Management and the Army Corps of Engineers.
2. If the Army Corps of Engineers determines there is a danger of floodwall failure, the President shall be notified so that emergency plans and agencies can be engaged.
3. University operations and classes will be conducted as appropriate.
4. If the flood level is high enough to endanger the Vincennes campus, campus evacuation will be initiated.
5. Vincennes University Police or other designated agencies will patrol the levee system adjacent campus and will look for threats in campus area.
6. Vincennes University Physical Plant employees will assist City and County emergency crews in emergency levee repair.
7. The University community will support the volunteer work effort.

Earthquake

1. If indoors, take refuge under a desk or table or in a doorway and hold on. Stay away from windows, shelves, and heavy equipment. Proceed according to the building evacuation plan.
2. If outdoors, move quickly away from buildings, utility poles, overhead wires, and other structures. CAUTION: Avoid downed power or utility lines as they may be active. Do not attempt to enter buildings until you are advised to do so by the proper authorities.
3. If in an automobile, stop in the safest location available, preferably an open area away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it provides.
4. Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage.

5. Evaluate the situation; call 911 and Vincennes University Police (5555) for emergency assistance if needed.
6. Do not use the telephone unless it is absolutely necessary for emergencies. Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.
7. Use megaphones, walkie-talkies, and public address systems to facilitate communication.
8. Do not use light switches, lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
9. Open windows and doors to ventilate buildings. Watch out for broken glass.
10. If a fire is present, call 911 and Vincennes University Police (5555).
11. Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.)
12. Open doors carefully. Watch for falling objects.
13. Do not use elevators.

Snow/Ice Emergency

1. Emergency Declaration
 - a. All offices and facilities shall remain open unless the University President or designee declares an emergency condition.
2. Snow Routes
 - a. 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.
 - b. The University may designate additional campus streets and parking lots as snow routes.
 - c. Based on information provided by the Office of Disability Services, sidewalk snow routes will be determined each semester after reviewing residence and class location of mobility impaired students. Priority for clearing sidewalks will be given to the indicated routes.
3. Occurrence of Snow/Ice Emergency
 - a. If snow/ice storm occurs during normal 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.
 - b. All personnel must make every attempt to notify their supervisor, if weather conditions prevent the use of roads and streets.
 - c. If snow occurs during normal working hours, the President or designee will make the

decision regarding University closings.

4. Extended Duration
 - a. Should the storm appear to last more than one day causing travel to be impossible, Housing/Res Life will provide temporary arrangements for shelter.
5. Security
 - a. Vincennes University Police will provide services such as patrol, providing help for stranded motorists and providing security for Physical Plant equipment.
6. Physical Plant
 - a. Physical Plant personnel will clear parking lots and walkways on the Vincennes University campus.

Personal/Physical Disaster

Fire

1. In the event of a mechanical fire alarm, all individuals will be automatically evacuated from the facility. Emergency 911 should be called immediately whenever a fire alarm is activated.
2. The following procedures will be followed in the event of a fire.
 - a. Small fires (trash cans, bulletin boards, toilet paper, etc.) may be extinguished by staff.
 - b. Notify the Fire Department and Vincennes University Police via 911 and initiate building evacuation plan.
 - c. The Fire Department and/or Vincennes University Police will give clearance to allow individuals back in the building. The fire alarm system will be reset by University Police. If the alarm cannot be reset, Physical Plant will be notified.
 - d. Individuals will be directed to an alternate location as determined.
3. Other items of note:
 - a. All fire alarms are to be considered real.
 - b. Physical Plant will conduct monthly checks of the system.
 - c. All staff will assist with evacuation.
 - d. Mobility impaired students will be identified by staff and assisted with evacuation.
 - e. Staff will be trained regarding evacuation procedures through in-services as described in Annual Preplanning Assessment. Each building's personnel will be trained in the specific building's evacuation plan.
 - f. Every time emergency equipment is activated, Vincennes University Police must be notified. Vincennes University Police will keep logs to document activation of emergency equipment; locations, time of day, date, etc.

Bomb Threat

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; however, building evacuation is not a decision for anyone to make except the proper authorities. The procedures described below should be implemented regardless of whether the bomb threat appears to be real or not.

1. All personnel should acquaint themselves with the following procedure:
 - a. If a suspicious object or potential bomb is discovered, **DO NOT HANDLE THE OBJECT. CLEAR THE AREA AND CALL 911 AND VINCENNES UNIVERSITY POLICE (5555)**. Be sure to include the location and appearance of the object when reporting.
 - b. If a bomb threat is received, remain calm. Listen carefully and show interest. Try to keep the caller talking so that you can gather more information.
 - c. Use the EXPLOSIVE DEVICE DATA RECORD to question the caller (found on the next page).
 - d. 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.
 - e. Upon completion of the call, immediately notify Vincennes University Police (5555) and complete the EXPLOSIVE DEVICE DATA RECORD as soon as possible while the incident is fresh in your memory.
 - f. 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 from them as possible.

EXPLOSIVE DEVICE DATA RECORD

_____ Caller ID number (if available) _____ Number at which call received
_____ Date _____ Time _____ Length of call

EXACT WORDING OF THE THREAT:

THREAT LANGUAGE

_____ Well Spoken _____ Taped _____ Race/Nationality
_____ Incoherent _____ Foul Language _____ Age
_____ Educated _____ Caller Gender

QUESTIONS TO ASK

1. When is the explosive device set to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What will cause it to explode? _____
5. Are you the person who placed the device? _____
6. Why? _____
7. What is your address? _____
8. What is your name? _____

CALLER'S VOICE

_____ Calm _____ Loud _____ Deep _____ Familiar
_____ Angry _____ Laughter _____ Ragged _____ Slurred
_____ Excited _____ Nasal _____ Disguised _____ Normal
_____ Slow _____ Stutter _____ Breathy _____ Clearing
_____ Rapid _____ Lisp _____ Accent _____ Crying
_____ Soft _____ Raspy _____ Distinct _____ Cracking

BACKGROUND SOUNDS

_____ Voices _____ Static _____ PA System _____ Factory Machinery
_____ Music _____ Clear _____ Phone Booth _____ Office Machinery
_____ Animal _____ Street Noise _____ House Noise _____ Other

Notes _____

IMMEDIATELY CALL THE VINCENNES UNIVERSITY POLICE DEPARTMENT AT EXTENSION 5555

Personal Injury/Health

1. In case of serious injury or illness on the Vincennes campus, call 911. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.
2. The individual making the emergency call should continue to stay on the line with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.
3. In case of minor injury or illness, have the person report to the University Health Office.

