

INDIANA UNIVERSITY

EMERGENCY ACTION PLAN

for

Indiana University Kokomo

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I. PURPOSE

The purpose of an Emergency Action Plan is to protect IU Kokomo employees from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but is not limited to, any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate university or municipal responders take over.

II. SCOPE

For the protection of IU employees, an Emergency Action Plan is a requirement of OSHA 1910.38. It is also necessary and prudent for the protection of our students and visitors. It is a requirement that the employer review with each employee upon their initial assignment or when the plan changes, those parts of the plan that the employee must know to protect her/himself in the event of an emergency. In addition, the written plan shall be made available for employees to review and plan for their evacuation.

III. PREVENTION AND PLANNING

It is impossible to provide specific information for all situations. There is no guarantee implied by this plan that a perfect response to disasters or emergency incidents will be practical or possible. Therefore, this plan is a guide for employees to familiarize themselves with basic emergency planning, response, and evaluation.

A. **Pre-planning**

Preparation will increase the margin of safety in an emergency.

1. Train employees how and where to evacuate to in emergency situations
2. Train employees in ways of assisting others.
3. Inform employees how to communicate in an emergency.
4. Assign specific tasks.
5. Identify employees with specific needs.
6. Evacuation route maps are posted in the building. Employees should know at least two evacuation routes. The following information is marked on the maps.
 - Emergency exits
 - Evacuation routes
 - Location of fire extinguishers
 - Fire alarm pull station locations
 - Severe weather shelter areas
 - Areas of Rescue

B. Notification of Emergency Warning

In the event of a disaster, the warning may come from any of the following sources: commercial radio or television, NOAA radio, building smoke detection or sprinkler system, web/internet, private citizen, Indiana University Kokomo Safety and Security Department (referred to in this document as IUKPD) or any other law enforcement agency. It is recommended that several sources be monitored to assist in determining when emergency situations exist since no one system can cover all circumstances. A person receiving notification of a possible disaster or a building emergency should immediately sound the alarm to notify employees and call IUKPD at x363. (e.g., In case of fire, pull building fire alarm and call IUKPD.) After contacting Safety and Security, the employee should inform their immediate supervisor who will continue notification up the chain of command. A building fire alarm system is reserved for building evacuation only. It is not to be used for severe weather; doing so could cause further danger or injury.

C. Emergency Alarms and Advisories

1. Sprinkler Alarm – Smoke Detection – Fire Alarm

In the event of a fire, sprinkler or HVAC smoke detection systems may activate the alarm automatically. Otherwise manual alarm pull stations are located on each floor. Once the fire alarm has been activated the automatic dialers will notify Honeywell alarm monitoring and they will notify the Kokomo Fire Department.

2. **Homeland Security Advisory System (HSAS)** is the national advisory system that provides a means of disseminating information regarding the risk of terrorist acts.
 - a. **Low Condition – Green**
 - b. **Guarded Condition – Blue**
 - c. **Elevated Condition – Yellow**
 - d. **High Condition – Orange**
 - e. **Severe Condition – Red**

For more information go to:

<http://www.whitehouse.gov/news/releases/2002/03/20020312-1.html>
or type “homeland security color codes” into the web search engine.

3. Emergency Sirens

Kokomo Campus does not presently have any sirens nor does the City of Kokomo.

4. Emergency Levels

- a. **Level One Emergency:** A Level One Emergency is an emergency that only affects one building of the campus and does not require a response beyond the capability of the Physical Plant Department and IUKPD. Emergencies often start off at level one during the investigative phase and may be escalated as needed.
- b. **Level Two Emergency:** A Level Two Emergency requires a coordinated response by Physical Plant, IUKPD, and local Emergency Personnel. The Emergency Operations Center may be opened as needed.
- c. **Level Three Emergency:** A Level Three Emergency is catastrophic in scale and requires a response from local emergency personnel. The entire

Emergency Control Committee mobilizes at the Emergency Operations Center.

