

Emergency Preparedness

G · U · I · D · E

PURDUE
UNIVERSITY
CALUMET



Shelter in Place Procedure

Shelter in place is a public protection tool during hazardous materials accidents to minimize the exposure of the threatened public to dangerous chemical(s). Sheltering in place uses a structure and its indoor atmosphere to temporarily separate people from a hazardous outside atmosphere.

Some exposure will occur, but if properly undertaken, sheltering in place can provide substantial protection from doses high enough to cause injury.

In the event that a shelter in place is advised for the campus, all persons will be notified by the campus Emergency Preparedness - Public Address System.

How to Shelter in Place – Building

- Close and lock all doors and windows and other opening to the outside.
- Shut off the buildings ventilation system.
- Building deputies post signs on doors - “Shelter in Place in Effect - NO ENTRY.”
- If possible, move to interior room(s) above ground floor level with fewest windows and vents.
- If possible, use plastic sheeting and duct tape to seal all cracks around doors and any vents in the room.
- DO NOT LEAVE or open the building until an All Clear is given by the campus Emergency Preparedness — Public Address System.

How to Shelter in Place – Vehicle

- If you are close to home or public building, go there immediately and go inside.
- If you are unable to, pull over to the side of the road. Stop your vehicle in the safest place possible.
- Turn off engine and close windows and vents.
- If possible, seal the heating/AC vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road.

Preface

One measure of an organization’s strength is its ability to respond well in an emergency, especially one in which there is a potential for loss of life and property. Emergencies test the degree to which an institution has planned for such eventualities; they test the institution’s capacity to respond without causing dramatic changes in operations. No amount of preparation can completely eliminate the risks presented by disasters but having guidelines in place and being well prepared can certainly increase our level of tolerance and minimize disasters’ potentially devastating impact.

The process of preparing for the unexpected emergency is the responsibility of everyone in the campus community. This emergency procedure guide has been designed to assist faculty, staff and students in that preparation. While the guide does not cover every conceivable situation, it does supply the basic guidelines necessary to respond and cope with the most common campus emergencies. We recommend that you keep this guide close by for quick reference.

Emergency Telephone Listings

PURDUE UNIVERSITY CALUMET

University Police.	Emergency 2911
University Police.	Business 2220
University Police.	Crime Hot line 2912
<i>Business Office Hours: Monday—Friday 7:00AM—11:00PM</i>	
<i>Police Station: OPEN 24 HOURS 7 DAYS A WEEK</i>	
Hammond Fire/Police Department — Emergency (Ambulance/Fire)	9-911
Hammond Fire/Police Department — Non-Emergency.	853-6490
Hammond Fire/Police Department — Emergency (cell phone).	911

Notice: Emergency call boxes are located throughout the campus and are connected directly to the University Police Station. They are identified by red signs or red pole with a blue light on top.



Snow and Ice Storm Emergency

The decision to interrupt normal campus operations means either of the following conditions is in effect:

Classes are Canceled

This means that ALL classes scheduled to meet that particular day at both on and off-campus sites have been canceled; but university offices, departments and services remain open.

OR

The University is Closed

This means that ALL on and off-campus functions, services, programs and activities are canceled that day. The campus is considered closed to all persons except those assisting in emergency operations. Consequently, all persons except emergency personnel are required to immediately leave the campus. No one will be permitted to return until normal campus operations are resumed.

So that all campus personnel affected can receive the information promptly and accurately, official notification will be handled in the following manner:

- 1) University Home Page: www.calumet.purdue.edu;
- 2) Radio/TV announcements: WJOB (Hammond, 1230am), WGN (720am), WBBM (780am), WAKE (Valparaiso 105.5fm), WZVN (Valparaiso 107fm), WXRD (Valparaiso 103.9fm) and all local Chicago television stations (Channels two, five, seven and nine);
- 3) Information Center: Via voice mail message by phoning ext. 2400;
- 4) Automated Emergency Phone Call System: This system will notify regular employees and critical contract operations employees at their home or campus;
- 5) University E-Mail System: Message will be sent general distribution to all employees and students with Purdue University Calumet email accounts;
- 6) Electronic Message Boards: Message will be posted to all;

Suspension/closing of the campus DURING the normal campus day (after 7:30AM) will be communicated by the various emergency notification systems;

Notification to "Resume" normal campus operations will be made by all of the above methods except Radio/TV (Radio/TV typically do not make these type of announcements);



Fire

Know the location of fire alarms, extinguishers and evacuation routes and exits in the area you work or live. Follow evacuation routes and exits on available route maps. If none are located in your immediate area, evacuate to the closest exit in your building or floor.