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

Pandemic

A separate document.

Foodborne Illness

All food related issues should be directed to the Food Service Director, the Assistant Provost for Student Affairs or the University Health Office.

Depending on the seriousness of the incident, the above offices will enact procedures according to the Indiana State Department of Health and the food service provider.

Anytime there is a possible foodborne illness complaint, whether student or non-student, a Food Complaint Report must be completed in detail and as quickly as possible. This report will be taken by the University Food Service Director or University Health Office. The report will contain detailed first-hand information, assisting in identifying the specific cause of the illness.

Psychological Crisis

A psychological crisis exists when an individual is threatening harm to self or others, or is out of touch with reality due to severe drug reactions or psychotic break. A psychotic break may be manifested by hallucinations or uncontrolled behavior.

1. If a psychological crisis occurs, never try to handle a situation you feel is dangerous.
2. Notify the Vincennes University Police of the situation at 5555.
3. Contact the Counseling Center at 4374.
4. Clearly state that you need immediate assistance, give your name, your location and the area involved.

5. Provide as much information about the nature of the situation or the individual involved as possible without escalating the crisis.

Civil Disorder

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

- INTERFERENCE with normal management of the University,
- PREVENTION of access to office, buildings or other University facilities, or
- THREAT of physical harm to persons or damage to University property.

If organized civil disorder occurs, Vincennes University Police should be notified and will be responsible for contacting and informing the President, the Provost, the Assistant Provost for Student Affairs, and the Dean of Students. Procedural guidelines follow.

1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

- a. Generally, demonstrations of this kind should not be interrupted, and should not be obstructed or provoked. Efforts should be made to conduct University business as normally as possible.
- b. If a demonstration continues past normal business hours:
 - i. Arrangements will be made by the Vincennes University Police Chief to monitor the situation, or
 - ii. If demonstrators are asked to leave a building or facility, and refuse to leave, it is deemed a disruptive demonstration.

2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

- a. In the event that a demonstration blocks access to University facilities or interferes with the operation of the University in violation of the Standards of Student Behavior (see appendix):
 - i. The Assistant Provost for Student Affairs or designee will go to the area and ask the demonstrators to disperse, or to discontinue the disruptive activities, and
 - ii. The Assistant Provost may ask key University personnel and student leaders to go to the area and assist in persuading the demonstrators to desist and disperse.
- b. If the demonstrators persist in the disruptive activity, they will be apprised that the failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion, possible

intervention by civil authorities, and/or arrest.

- i. The Assistant Provost for Student Affairs, after consultation with the University Police Chief, will determine the need for an injunction and intervention by Vincennes University Police.
 - ii. If a determination is made to seek an intervention by Vincennes University Police, the demonstrators will be informed.
 - iii. Upon arrival of Vincennes University Police and/or other law enforcement personnel under the direction and supervision of the Vincennes University Police Chief, demonstrators remaining in the area will be warned of the intention to arrest.
 - iv. All personnel acting in any such facilitative capacity shall be under the direction of the Vincennes University Police Chief.
- c. Efforts should be made to obtain positive identification of demonstrators who persist in order to facilitate later testimony, including photographs and/or videotaping if deemed advisable.

3. VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the Vincennes University Police Chief will notify the President, the Provost and the Assistant Provost for Student Affairs. After this initial notification and at the direction of the Vincennes University Police Chief, the following should commence:

- a. During Business Hours
 - i. The Assistant Provost for Student Affairs, after consultation with the University Police Chief, will determine the need for an intervention by Vincennes University Police.
 - ii. Vincennes University Police will contact outside law enforcement for assistance as necessary.
 - iii. The Vincennes University Police Chief will maintain communications with the President, Provost, and Assistant Provost for Student Affairs or designee(s) throughout the demonstration/disorder.
 - iv. The Senior Director of External Relations will be notified as soon as reasonably possible.
 - v. To comply with legal standards, the following directive must be read to the demonstrators:

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

(Identify Self)

“Both this assembly and the conduct of each participant are seriously disrupting the management of the University and are in clear violation of the rules of Vincennes University. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the University. In no event, will the administration of Vincennes University accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the University, take whatever measures are necessary to restore order - including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.”

- vi. If the demonstrators fail to disperse within fifteen minutes, the following must be read:

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE

(Identify Self)

“You have previously been directed to terminate this demonstration, and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of Vincennes University, each of you is hereby suspended, subject to later review. The Vincennes University Police will now be called to assist in dispersing this assembly.”

b. After Business Hours

- i. Vincennes University Police will investigate the disruption and notify the President, Provost and Assistant Provost for Student Affairs.
- ii. The Assistant Provost for Student Affairs will:
 - a) Report the circumstances to the President;
 - b) Notify key administrators and if appropriate Physical Plant supervisors responsible for the building/location; and
 - c) Notify the Senior Director of External Relations.
- iii. Vincennes University Police will call for additional law enforcement assistance without counsel from others if it is deemed to be critical to the safety of persons involved.
- iv. To comply with legal standards, the following directive must be read to the demonstrators:

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

(Identify Self)

“Both this assembly and the conduct of each participant are seriously disrupting the management of the University and are in clear violation of the rules of Vincennes University. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the University. In no event, will the administration of Vincennes University accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the University, take whatever measures are necessary to restore order - including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.”

- v. If the demonstrators fail to disperse within fifteen minutes, the following must read:

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE

(Identify Self)

“You have previously been directed to terminate this demonstration, and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of Vincennes University each of you is hereby suspended, subject to later review. The Vincennes University Police will now be called to assist in dispersing this assembly.”

Explosion

Chemicals, leaking gas, faulty boilers, derailed trains or falling aircraft could all be the cause of life-endangering explosions.

1. Be prepared for possible further explosions.
2. Take cover immediately.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
4. If evacuation is ordered, follow the building evacuation plan.
5. Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.)
6. Open doors carefully. Watch for falling objects.
7. Do not use elevators.
8. Accompany and assist persons with injuries who appear to need direction or assistance.
9. Do not use light switches, lanterns, torches, lighted cigarettes, or open flames, since gas

leaks could be present.