IV. ASSIGNMENTS AND RESPONSIBILITIES

- A. *The Emergency Control Committee (ECC)*
 - a. The Members of the Emergency Control Committee shall be:
 - i. Vice Chancellor for Administration (Chairperson)
 - ii. Director of Physical Plant
 - iii. Director of Safety and Security (IUKPD)
 - iv. Director of Information Technology (IT)
 - v. Director of Human Resources
 - vi. Director of Communications and Marketing
 - vii. Director of Student Development & Campus Life
 - b. Responsibilities of the ECC
 - i. Review the Emergency Action Plan annually, revise as necessary, and submit revised copy to the IU Office of Risk Management
 - ii. Assess nature and extent of emergencies
 - iii. Assume initial control of all emergencies until local emergency personnel assume control of the situation
 - iv. Communicate with the Campus Community
 - v. Plan training exercises to test evacuation plan
 - vi. Report missing or injured occupants to emergency personnel
 - vii. Develop system to assist persons who need assistance
 - viii. In any emergency situation, the ranking member of the Emergency Control Committee present shall have initial authority to coordinate procedures, and amend, modify or supersede any provisions of this plan in order to ensure personnel safety
 - ix. Take any other action necessary to protect life
- B. *All Deans and Department Heads in concert with the Director of Safety and Security*
 - a. Review Emergency Action Plan with employees
 - b. Train employees how and where to evacuate to in emergency situations
 - c. Train employees in ways of assisting others
 - d. Inform employees how to communicate in an emergency
 - e. Assign specific tasks
 - f. Identify employees with specific or special needs and forward information to the UDIV Office of Disabilities
- C. *Department of Safety and Security (IUKPD)*
 - a. Assist Deans and Department Heads with keeping employees trained and informed
 - b. Severe Weather Monitoring and Evacuation
 - i. Monitor NOAA radio
 - ii. Notify Physical Plant of Severe Weather
 - iii. Assist Physical Plant in moving people to Severe Weather Shelter Areas
 - c. Respond to emergency alarms/situations and set up Incident Command Post
 - d. Assist Physical Plant in evacuating buildings
 - e. Contact local emergency personnel as needed
- D. *Human Resource Department*
 - a. Schedule and Coordinate the annual review of the Emergency Action Plan
 - b. Inform all new employees and annually distribute a copy of the Emergency Action Plan to all employees

- c. Maintain a list of all people that have reviewed the Emergency Action Plan (Appendix E)
- E. Physical Plant Department*
- a. Create and update Evacuation Route Maps:
 - i. Emergency Exits
 - ii. Evacuation routes
 - iii. Location of fire extinguishers
 - iv. Fire alarm pull station locations
 - v. Severe weather shelter area
 - vi. Areas of Rescue
 - b. Post Evacuation Route Maps
 - c. Respond to emergency alarms/situations
 - d. Evaluate situation and take corrective actions
 - e. Assist IUKPD with the moving people to safe areas or evacuating buildings
 - f. In consultation with IUKPD contact local emergency personnel
- F. UDIV Office of Disabilities*
- a. Maintain a list of people with specific or special needs (Appendix A)
 - b. Distribute a list of people with specific or special needs to the ECC
 - c. This list is confidential and will be made available only to the person's immediate supervisor, the UDIV Office of Disabilities, IU Kokomo ECC, and IUKPD.
- G. Office of Communications and Marketing*
- a. Provide guidelines for Deans and Department heads to insure timely and proper communication
 - b. Establish and Maintain Templates for communication during emergencies
 - c. Oversee and implement all communication with the public
 - d. Inform employees how to communicate in an emergency
 - e. Assist IT Department with IU Notify and web communications
- H. Information Technology Department*
- a. Coordinate IU Notify in concert with Communications and Marketing
 - b. Oversee and implement web communications
 - c. Provide technical assistance to insure timely communication to the campus community
 - d. Establish and update regularly Emergency Resource Kits for each Emergency Operations Center

V. EMERGENCY OPERATIONS CENTER

During Level Two or Three Emergency Situations, emergency actions should be coordinated from the Emergency Operations Center (EOC) located in KO 134 Havens Conference Room in Main Building or in room 101 of the Early Outreach Building II if the use of Havens is not practical. Each EOC will contain an Emergency Resource Kit that contains:

- A copy of the Emergency Action Plan
- A copy of the floor plans for all buildings
- Extra phone, phone books, emergency phone contacts list
- Notebooks, pens, and other office supplies

VI. EVACUATION ROUTES & MEETING PLACES

- A. Maps of evacuation routes are displayed in hallways and departments. Each map will show the way to an exit, depending on where employees are located in the building.
- B. Each Department will establish two meeting places to account for individuals.
 - a. In the event of shelter in place this meeting place should be located in the designated shelter area (see appendix B).
 - b. In the event of a building evacuation this meeting place shall be the designated assembly area (see appendix F).
- C. Establish a procedure to account for employees in departments and/or floors.
- D. The highest ranking employee for each area is responsible for reporting to the Emergency Control Committee and local emergency personnel any missing, trapped, or injured occupants.

VII. DISABILITIES

In an emergency, each person has different skills and abilities. The employee with a disability is responsible for informing her/his department administrator or immediate supervisor that she/he will require assistance during an evacuation. It is important not to assume that persons with obvious disabilities need assistance or to assume what type of assistance they may need.