10. Do not turn on any electrical equipment.

Violent Crime/Threat

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. Promptly notify the Vincennes University Police at 5555 and report suspicious incidents. Include the following information:

1. Nature of the incident,
2. Location of the incident,
3. Description of persons(s) involved,
4. Description of any weapons involved, and
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, take cover immediately. After the disturbance, seek emergency aid if necessary.

Terrorism

In the event of a terrorist attack resulting in the release of biological, chemical, radiological, nuclear material or high-yield explosive devices, the law enforcement, fire and emergency medical personnel who are first to respond may become quickly overwhelmed by the magnitude of the attack. The first concern must be to recognize the event and protect the first responders. Unless first responders recognize the danger, they will very possibly become casualties to the terrorist event.

Biological

1. Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bio-terrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bio-terrorism agent), and detection (gathering and interpretation of public health surveillance data.)
2. When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed; those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, or incubation period, is characteristic of un-infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals,

the initial response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community.

3. Agents of concern include, but are not limited to:

- Anthrax
- Cholera
- Ebola
- Botulinum Toxin
- Plague
- Q Fever
- Ricin
- Staphylococcal Enterotoxin B
- Tricothecene Mycotoxins (T2)
- Tularemia
- Smallpox
- Venezuelan Equine Encephalitis

4. Reporting Requirements and Contact Information

- a. The University Health Office may be the initial site of recognition and response to bio-terrorism events. If the University Health Office or University employees suspect a bio-terrorism event, they must contact the Vincennes University Police immediately at 5555. Vincennes University Police will contact emergency agencies. If the event is identified as a terrorist action, Vincennes University Police will contact state and federal authorities.

Mail/Unusual Packages - If you are suspicious of a mailing and are unable to verify the contents with the addressee, do not take a chance or worry about possible embarrassment if the item turns out to be innocent. Contact the Vincennes University Police at 5555. DO NOT OPEN or MOVE THE PACKAGE.

5. Evacuation

- a. Immediately notify all on-site personnel of an emergency requiring evacuation.
- b. Proceed according to the building evacuation plan.

Chemical

1. Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects.
2. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders - fire departments, police, hazardous materials (HazMat) teams, emergency medical services (EMS), and emergency room staff. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination.
3. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have a serious consequence. Agents of concern include, but are not limited to:
 - a. Nerve Agents

- Tabun
 - Sarin
 - Soman
 - V Agents
- b. Vesicants (Blister Agents)
- Sulfur Mustard
 - Distilled Mustard
 - Nitrogen Mustard
 - Mustargen
 - Lewisite
 - Phosgene Oxime
- c. Chemical Asphyxiants (Blood Agents)
- Hydrogen Cyanide
 - Cyanogen Chloride
 - Arsine
4. Reporting Requirements and Contact Information
- a. The University Health Office may be the initial site of recognition and response to chemical terrorist events. If the University Health Office or University employees suspect a bio-terrorism event, they must contact the Vincennes University Police immediately at 5555. Vincennes University Police will contact emergency agencies. If the event is identified as a terrorist action, Vincennes University Police will contact state and federal authorities.
- b. Mail/Unusual Packages - If you are suspicious of a mailing and are unable to verify the contents with the addressee, do not take a chance or worry about possible embarrassment if the item turns out to be innocent. Contact the Vincennes University Police at 5555. **DO NOT OPEN or MOVE the PACKAGE.**
5. Evacuation
- a. Immediately notify all on-site personnel of an emergency requiring evacuation.
- b. Proceed according to the building evacuation plan.

Nuclear/Radiological

1. The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used.
2. Unless confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain.
3. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards.
4. Warning and Evacuation of Campus
 - a. Initial warning of an impending or actual attack or nuclear incident may be received through the AM or FM radio and television services via the Emergency Alert System (EAS).

- b. Evacuation will proceed ONLY if ample warning is received to move all personnel out of the Knox County area. Otherwise “in place” sheltering in building safe areas will be used as an emergency measure.

Downed Aircraft

1. If an airplane crashes into a building:
 - a. If phones work, notify Vincennes University Police at 5555, and if not, use cell phone to call 911.
 - b. Proceed according to the building evacuation plan. Do not use the elevator.
 - c. If you are trapped:
 - i. Seal door and window cracks if smoke is present.
 - ii. Stay near the floor if smoke is present and tie a towel or cloth (preferably wet) around your nose and mouth to filter smoke.
 - iii. Hang an article of clothing out the window. This alerts rescuers that people are inside.
 - iv. Do not jump outside the building unless death is imminent.
 - d. If you smell gas or airplane fuel, try to get fresh air via exiting your building or getting to a window.
2. If an aircraft crashed onto an area other than your building, stay at least 100 yards away from the crash site.

Mechanical/Electrical/Chemical/Civil

Power Outage

1. An electrical substation located by the Technology building (TB 10) next to the Wabash River floodwall supplies the Vincennes campus.
2. Should power to this substation be cut off or the substation damaged, the campus would be without power.
3. Aside from the Administration Building, there are no emergency generators on campus for any other buildings or systems. Fire alarms, emergency lighting and parts of the telephone systems are provided with battery backup, but in most instances, will only provide a maximum of power for one (1) hour.
4. None of the heating/air conditioning equipment will operate when electrical power is off.
5. If an electrical power outage should occur in the winter all buildings and systems would be subject to freezing. Therefore, if there is time, those buildings heated and cooled by water (including sprinkler systems) should be winterized or drained of water to reduce freeze damage to the building.

Central Steam Failure

1. Immediately notify Vincennes University Police at 5555 and Physical Plant at 4227.
2. If necessary, vacate areas affected by the steam failure.

Chemical/Petroleum Release

1. Immediately report to Vincennes University Police at 5555 and the University Office of Architectural Services/Facilities at 4323 or 4227 any release or spill of a hazardous chemical/petroleum product (gasoline, diesel, kerosene, oil, etc.) that requires special training, procedures, or equipment that is beyond the abilities of present personnel.
2. 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:
 - a. Your name, telephone number, and location.
 - b. Time and type of incident.
 - c. Name and quantity of the material, if known.
 - d. Extent of injuries or damage, if any.
4. The key person on site should evacuate 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 as much as possible, remain in the vicinity, and give his/her name to the emergency personnel. Washing off contamination and any required first aid should be started immediately.
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.

Medical/Biohazard Waste

1. Medical/biohazard waste generated on the Vincennes University campus shall be handled in a safe and efficient manner to protect University employees and students.
2. In the event of a medical/biohazard waste emergency, the following procedure should be followed:
 - a. Notify Vincennes University Police at 5555.
 - i. Identify type and location of emergency.
 - ii. Identify the type and magnitude of the contamination.
 - iii. Depending on the magnitude of the emergency, the Vincennes University Police will notify the University Physical Plant and the Office of Environmental and Safety Services.
 - iv. Vincennes University Police will stay at the scene until it is secured and an

emergency no longer exists.

- b. Physical Plant
 - i. Physical Plant personnel will provide emergency removal and disposal for the medical/biohazard waste.
 - ii. Physical Plant personnel will also provide signs, barricades and fencing as required to secure emergency area.
- c. Faculty and Staff
 - i. Clear the area until instructions from emergency personnel are given to return.
- d. Containment and Cleanup
 - i. The primary function of University personnel is to keep unauthorized persons away from contaminated areas and to facilitate the access of properly trained personnel to clean up the contaminated area.

Other

Train Derailment

1. Vincennes University Police
 - a. Determine if hazardous materials are involved.
 - b. If so, identify the types of materials if possible.
 - c. If there appears to be imminent danger, the first responder on scene shall contact the Vincennes University Police who will in turn notify the Assistant Provost for Student Affairs and the Vincennes University Office of Architectural Services/Facilities.
 - d. The responding Campus Police officer will act based on the information available to him/her at the scene of the derailment, and notify appropriate county/city resources.
 - e. Because time is critical, the Vincennes University Police Chief shall have the authority to evacuate any part of or all of the campus.
 - f. Vincennes University Police shall keep students and others away from the accident scene and shall discourage onlookers.
2. Physical Plant
 - a. Physical Plant personnel shall install barricades and fencing as required and directed by Vincennes University Police.
3. Staff and Faculty
 - a. VU employees shall follow building evacuation plans, and shall assist in the evacuation of campus as directed by the Vincennes University Police.

Access Failure/Blockage

1. Vincennes University Police Responsibilities
 - a. If city police are unable to enter campus, Vincennes University Police will manage any

emergency situation until additional resources are available.

2. Fire Protection

- a. The Vincennes City Fire Station No. 3 (St. Clair and Highland) is on the campus side of the railroad tracks. They will respond to fire and medical emergencies using the equipment normally housed at No. 3 Station.
- b. A major fire would be difficult to control, as there is no way to bring any additional resources to campus. Therefore, containment of a fire to the original site must be first priority.

3. Medical Response/Triage

- a. If Good Samaritan Hospital and the Medical Center of Vincennes would be inaccessible, all medical response will be provided by University personnel and facilities and Vincennes Fire Department No. 3 at St. Clair and Highland. Health Office staff will coordinate assistance by qualified University personnel such as Nursing and EMS faculty.
- b. Since the University is neither equipped nor staffed for major health care operations, the University response will be limited to first aid measures.

Major Water Leak

1. Notify the Vincennes University Police (5555) immediately. Vincennes University Police will report the exact location and severity of the leak to the Physical Plant.
2. If there are electrical appliances or outlets near the leak, use extreme caution. Evacuate the area if possible when extreme danger exists.
3. Do not attempt to correct the problem. Be prepared to assist as directed in protecting objects that are in jeopardy.
4. Take only 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.

Communication Loss/Computer/Phone/etc.

1. In the event of campus wide communication loss, Vincennes University Police radios and Physical Plant radios will be relied upon for primary emergency communications.
2. Cell phones and other portable telephones are not reliable during extensive emergency events and therefore will not be considered as a reliable communications resource.

Building Structural Failure

1. Notify the Vincennes University Police (5555).
2. Do not use light switches, lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
3. Proceed according to the building evacuation plan.

4. Do not move seriously injured persons unless they are in obvious immediate danger (fire, further structural failure, etc.).
5. Open doors carefully. Watch for falling objects.
6. Do not use elevators.
7. Do not re-enter damaged building(s).

Asbestos Release

1. Asbestos materials are hazardous and require special training, procedures and equipment to handle them. Asbestos should only be handled by trained personnel.
2. Report suspected damaged asbestos to the Physical Plant at 4227 and University Office of Architectural Services/Facilities at 4323.
3. Turn off fans and ventilation system if possible.
4. Do not attempt to clean up damaged or spilled asbestos materials. Asbestos-trained certified abatement professionals will do this.
5. Take measures to prevent others from disturbing the material until emergency personnel and/or asbestos abatement crew arrives.

EVACUATION PROCEDURES

Building Evacuation

1. Each facility on campus will have a building/facility specific evacuation plan. Each building's document must be reviewed and revised before each academic year. Training on the evacuation plan will occur as outlined in the Annual Preplanning Assessment as described earlier in this document.
2. All building evacuations will occur when a fire alarm sounds and/or upon notification of Vincennes University Police, building supervisor or designee.
3. When the building alarm is activated, leave by the nearest marked exit and alert others to do the same.
4. Failure to evacuate a building may constitute a violation of state statute.
5. ASSIST THE DISABLED IN EXITING THE BUILDING. Evacuation of the disabled should be preplanned for each building at Vincennes University. A contingency for such evacuation is to be included in the Emergency Plan for each building/location.
6. DO NOT USE ELEVATORS IN CASES OF POSSIBLE STRUCTURAL FAILURE.
7. Once outside, proceed away from the affected building.
8. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your assembly point.
9. After any evacuation, report to your pre-determined assembly point until an accurate head count is taken. DO NOT return to an evacuated building unless told to do so by a

University official.

Campus Evacuation

1. Evacuation of all or part of the campus grounds will be announced by the Vincennes University Police.
2. All persons (students and staff) are to immediately vacate the site in question and relocate to a safe location as directed.
3. VU staff and faculty will assist in evacuation of students and guests as directed by the Vincennes University Police.