- A. Deans and department heads should discuss with individual employees who have obvious disabilities, those who have informed them of any special needs, and all newly hired, what assistance they may need and determine how they will communicate. This information is to be forwarded to the UDIV Office of Disabilities, so they can maintain the List of Individuals with Special Needs (Appendix A).
For further information go to: <http://www.eeoc.gov/facts/evacuation.html>.
- B. Those who indicate they may need assistance should be listed on Appendix A attached to the back of this Emergency Action Plan. The information it contains is confidential and will be made available only to the person's immediate supervisor, the UDIV Office of Disabilities, the IU Kokomo ECC, and IUKPD. It is not to be posted on the web as part of this Emergency Action Plan.
- C. At the beginning of each semester the dean, department head, or classroom faculty should assign a designated area for persons who may need assistance in an evacuation, (e.g. hearing, mobility, vision or speech impaired, the elderly and children). **(NOTE: The UDIV Office of Disabilities will provide notification of students who have identified themselves with a disability.)**
- D. Examples of acceptable Areas of Rescue locations are:
 - 1. One-hour fire-resistive hallway adjacent to an exit
 - 2. Vestibule located next to an exit enclosure
 - 3. Portion of a balcony located near an exit stairway
 - 4. Stairway landing within a smoke proof enclosure. Position the person so they do not obstruct the exit.
- E. If a person remains in an area to await rescue, then she/he must inform evacuating building occupants of her/his location (Appendix D).
- F. IU Kokomo employees are not expected to endanger their own lives to assist with the evacuation of an employee, student or visitor. However, if an employee assists a person with a mobility impairment to a designated area or is informed of a mobility impaired person remaining in a designated area, she/he must immediately inform IUKPD or the responding emergency personnel of the location of the person. (If possible, leave a two-way radio with those in an area awaiting rescue assistance.)

VIII. RESPONDING TO EMERGENCIES

Each emergency requires a different response. Sometimes employees may be sheltered in place and at other times building evacuation is the appropriate action. Following is information to summon emergency personnel and/or evacuate the building:

A. To Summon Immediate Assistance

To summon immediate assistance using a building phone, to report an accident serious injury or a crime in progress, call:

- FIRE, POLICE, & AMBULANCE 9-911
- IUKPD (Safety and Security) 363
- PHYSICAL PLANT (Utilities, Building Services, etc.)..... 273
- EMERGENCY CALL BOXES can be used to request immediate assistance. These call boxes are monitored by IUKPD during normal business hours and will automatically call 911 outside of normal business hours.

B. Fire Procedures

To evacuate the building upon seeing smoke/fire or hearing the fire alarm (other types of evacuation are covered elsewhere in this document):

- a. Verbally warn employees in the immediate area and activate the fire alarm upon discovery of smoke or fire.
 - i. The signal for a building wide evacuation will be the sound of the fire alarm.
 - ii. All employees are required to evacuate the building, unless authorized to remain by the emergency agency in charge.
 - iii. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.
- b. CLOSE THE DOORS AS YOU LEAVE
- c. Use Stairways. When out, move away from building and leave walks and drives open for fire and emergency responders.
- d. If necessary for a safe, orderly evacuation, activate fire extinguishers or fire hose. At the discretion of the individual, use extinguisher if trained and assigned to do so.
- e. Once out of the building Notify:
 - i. Fire fighters if you suspect someone may be trapped inside the building.
 - ii. Immediate supervisor, the ECC Chairperson (or highest ranking member present), and proper agencies for any needed services.

C. **Tornado or Severe Thunderstorm Procedures**

In the event of a tornado or severe weather warning, the following procedure should be put into effect.

1. IUKPD will listen for latest advisories on commercial and/or NOAA weather radio.
 - a. Tornado or Thunderstorm Watch: Weather conditions are favorable for the possible development of tornadoes or severe thunderstorms. Continue normal activities but have someone monitor the situation and notify others if conditions deteriorate.
 - b. Tornado Warning: A tornado is occurring or is sighted in the area.
 - a. IUKPD will notify all Physical Plant Staff of the situation
 - b. IUKPD and Physical Plant Staff will go to door-to-door to notify the campus community to take shelter in the Severe Weather Shelter Areas
 - c. All doors in the Severe Weather Shelter Area should be shut and occupants should stay sheltered until the all clear is given by the National Weather Service.
 - d. IUKPD will monitor the NOAA weather radio and notify Physical Plant Staff when the all clear has been issued.
 - e. IUKPD and Physical Plant staff will restore calm and check for injuries and provide the occupants with further instructions.
 - f. Report injuries and damage to the Vice Chancellor for Administration.
 - g. The Vice Chancellor for Administration will notify IU Risk Management.
2. Severe Weather Shelter Areas are listed in Appendix B

D. **Blizzard**

1. If indoors:
 - a. Stay calm and await instructions from the designated official.
 - b. Stay indoors.
 - c. If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
 - d. Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
 - e. Wear layers of loose-fitting, lightweight, warm clothing, if available.
2. If outdoors:
 - a. Find a dry shelter. Cover all exposed parts of the body.
 - b. If stranded in a vehicle:
 - Stay in the car or truck.
 - Run motor about ten minutes each hour. Open the window a little for fresh air. Make sure exhaust pipe is not blocked.
 - Make yourself visible to rescuers.
 - Exercise to keep blood circulating and to keep warm.

E. **Earthquake**

An earthquake usually occurs without any type of warning.

During the earthquake:

- A. If inside a building all personnel should attempt to get under a table or desk, or any place that the employee feels is safe. Use the drop and cover position: bend head close to knees, cover sides of head with elbows and clasp hands behind neck.
- B. Standing in a doorway is not recommended.
- C. If in a crowded place, do not rush for the doors.
- D. Move away from any items that could fall.
- E. Do not use elevators.
- F. If you are outside, get into an open area away from trees, buildings walls, and power lines.
- G. If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside the vehicle until the shaking has ceased.

After the earthquake has stopped, initiate the following procedure:

- A. Stay calm and await instructions from the designated official.
- B. Do not turn on or off any electrical switches in the area
- C. Keep away from overturned fixtures, windows, filing cabinets, and electrical power.
- D. Check for injuries and provide assistance as needed. Do not move seriously injured individuals unless they are in immediate danger.
- E. Contact the IUKPD (363) to report damage and/or injuries.
- H. Physical Plant personnel should check for fires and shut off utilities to control gas and water leaks.
- I. If major structural damage is suspected, the Emergency Control Committee will order a complete evacuation.
- J. All buildings must be inspected by Physical Plant for damage before reentry. If structural damaged is suspected, a structural engineer will be consulted prior to reentry.
- K. Physical Plant should then notify proper agencies, companies or departments as needed.
- L. Be prepared for aftershocks. Aftershocks are usually smaller than the main quake but may be large enough to do additional damage to structures weakened during the quake.

F. **Flood**

- 1. If outdoors:
 - a. Climb to high ground.
 - b. Avoid walking or driving through floodwater.
 - c. If car stalls, abandon it immediately and climb to higher ground.
- 2. If indoors:
 - a. Be ready to evacuate as directed by the designated official.
 - b. Time permitting, move vital material and equipment to higher ground.

G. Hostile Intruder in University Building

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within an IU Kokomo building, the following procedures should be implemented:

- a. Members of the campus community should immediately lock/barricade students and themselves in the nearest room. If possible cover any windows or openings that have a direct line of sight into the hallway.
- b. If communication is available immediately call 9-911 from any campus phone or call 911 from any cell phone. Then call IUKPD at 363 from any campus phone or 455-9363 from any cell phone.
- c. The Kokomo Police and the IU Kokomo Police will respond as quickly as possible and take any action deemed necessary to control the hostile situation.
- d. Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
- e. Lock the windows and close blinds or curtains.
- f. Stay away from the windows.
- g. Turn off lights and all audio equipment.
- h. Try to remain as calm as possible.
- i. Keep everyone together.
- j. Stay out of open areas and be as quiet as possible.
- k. Keep the room secure until the police arrive and give directions.
- l. Once the police arrive, all commands should be obeyed. This may involve a person being handcuffed or keeping hands in the air. This is done for safety reasons. Once circumstances are evaluated by the police, further instructions will be given.

H. Hostile Intruder on the Grounds of the University

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or physical injury to person(s) on IU Kokomo grounds, the following procedures should be implemented:

- a. Run away from the threat as quickly as possible.
- b. Do not run in a straight line but run behind vehicles, bushes, trees, and anything else to block the view of the intruder.
- c. After getting away from immediate area of danger, call 9-911 from a campus phone or 911 from any cell phone and then IUKPD at 363 from any campus phone.
- d. Take into consideration an area in which to hide and remain hidden to avoid danger if you are unable to get away.
- e. Once the police arrive, all commands should be obeyed. This may involve a person being handcuffed or keeping hands in the air. This is done for safety reasons. Once circumstances are evaluated by the police, further instructions will be given.

These guides cannot cover every possible situation that might occur, but they are tools that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

IX. MEDICAL EMERGENCIES

Emergency Medical Service (EMS) personnel or those individuals who are trained by the American Red Cross will provide first aid. Until rescue personnel arrive, administer first aid in the building or, in the event of a complete evacuation, at a designated safe assembly area outside.

- A. Call **9-911** from a campus phone or **911** from a cell phone immediately if the injury is life threatening. Provide the following information:
 - 1. Nature of medical emergency.
 - 2. Location of the emergency (address, building, room number).
 - 3. Your name and the phone number from which you are calling.
- B. Do not move victim unless absolutely necessary.
- C. Call the IUKPD at 363 from any campus phone to notify them of the medical emergency. They will provide CPR and First Aid until professional medical help arrives.
- D. First Aid Kits are located in each custodial closet and in all Natural Science laboratories.
- E. If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 - 1. Stop bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 - 2. Clear the air passages using the Heimlich Maneuver (abdominal thrusts or chest compressions) in case of choking.
- F. When rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid **ONLY** if trained and qualified. Call **911** and refer to Hazardous Substance Spill section of this document.

X. EMERGENCY SHUTDOWN OF OPERATIONS

An emergency shutdown of any building on the IU Kokomo campus can be ordered by the ranking member of the Emergency Control Committee in concert with the IUKPD, Physical Plant, local law enforcement, or local fire department. No employee should risk any type of injury. However, if time permits, personnel should perform the following duties:

- A. **Emergency shutdown of computers** should be accomplished in the event of a severe electrical storm. If time permits, exit the program and shut off the computer power supply.
- B. **Utility Controls** will be shut off by maintenance personnel who will know the location and operation of: main controls for **gas, electrical, and water** supply leading into the building. For utility or building service emergencies, call ext. 273.
- C. **Critical Operations** in Physical Plant will be shut down by maintenance personnel.