EMERGENCY CONTACT NUMBERS

On Campus Extensions

Vincennes University Police	Ext. 5555
President's Office	Ext. 4208, 4201
Provost's Office, Dean of Faculty	Ext. 4262, 4025
Asst. Provost for Academic Affairs	Ext. 4480
Asst. Provost for Student Affairs	Ext. 4241
VP Financial Services	Ext. 5101, 4343
VP Workforce Dev/ Community Services	Ext. 4309
University Relations	Ext. 4164
External Relations	Ext. 4358
Senior Director of External Relations	Ext. 4141
Dean of Students	Ext. 4301, 4102
Director of Counseling Services	Ext. 4374
Parent and Family Services	Ext. 5004
Director of Food Services	Ext. 4127, 5089
Director of Housing	Ext. 4225, 4156
Director of Residential Life	Ext. 4225, 4504
Director of Architectural Services/Facilities	Ext. 4323, 4227, or 4207
Health Office Coordinator	Ext. 4277, 5523
Physical Plant	Ext. 4227, 4207, or 5555 (night)
Switchboard Operator	888-8888

Off Campus Emergency Agencies

American Red Cross	882-2204
Center for Disease Control	770-488-7100
CHEMTREC (Hazmat)	800-262-8200
City Fire Department	882-2600 or 9 + 911
City Police	882-1630, 886-6997 or 9 + 911
Duke Energy	800-343-3525
Emergency Management Agency	886-5524 (Indiana)
Good Samaritan Hospital	882-5220
Indiana Department of Transportation	882-8330
Knox County Health Department	882-8080
Knox County Sheriff's Office	882-7660
Knox County Emergency Dispatch	9 + 911
Medical Center of Vincennes	882-4694
National Response Center (Spills)	800-424-8802 (24 hr)
Poison Control	800-222-1222 (24 hr)
Vectren Gas Utility	800-227-1376
Vincennes Mayor's Office	882-7285
Vincennes Water Utilities	895-0511

GLOSSARY

Access Failures – any overpass, bridge or road failure that would impede access to the University.

Emergency, Incident - disrupts the normal course of University operations. An emergency or incident may involve emergency services.

EMPRC – Emergency Management Plan Review Committee

Incident – An event or series of events restricted to a particular site or service. Such events may disrupt the normal course of University operations and may involve the Emergency Services

Incident Commander – the first person on the scene. This position will be assumed by the Vincennes University Police Chief upon notification of University Police.

Incident Command Center – location will be determined upon the nature and location of the emergency.

OSHA 1910.38 (a) – OSHA requirements for Emergency Action Plans.

On-Site Crisis – An event, series of events or outbreak on University property involving life threatening injuries or illness, a threat to life, or substantial loss of property or services could result in intense pressure from the media or relatives. Such events will disrupt the normal course of University operations and will involve Emergency Services.

Off-Site Crisis – An event, series of events or outbreak involving University staff or students which could result in intense pressure from the media or relatives. Such events may involve Emergency Services and third party organizations.

APPENDIX

Standards of Student Behavior

I. INTRODUCTION

Vincennes University is a community dedicated to personal, academic excellence and growth. Choosing to join this community obligates each member to a standard of ethical behavior as stated in the Student Creed.

As a Vincennes University student, I commit to a code of civilized behavior. I will practice personal academic integrity; I will respect the dignity of all persons, including myself; I will respect the rights of others; I will not condone bigotry; I will strive for the openness to learn from differences in people, ideas and opinions; I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development. Allegiance to these ideals requires me to refrain from behavior that threatens the freedom and respect every individual deserves.

The university is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the university community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Standards of Student Behavior is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, appropriate consequences are imposed in the form of sanctions.

The Vincennes University Standards of Student Behavior is a statement of expectations for students and student organizations on the basis of the philosophy of Vincennes University as well as federal and state laws. These regulations are prepared to protect the health, welfare, and safety of the students of Vincennes University. Most of the regulations, accordingly, reflect the policies of Vincennes University, state and federal laws or ones of common sense. This Standards of Behavior policy applies to all students enrolled in Vincennes University courses. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the university community, and contribute positively to student and university life. Therefore, students should understand the specifics of the conditions they have accepted when they enroll. Students need to be aware that violations of the University Standards of Behavior may result in some form of disciplinary action.

DEFINITIONS

The following definitions apply to terms found in the Student Standards of Behavior:

1. "University" and "campus" are used interchangeably and both apply to Vincennes University.
2. "Student" includes all persons taking courses at the university, both part time and full time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the university are considered "students". Therefore sanctions can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from the university while a disciplinary matter is pending.
3. "Standards" represents the Standards of Student Behavior.
4. "University official" includes any person (student, faculty or staff) employed by the university and performing administrative or professional duties, or any person serving the university in an official capacity.
5. "Member of the university community" includes any person who is a student, university official, trustee, or any other person serving the university in an official capacity, university guests on university property or at a university related activity.
6. "University property" includes all real or personal property in the possession of or owned, used, or controlled by the university and all university facilities whether utilized by the university or a university auxiliary organization.
7. "Organization" means any registered student club or organization.
8. "Shall" and "will" are used in the imperative sense.
9. "May" is used in the permissive sense.
10. "Day" applies to a day when the university is open for normal business, regardless of whether classes are in session (e.g., the day preceding Thanksgiving). In determining any deadlines as set forth in the

Code, references to a number of "days" prior to or after occurrence of an event shall not include the day of the event.

11. "Health" applies to physical or mental well-being.
12. "Deliberate Indifference" refers to the conscious or reckless disregard of the consequences of one's actions or inactions.
13. "Standards of Behavior Administrator" includes the Dean and Associate Dean of Students, or any other university official assigned to administer these standards and to perform the duties prescribed in these procedures.

II. JURISDICTION

This Standard addresses misconduct that takes place on university premises and addresses off campus behavior when it may have or has had an adverse impact upon the university community or, if repeated on the university, poses a threat to the safety of members of the university community.

The Standard also applies to university sponsored events, activities, trips, etc., which may occur off campus. A student who violates the Standard and breaks the law is subject to university, civil and, or criminal authorities. The university, at its sole discretion, may pursue disciplinary action against a student while the student is also subject to criminal proceedings. The university reserves this right even if criminal charges are pending, reduced, deferred or dismissed.