XI. BOMB, BIOLOGICAL, NUCLEAR, INCENDIARY, CHEMICAL, EXPLOSIVE (B-NICE) THREAT

Indiana University policy is to evaluate bomb/B-NICE threats in order to determine the appropriate action that must be taken. The threat that a bomb/B-NICE has been planted is usually made via the telephone. In the majority of cases, these threats have been proved to be false and no device or material was located. However, the potential for loss of human life and property is so great that each situation must be pursued and evaluated. For more information, refer to Bomb/Bio-Chemical Threat policy or Appendix C of this document.

A. Telephone Threat:

The person receiving a telephone bomb/B-NICE threat should remain calm and obtain as much information as possible by completing the following **checklist** at the end of this section. If your phone is equipped with caller identification, write down the number that is on the display screen. After the caller hangs up, **immediately call IUKPD at ext. 363**. Give all available information. Then notify your immediate supervisor.

B. Written Threat:

Written threats can come in the form of a note, letter or fax, through the U.S mail or campus mail. Any document will become evidence at the trial of any perpetrator. It may, in fact, be critical to a successful prosecution and positive identification of the perpetrator. Therefore, it is extremely important.

1. **DO NOT** handle the envelope or letter/note any more than is necessary and limit the number of persons who touch these items. Know who the people are that have touched these items so elimination fingerprints can be obtained. Once proper notification has been made to police/security personnel, place the item(s) in a folder or large envelope to protect them and tell others not to handle them.
2. Immediately call IUKPD at ext. 363 to notify the University Police.
3. Safeguard the received material until it is given to the proper authority.

C. Suspicious Package:

If a suspicious package or device is found, **immediately** notify the IUKPD at ext. 363. **Do not touch or handle** any suspicious item! **Do NOT use the fire alarm.** Request all persons to leave the room the package is in.

If the package is a suspected bio-hazard (e.g. Anthrax): It is unlikely that any threat of exposure to a bio-hazard, such as anthrax, will be found, but the potential exists. All such threats should be taken seriously.

1. Appearance

- a. Powdery substance felt through or appearing on the package or envelope.
- b. Oily stains, discoloration, or odor.
- c. Lopsided or uneven envelope.
- d. Excessive packaging material such as masking tape, string, etc.
- e. Excessive weight.

2. **Handling Suspected Packages or Envelopes**
 - a. Do not shake or empty the contents of any suspicious package or envelope.
 - b. Do not carry the package or envelope, show it to others or allow others to examine it.
 - c. Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.
 - d. Alert others in the area. Leave the area. Close any doors and assemble outside the room's entrance. Take actions to prevent others from entering the area.
 - e. WASH hands with soap and water to prevent spreading potentially infectious material to face or skin.
 - f. Notify IUKPD, by calling 363, and your supervisor.
 - g. If possible, create a list of persons who were in the room or area when the suspicious letter or package was recognized and a list of persons who also may have handled it.
 - h. Await arrival of assistance.

D. Bomb/B-NICE Threat Evacuation:

A bomb/B-NICE threat evacuation is entirely different from a fire evacuation. The use of fire alarms is not recommended since it does not allow for a controlled evacuation. Upon locating or being advised of a bomb/B-NICE threat, the ranking member of the Emergency Control Committee will cordon off the area, wait until IUKPD arrives, and then consult with the University Police for an evacuation decision. The University Police is responsible for ordering this type of evacuation. If a decision to evacuate is made, a uniformed police officer, going room-to-room, will notify occupants of the decision to evacuate. If evacuation takes place, do not re-enter until the building has been searched and declared safe by the authority having jurisdiction. **Primary evacuation routes must be searched prior to ordering an evacuation** unless the on-scene police officer determines otherwise.

XII. HAZARDOUS SUBSTANCE

The following are the locations of:

Material Safety Data Sheet (MSDS): Chemistry MSDS SM233A & Custodial KO 061.

Personal Protective Equipment (PPE) : All Labs and Custodial Closets.

Chemical Spill

Introduction: The **HAZardous Waste Operations and Emergency Response** standard, 29 CFR 1910.120 Paragraph (q) covers:

“Emergency response operations for releases of, or substantial threats of releases of, hazardous substances without regard to the location of the hazard.”

“**Hazardous substances**” includes substances that have the potential to cause either acute or chronic health problems due to chemical or physical properties. “**Location**” means any place on the IU Kokomo campus where chemicals are being used or stored, such as Hunt Hall, Physical Plant, IU Kokomo Art Gallery, Early Outreach Building, dark rooms, etc.

Releases are either incidental or emergency response situations.

A. **Incidental Release**

An incidental release is a release of a hazardous substance which does not pose a significant safety or health hazard (i.e., fire, explosion, or chemical exposure) to employees in the immediate vicinity or to the employee cleaning up the released hazardous substance. In addition, an incidental release does not have the potential to become an emergency within a short time frame. Incidental releases are limited in quantity, exposure potential, and toxicity and present minor safety or health hazards to employees in the immediate work area or those assigned to the clean up. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise be safely controlled at the time of release by the employee in the immediate release area are not considered to be emergency response within the scope of this standard.