The Vincennes University judicial system is the responsibility of the Office of Judicial Affairs through the Dean of Student's office. The Associate Dean of Students has specific responsibility for the operation and administration of the judicial system.

III. MISCONDUCT ACTIVITIES WHICH SUBJECT A STUDENT OR STUDENT ORGANIZATION TO DISCIPLINARY ACTION

Vincennes University recognizes that it must create an environment where each student will be free to pursue her or his academic interests without interference from others. This includes upholding the integrity of the academic process as well as providing a community free of disruptions. The following restrictions are designed to foster a healthy and peaceful learning community. Apathy or deliberate indifference are not neutral acts and may be violations of this standard.

Protecting the rights of the educational process

Students are expected to be honest in all academic work. A student's placement of his or her name on any academic exercise shall be regarded as assurance that the work is the result of the student's own thought, effort, and study. The following behavior is subject to disciplinary sanctions.

- 1) Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures from another person or source without acknowledgement. The instructor will determine appropriate student disciplinary action that is consistent with the academic dishonesty policy contained in the syllabus of the instructor.

- b. Furnishing false information to any university official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any university document, record, or instrument of identification.

Incidents under b and c will be referred to the Dean of Students, who will determine appropriate student disciplinary action in keeping with procedures used in the handling of other types of student conduct situations.

- 2) Disruption or obstruction of teaching, research, administration or other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises. (This policy is not intended to hinder organized, peaceful, and orderly protests.)

Protecting the rights, safety, and dignity of the individual

Any of the following activities, the aiding, abetting, inciting, encouraging, or by his or her presence, supporting of any of the following activities, constitutes misconduct for which students may be subjected to disciplinary action. Student organizations may be subject to disciplinary action up to and including revocation of recognition. These violations include but are not limited to:

- 1) physical or verbal abuse, threats, intimidation, harassment, coercion and, or other conduct which threatens or endangers the health or safety of any person resulting in an individual being fearful for imminent bodily harm and, or the emotional, mental disruption of a person's daily life or educational environment;
- 2) students shall not engage in any act that is sexual in nature and which is committed under pressure, force, threat, or coercion, or without the full and informed consent of all persons involved. For the purpose of this policy, the current, active state code states that consent must be freely and actively given through mutually understandable terms or actions. A person is deemed incapable of giving consent when that person is a minor, is mentally disabled, mentally incapacitated, physically helpless, under the influence of alcohol or drugs to the point of being unable to make a rational decision, unconscious or asleep. A person always retains the right to revoke consent at any time during a sexual act;
- 3) theft or attempted theft of and, or damage to property either personal or public, on or off campus;
- 4) hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization; (Expressed or implied consent of the victim will not be a defense)
- 5) failure to comply with verbal and, or written instructions of university officials acting in the performance of their duties and made within the scope of their authority; (Students shall honor the official request of any university official in the performance of his, her duties. Each staff or faculty member represents the institution and the attack or threat of attack on an official is a threat against the university itself. The above is also applicable to student employees when performing their duties within the scope of their authority) Grievances against a staff or faculty member may be filed with the program and department head responsible for that area of the university in accordance with the institution's grievance policy;
- 6) violation of any policy, rule, or regulation published in hard copy or available electronically on the university website;
- 7) violation of any federal or state law;
- 8) possession of firearms, explosives, or fireworks;
- 9) the use or threat of use of a weapon, or any item or objects that simulate weapons, on university premises that could harm, threaten or cause fear to others;
- 10) falsely reporting a fire, bomb, or any other emergency by any means;
- 11) misuse or unauthorized possession of university owned emergency or safety equipment, creating a fire hazard or be in unauthorized possession of flammable or hazardous material;
- 12) disrupting the normal operations of the university and, or infringing on the rights of other members of the university community; leading or inciting others to disrupt scheduled and, or normal activities within any university building or area;

This policy is not intended to hinder organized, peaceful, and orderly protests.

Promoting personal responsibility and integrity

The Vincennes University community strongly promotes the development of a personal values system that focuses on each person assuming responsibility for her, his own actions, and on maintaining dignity and truth. The following restrictions outline the primary parameters within each individual shall be held responsible.

- 1) Students shall not engage in behavior that is disruptive, lewd, or indecent, regardless of intent, which breaches the peace of the community.
- 2) Students are responsible for the actions of their visitors or guests. Students are expected to take reasonable action to prevent their guests from violating university regulations.
- 3) Failure to comply and, or interfere with the university disciplinary system.
- 4) Students shall not falsify or misrepresent facts on any university form or document and the unauthorized and, or improper use of a university form or document.

- a) *Forms, Records, and Documents.* Falsification of records and, or misrepresentation of facts on any university form or document may result in disciplinary action and, or cancellation of registration. This includes but is not limited to housing contracts, registration material data sheets, fee receipts, checks for payment to the university, applications for vehicle registration, application to be an exception to the housing policy, applications for release from a housing contract, listing an incorrect place of residence, or failure to update a change of correct address.
 - b) *ID Card Policies.* It shall be illegal for a student to allow his, her Student Identification Card to be used by another person (whether a student or not). These cards are the Property of the university and entitle the student to certain privileges. Therefore, no student shall have access to the privileges on the basis of any but his, her own Student Identification Card. Further, it is against university regulations for any person to alter in any way the information contained on the Student Identification Card. This card must be carried with the student always and must be shown on request to any university official.
- 5) All activities sponsored by student organizations must receive approval before the event by the Student Activities Office located in Beckes Student Union. The student organization itself, and individual students involved, will be held responsible for violations of the Standards of Behavior.
- 6) Computing resources may not be used for illegal or disruptive purposes. Examples include:
- a) Unauthorized copying or use of copyrighted material.
 - b) Destruction of or damage to hardware, software or data belonging to Vincennes University or other users.
 - c) Disruption or unauthorized monitoring of electronic communications.
 - d) Harassment of other users.
 - e) The accidental or intentional introduction of a destructive program, such as a "virus," can have serious consequences. Users should be aware of the threat of viruses on networks and in public labs and use adequate protection against spreading them to their own machines. Both freeware and commercial anti-viral programs are available from various sources. Any attempt to compromise the university computer security systems will not be tolerated.
- 7) Computing resources shall be used in accordance with the high ethical standards of the university community. Examples of unethical use which also may involve illegality include:
- a) Violations of computer system security.
 - b) Unauthorized use of computer accounts, files, and data which do not belong to the user.
 - c) Unauthorized use of access codes assigned to others.
 - d) Intentional use of computer telecommunication facilities in ways that impede the computing activities of others.
 - e) Academic dishonesty (plagiarism, cheating).
 - f) Violation of software license agreements.
 - g) Violation of network usage.
 - h) Violation of another user's privacy.

Prohibited Use of Illicit Drugs and Alcohol

As set forth in local, state, and federal laws, and the rules and regulations of the university, Vincennes University prohibits the manufacture, use, possession, and distribution of illicit drugs and alcohol by students, employees and visitors in buildings, facilities, grounds or other property owned and, or controlled by the university. This applies to all individuals participating in any university-sponsored activities.

The university will enforce all state and federal laws regarding the possession and use of alcohol and the manufacture, distribution, dispensing, possession, or use of any controlled substance. Drug and alcohol laws are vigorously enforced at Vincennes University. Violators are subject to criminal prosecution. The enforcement techniques can range from plain view violation to long-term undercover investigations by local, state, or federal agents and agencies.

The inappropriate use of a controlled substance is detrimental to Vincennes University's faculty, staff, students, and the public served. The university will attempt to assist a student or employee involved with the inappropriate use of alcohol or a controlled substance in obtaining rehabilitation. However, the ultimate responsibility for overcoming a dependency or inappropriate use of alcohol or of a controlled substance is that of the individual. Details of the policy are printed and distributed annually in the Student Handbook and University Employee Manual. Vincennes University has an alcohol abuse program emphasizing education

and intervention and meets the requirements of the present drug and alcohol requirement including the Drug Free Schools and Communities Amendments of 1989.

IV. PROCEDURES FOR THE ADJUDICATION OF VIOLATIONS OF THE STUDENT STANDARDS OF BEHAVIOR.

To the Student:

This material has been prepared to assist you in understanding the proceedings which are taking place as a result of a reported incident. The presentation of this information does not presume the degree of your involvement in the reported incident, and the administrator with whom you are involved will not approach your case with any predetermination of a final disposition. Therefore, the receipt of this material should not be interpreted as a prejudgment of your involvement.

The State of Indiana has charged Vincennes University with the responsibility for providing an orderly university environment conducive to learning in which persons and property are protected from harm. Priorities inherent among these responsibilities include:

- Protect persons and property;
- Uphold federal, state, local laws and university regulations;
- Provide an orderly environment conducive to learning;
- Encourage the individual growth of students

The Board of Trustees of Vincennes University has adopted university policies and procedures in exercise of the above responsibilities. The university administration is responsible for providing the process for dealing with violations of the policies. The process, which has been developed for handling conduct situations, includes the following:

Conduct Adjudication

Conduct adjudication is a process, which is used for all alleged violations, which may result in a change of student status. The process contains three fundamental steps:

Presentation of alleged Violations

A student who is accused of an alleged violation of the University Standards of Student Behavior is notified, either in writing (at the last reported local address) or verbally, of the alleged violation by the Dean or Associate Dean of Students.

Hearing

Hearings may be conducted by the Associate Dean of Students, the Dean of Students or other hearing officers designated by the Dean of Students. All hearings provide the opportunity for the accused student to respond to charges, to present witnesses, and to raise questions. The hearing officer, through questioning, seeks to arrive at the truth. Should a student fail to appear at a scheduled hearing, after proper notification, the hearing may be conducted in his, her absence at the discretion of the hearing officer.

Presentation of Decision

An explanation of the action and its effect on the student is made, which may include probation stipulations and future expectations for the student's behavior. The student is informed of the right to appeal and the procedures to follow.

The right to appeal the Dean or Associate Dean of Students decision is afforded all Vincennes University students as a matter of policy and due process.

Appeal

A student has the opportunity to appeal the decision of the disciplinary hearing to the Student Life Advisory Committee. Appeal requests must be presented to the Dean or Associate Dean of Students in writing within five business days of the receipt of the decision from the hearing process.

The Student Life Advisory Committee is composed of faculty, professional staff, and support staff. They are identified during the last month of the spring semester and serve the following academic school year.

Description of Rights in Disciplinary Situations

Students have been accorded rights in disciplinary situations by the Board of Trustees in keeping with procedural due process. Basically, students have the right:

- 1) to be aware of the alleged violation a reasonable time before the hearing;
- 2) to bring an advisor to the hearing;
- 3) to have a fair hearing;
- 4) to be informed of the decision; and
- 5) to appeal decisions of the hearing.

The Complainant and Respondent may be assisted by an advisor of their own choice. Advisors are not permitted to speak or to participate in a hearing. Complainants and Respondents who choose an advisor shall notify the Associate Dean of Students or designee prior to the hearing. Advisors may not appear in lieu of the Complainant or Respondent; however, an advisor may consult with the Complainant or Respondent during a hearing and may assist with preparation for the hearing.

Standards of Proof

In many hearings, there will be strong (i.e., clear) evidence presented to persuade the hearing officer that the student did violate a particular policy. Sometimes, however, there may be ambiguities and contradictions which require that person to decide whom he, she believes or who he, she thinks is more credible. As in a court of law, the student is always innocent until proven otherwise. However, unlike a court, the standard of evidence which must be presented to prove that a student violated the policy is less stringent and the determination of a violation is made on the basis of whether it is more likely than not that the student charged violated the Standards of Student Behavior. This is known as "a preponderance of the evidence."

In other words, if the hearing officer is weighing the evidence on some imaginary scale, he, she must be more than 50 percent sure that the student violated the policy to find him, her responsible. He, she does not need to be 100 percent or even 75 percent sure, just more than 50 percent sure.

Types of Disciplinary Actions

The actions that may be taken when a student is charged with a violation of the Student Standards of Behavior range from not in violation up to and including expulsion from the university. The action taken depends on the severity of the violation, the degree of involvement of the student, the individual circumstances of each case, the student's disciplinary record and possibly the student's academic situation.

Not in Violation - A student may be found not in violation when there is evidence presented during the hearing that shows the student was not responsible. A record of that decision will be maintained for one year.