All employees who work with hazardous substances must be trained to protect themselves in handling incidental releases per the training requirements of the Hazard Communication standard (29 CFR 1910.1200) or the OSHA Lab Standard (29 CFR 1910.1450). Response to a release of this nature does not require full Hazardous Waste Operations and Emergency Response (HAZWOPER) training; this will be covered in the next section.

B. **Emergency Response Situation**

A release that requires an emergency response regardless of the circumstances is defined by the situation and requires full HAZWOPER training. An emergency response includes the following situations:

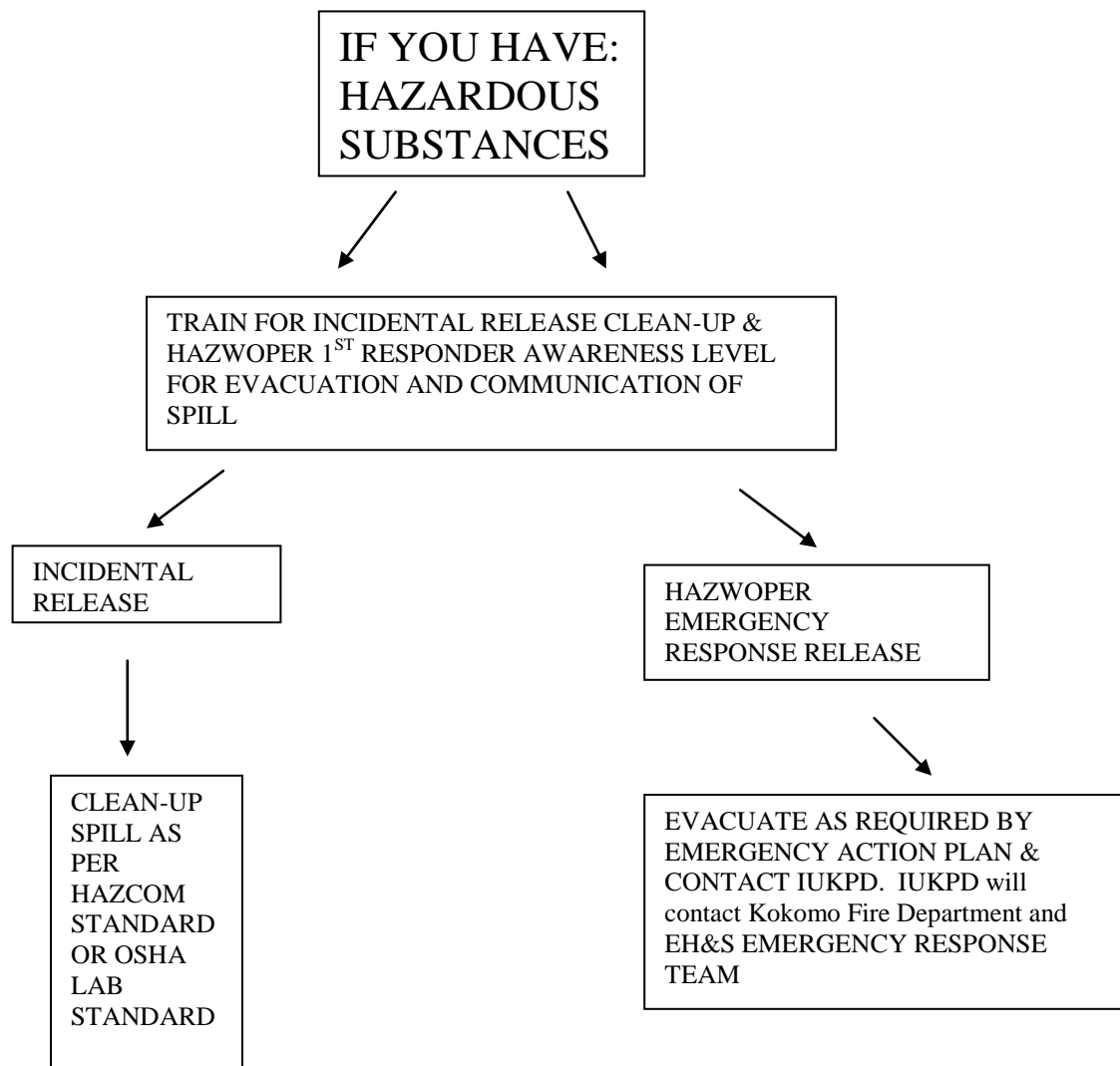
1. The response comes from outside the immediate area of the release. (This includes in-plant personnel who are outside the immediately affected area but respond to the release.)
2. The release required evacuation of employees in the area.
3. The release poses, or has the potential to pose Immediately Dangerous to Life and Health (IDLH) conditions.
4. The release requires immediate attention because of imminent danger.
5. The release may cause high levels of exposure to toxic chemicals.
6. One is uncertain as to whether the employee in the work area can handle the severity of hazard considering the Personal Protective Equipment (PPE) and equipment provided.
7. The situation is unclear or data are lacking on important factors.