Warning - Minor violations of the conduct code usually merit a warning. If the student has continuing minor violations, he, she is subject to further disciplinary action.

Disciplinary Probation - A report of the student's misconduct is maintained in the disciplinary records in the Dean of Students Office as a severe warning concerning future violation of the conduct code. If no further violation occurs, the incident does not become a part of the student's permanent college records.

Loss of Privileges - Denial of specified privileges for a designated period of time.

Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and, or monetary or material replacement.

Discretionary Sanctions - Work assignments, essays, service to the university, or other related discretionary assignments.

Permanent Disciplinary Probation - A report of the student's misconduct is entered PERMANENTLY on his, her college records. This information concerning the violation(s) accompanies the college transcript as a matter of permanent record.

Suspension - In cases of serious misconduct, the student may be suspended from the university for a designated period. Once an individual has been suspended, he, she loses the privilege of returning to the university and, or attending any university activity during this period. When a student is suspended, he, she is expected to immediately check out of the Residence Hall and, or leave the university. Suspension becomes a part of the student's permanent records.

Expulsion - In cases of serious misconduct, a student may be expelled PERMANENTLY with no option to return to the university. This also becomes a matter of permanent entry on the student's record.

Immediate Temporary Suspension - In cases of serious misconduct, a student may be suspended from the moment of first notification of charges until the hearing. This hearing must be held within a reasonable time after the person has been notified.

Right to Appeal

The right to appeal the Dean or Associate Dean of Students decision is afforded all Vincennes University students as a matter of policy and due process. All appeals of disciplinary hearing decisions will be made to the Student Life Advisory Board and an appeals hearing will be called. The Appeals Hearing will include:

- the sanctioned student (*who may be assisted by an advisor*);
- the Dean or Associate Dean of Students;
- an Appeals Hearing moderator; and
- the five members of the Student Life Advisory Committee

Preservation of Records

Dependent upon the type of action taken, disciplinary records are maintained on file in the Dean of Students office for specific periods of time:

- 1) not in violation - one calendar year, unless involved in additional violations
- 2) warning, loss of privileges, restitution, discretionary sanctions - one calendar year, unless involved in additional violations
- 3) disciplinary probation - two calendar years after the date of the last action taken
- 4) permanent disciplinary probation - permanently
- 5) suspension - permanently
- 6) permanent suspension - permanently
- 7) alcohol or drug-related violation - three years following the academic year of violation

V. STANDARDS REVIEW

The Standards of Student Behavior shall be reviewed annually under the direction of the Assistant Provost for Student Affairs. In addition, the Faculty Senate will as part of the review be invited recommendations with regard to the Standards of Student Behavior. These recommendations will consist of omissions, clarifications, constructive changes, and other matters germane to the proper interpretation and operation of the Standards of Behavior. Questions of interpretation regarding the Standards of Behavior or Student Handbook shall be referred to the Dean of Students office. In keeping with normal university policy approval processes, the Standards of Student Behavior and Student Handbook may, at the sole discretion of the university, be amended at any time.

Incident Reporting Form

Vincennes University
Incident Briefing

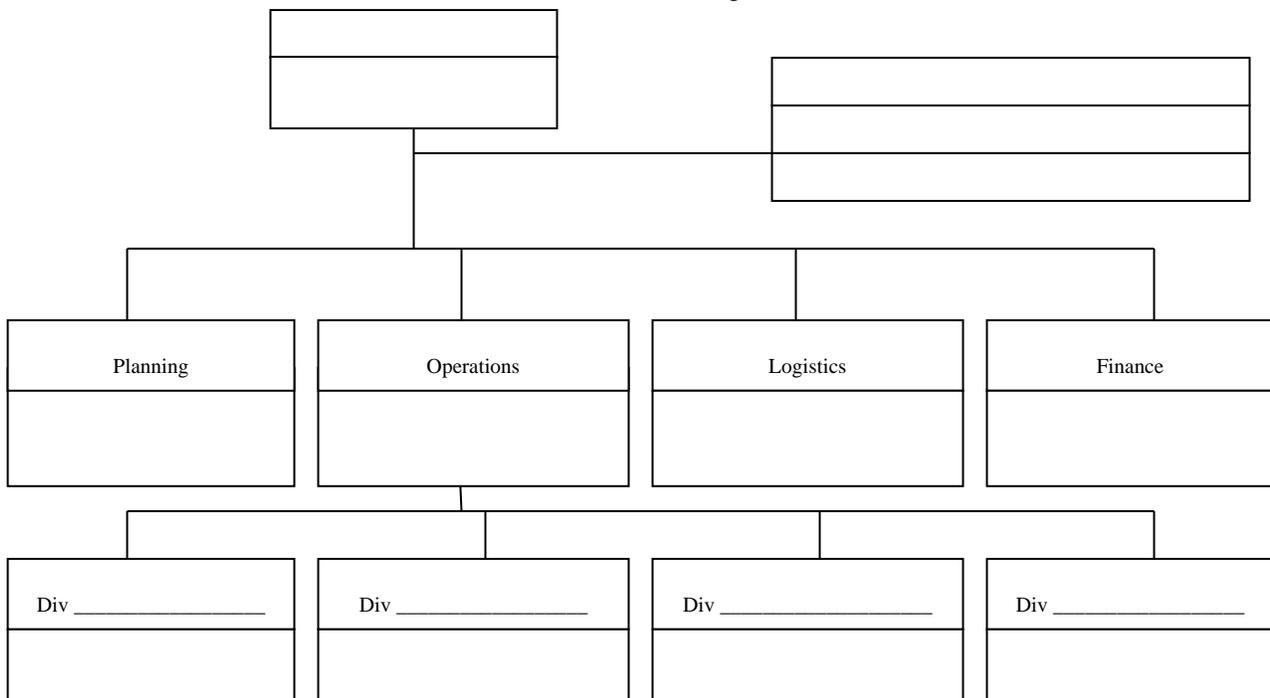
1. Incident Name

2. Date

3. Time

4. Map Sketch

5. Current Organization



Page 1 of 2

6. Prepared by:

6. Resources Summary

Resources Ordered	Resourced identification	ETA	On Scene	Location/Assignments
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7. Summary of Current Actions