Whether a situation is incidental or requires an emergency response must be determined on a case-by-case basis, however, the prime component is knowledge and understanding of the chemical, its hazards, and proper handling procedures. Other factors that play a role in this determination are the quantity released, ventilation considerations, confined space considerations, and personal protective equipment available. Essentially, one must determine what the circumstances are, then determine the capabilities of the personnel available, and

lastly determine whether the release is incidental or warrants an emergency response. **Therefore, if a release occurs and it is considered more than incidental, you should contact the Kokomo Fire Department 9-911 and the Department of Environmental Health and Safety's (DEHS) Emergency Response Team at (812) 855-6311 or by dialing 9-911 after hours from any campus phone.**

There is a possibility of an emergency response situation in any area that contains hazardous substances. The principal investigator (or supervisor) for each area is responsible for determining if such a HAZWOPER emergency response situation could occur under a worst-case scenario. All HAZWOPER emergency response would require evacuation of personnel. The Principal Investigator (or supervisor) must designate employees who have training and competency as a HAZWOPER *First Responder* to decide if other employees need to be evacuated under 29 CFR 1910.38 (a), Emergency Action Plans. The spill could then be addressed by DEHS's Emergency Response Team. As in the past, DEHS will provide an advisory role to incidental spill response if assistance is needed.

C. Response Flow Chart



XIII. FIRE PREVENTION AND WORKPLACE HAZARDS

A. Employee Responsibility

It is the responsibility of all employees to prevent any type of fire in the building. Listed below are general items to accomplish this objective:

1. Follow general guidelines listed in this plan. You may also refer to the Faculty Emergency Procedures Handbook.
2. Smoking is not allowed on Indiana University property. Extinguish all cigarettes in proper receptacles.
3. Do not put any type of hot object, such as cigarette butts, in trash cans.
4. All employees will know the evacuation routes and exits, and will proceed to them when instructed.

B. Listing of Typical Fire and Workplace Hazards

Call the Physical Plant Office, ext. 273, with specific fire/safety questions.

1. **Electrical circuits**, wiring and extension cords worn and frayed.
2. **Electrical Appliances**, such as, coffee pots, microwaves and portable heaters left unattended or on at the end of the day.
3. **Flammable Solvents**, such as, gasoline, paint thinner or degreaser, in amounts greater than maintenance quantities.
4. **Flammables & Combustible liquids** not stored in a designated area or storage cabinet. (Refer to laboratory safety standards.)
5. **Impaired Fire Controls**
 - a. Fire and smoke doors blocked open.
 - b. Storage and trash in stairways and hallways.
 - c. Storage closer than 18 inches to sprinkler heads.
6. **Oil-soaked Rags**. Store dirty rags in a metal container with a lid.

C. Housekeeping

Good housekeeping will be the responsibility of **ALL** employees.

1. Waste materials are to be discarded in their proper places.
2. Heat producing equipment shall be maintained in good working order and a minimum of 36 inches from combustible items.
3. Personnel are responsible for keeping their work areas neat and orderly.
4. All aisles and exits will be kept clear.
5. Access areas to fire extinguishers will be kept clear.
6. Emergency telephone number, **363**, will be posted on all telephones.
7. Each supervisor will be responsible for properly training their employees who are required to handle, store and maintain hazardous materials.
8. All fire/smoke doors are to remain closed and unobstructed from their intended function of retarding the spread of fire and smoke.

D. Maintenance of Fire Equipment and Systems

Refer questions and problems regarding the fire sprinkler and/or smoke detector systems, fire extinguishers and their locations to Physical Plant at ext. 273.

XIV. NEWS INFORMATION

Information to the news media will only be released through the director of the Office of Communication and Marketing at 455-9414 or ext. 414 from any campus phone.

XV. POST-EMERGENCY EVALUATION

Following any emergency, a post-emergency evaluation will be conducted to evaluate the cause, employee and outside department actions, and to determine what corrective or preventative actions are necessary.

XVI. FOR FURTHER INFORMATION, CONTACT:

The Vice Chancellor for Administration at 765-455-9231, or in his absence, the Director of Physical Plant at 765-455-9273 or any member of the Emergency Control Committee listed below: (765- 455-9xxx)

Tim Sehr	Vice Chancellor for Administration	x231
Charles Cary	Physical Plant Director	x273
David Selby	Director of Safety and Security (IUKPD)	x363
Carl Pennington	Director, Computing & Technology Services	x479
Jerre Fercho	Human Resources Director	x226
Vacant	Director of Communications and Marketing	x415
Sarah Sarber	Director of Student Development & Campus Life	x203

DEFINITIONS

- Assembly Area**----- Designated safe area for gathering groups of people during an emergency. Contingent on the type of emergency; may be indoor or outdoor.
- Emergency Control Committee (ECC)**-Building occupants with authority to make decisions affecting the university in an emergency.
- DEHS**-----Department of Environmental Health and Safety.
- Emergency Operations Center** ----- Designated area from where staff members report during an emergency to be assigned various responsibilities and where building emergency operations are controlled.
- EMS**-----Emergency Medical Service.
- Hazardous Substances**-----Includes every known chemical.
- HVAC**-----Heating, Ventilation and Air Conditioning.
- HSAS**-----Homeland Security Advisory System.
- HSM**----- Honeywell Security Monitoring
- IDLH**----- Immediately Dangerous to Life and Health.
- IUKPD**-----Department of Safety and Security (Indiana University Kokomo Police Department).
- KOFD**-----Kokomo City Fire Department.
- LEL**-----Lower Explosive Limit.
- MSDS**----- Material Safety Data Sheet.
- NOAA**-----National Oceanic and Atmospheric Association. Radio information available from weather receivers or scanners in Bloomington at 162.45 MHz.
- PI**-----Principal Investigator.
- PPE**-----Personal Protective Equipment.
- Ranking Member**-----Member of Emergency Control Committee with superior rank or knowledge.
- Severe Weather Shelter Area**-----Designated shelter area for severe weather (see Appendix B for locations).

EMERGENCY ACTION PLAN
Appendix A

Indiana University Kokomo List of Individuals with Special Needs

Following is a list of individuals with special needs, either temporary or permanent, who indicate they may need assistance in evacuating the building.

This list is confidential and will be made available only to the person's immediate supervisor, the UDIV Office of Disabilities, and the IU Kokomo ECC.

It is NOT to be posted on the Internet as part of this building's Emergency Action Plan.

NAME

BUILDING FLOOR AND ROOM #

1. **At this time, no one indicates that they may need assistance.**

EMERGENCY ACTION PLAN
Appendix B

Indiana University Kokomo Severe Weather Shelter Areas

<u>Building Name</u>	<u>Location</u>
Early Outreach Building	Room 115
Early Outreach Building II	Internal Hall away from glass or room 104
East Building	First floor hallway (close all doors)
Hunt Hall	Basement
Kelley Student Center	First floor, Rooms KC 130 A, B, C
Main Building	Basement Hall away from glass
Library	Basement
Observatory Building	Move away from outside walls and close to the inside wall (rooms 101, 103, & 105).
Little Learners Child Care Center	Rest rooms within the child care center

**EMERGENCY ACTION PLAN (Appendix C)
TELEPHONE BOMB/B-NICE THREAT CHECKLIST**

QUESTIONS TO ASK CALLER

- When is the bomb going to explode?
- Where is it?
 - What building?
 - What floor?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Why?
- What is your address? Name?
- Can we help you?

EXACT WORDING OF THREAT

Sex of caller: M / F Race: _____ Approximate age: _____ Length of call: _____ Telephone # at which call received: _____
Time received: _____ Date call received: ___/___/___ Nationality: _____

CALLER'S VOICE

___ Calm ___ Nasal ___ Soft ___ Angry ___ Stutter
___ Loud ___ Excited ___ Lisp ___ Laughter ___ Slow
___ Raspy ___ Crying ___ Rapid ___ Deep ___ Normal
___ Distinct ___ Slurred ___ Whispering ___ Clearing Throat ___ Ragged
___ Deep Breathing ___ Disguised ___ Cracking Voice ___ Accent

BACKGROUND SOUNDS/NOISES

___ Street Noise ___ Voices/Talking ___ Wildlife Sounds ___ PA System ___ Music
___ Static ___ Motor ___ Factory Machinery ___ Clear
___ Radio/TV ___ Long Distance ___ Local ___ Office Sounds ___ Weather
___ Cell Phone ___ Restaurant Sounds Other (Specify) _____

CALLER'S ATTITUDE & LANGUAGE

___ Well Spoken (education) ___ Incoherent ___ Profane/Foul ___ Irrational
___ Taped Message ___ Message Being Read

REMARKS

Your name: _____ Your position: _____
Your telephone: _____ Date checklist done: _____

(Keep this checklist near your phone.)

EMERGENCY ACTION PLAN (Appendix D)
INDIANA UNIVERSITY KOKOMO
DESIGNATED ASSISTANCE AREAS

<u>Building Name</u>	<u>Location</u>
East Building	Second and Third floor stairways
Hunt Hall	First and Second floor stairways
Kelley Student Center	Second floor stairways
Main Building	First and Second floor stairways
Library	First and Second floor stairways or front desk

EMERGENCY ACTION PLAN (Appendix F)
INDIANA UNIVERSITY KOKOMO
DESIGNATED ASSEMBLY AREAS

<u>Building Name</u>	<u>Location</u>
EOB and EOB II	EOB II Parking Lot
Grounds Building	Parking Garage Surface Lot
Observatory Building	Parking Garage Surface Lot
Library/Art Gallery	Kelley Center Parking Lot
Kelley Student Center/Alumni Hall	Hunt Hall Main Entrance
Purdue University College of Technology	Phoenix in front of Main
Kelley House	Hunt Hall Parking Lot
Hunt Hall	Hunt Hall Parking Lot
East Building	Earth Stage
Main Building Front	Phoenix in front of Main
Main Building Rear	Havens Parking Lot.
Havens Auditorium	Phoenix in front of Main