- 1) **Activate Alarm.** Upon discovering a fire, explosion or smoke in the building close the door to the room where the fire is located and immediately activate the fire alarm system.
- 2) **Call for Help.** After sounding the alarm, notify University Police at ext. 911, if time permits. Identify yourself and the location of the fire (floor and room number if possible).
- 3) **Warn Others.**
- 4) **Evacuate Immediately.** Taking your belongings with you, follow the evacuation route for fire, posted by all elevators, stairways, in classrooms and labs. Do Not re-enter the building until instructed to do so.
- 5) **Do Not Use Elevators During a Fire Emergency.**
- 6) Advise firefighters on the scene if you suspect someone may be trapped.
- 7) **Persons With Disabilities:**
Persons with disabilities should be assisted from the building by other persons in the immediate area. Disabled persons not receiving assistance are to report to the designated **Evacuation Standby Area**. The transport areas are posted at the passenger elevators in each building. Police and Fire personnel will respond to these areas to assist in the building evacuation.



Weapons Suspected in the Work Area

- Seek out a colleague
- Confidentially tell the colleague of your suspicions with the name/location of the individual
- Ask the colleague to call the University Police from a secure area
- Continue work as usual until the police arrive

Hear Sounds like Gunshots

- DO NOT investigate sounds.
- Turn off lights to the room.
- Lock the door, if possible, otherwise barricade door.
- If you are alone, hide where you can't be seen.
- If possible, contact University Police at ext. 2911.
- DO NOT attempt to exit via normal routes, these become too dangerous.
- Wait for police to arrive.

Weapons Pulled or Displayed

- DO NOT try to disarm the individual.
- Remain calm.
- STAY AWAY from the individual with the gun.
Talk to the individual in a calm and controlled manner.
- Ask the individual to put the gun down and move away from it.
- Do what you can to get the attention of another colleague so that the police can be called.
- At your first chance, when it is safe, call the University Police at ext. 2911; at the Academic Learning Center, call the Merrillville Police at 911.

Hostage Incident

- Follow the instructions of the hostage taker.
- DO NOT try to disarm or negotiate with the hostage taker.
- DO NOT offer yourself as a hostage.
- FOCUS on what is happening and make mental notes of events and description of hostage takers.
- If hostages are taken away, make sure you know who they are and remember what the hostage takers say.
- At your first chance, when it is safe, call the University Police at ext. 2911; at the Academic Learning Center, call the Merrillville Police at 911.

Workplace Violence

Workplace Violence

Dangerous Individual

If you see someone demonstrating apparent irrational or harmful behavior immediately call ext. 2911 for assistance or ext. 911 if at the Academic Learning Center.

Abusive or Threatening Individual

- 1) Stay calm and collect your thoughts. Assess the level of threat. Don't risk staying in a situation if you think physical attack is possible.
- 2) If the situation at any point appears dangerous, go to a safe place and call the University Police at ext. 2911 or if at Academic Learning Center, call Merrillville Police at 911.
- 3) If the situation does not appear to be dangerous, take steps to de-escalate the conflict.
 - Move away from an audience
 - Use a clear and calm voice
 - Keep your body language non-threatening
 - Do not use words that threaten or intimidate
 - Be respectful
 - Listen to the individual and allow them to vent
 - Do not argue — let them express their anger
 - Empathize with the individual — imagine yourself in the same situation
 - Ask the individual for a possible solution
 - Think of possible ways to solve the problem
 - If you are unable to solve the problem, seek help
 - Thank the individual for bringing the concern to your attention
 - If at any time, the conflict becomes dangerous, go to a safe place and call the University Police; on campus at ext. 2911, or if at the Academic Learning Center, call Merrillville Police at 911.
- 4) Document the events even if you solve the problem. Provide documentation to the police.
- 5) University Police will contact the proper campus authority.



- a) Lawshe Hall: If you are on the second or third floor, go to the north stairway.
- b) Porter Hall: If you are on the second floor, go to the north stairway.
- c) Gyte and Gyte Annex: If you are on the first floor, exit through the south wheelchair ramp. If you are on the second floor, go to the northeast stairway. If you are on the ground floor, evacuate to the wheelchair ramp between Gyte and Gyte Annex.
- d) Potter Building: If you are on the second or third floor, go to the southwest stairway.
- e) Anderson Building: If you are on the second or third floor, go to the northwest stairway.
- f) Student Union & Library: If you are on the second or third floor, go to the northwest stairway.
- g) Powers Building: If you are on the second floor, go to the southeast stairway.
- h) Classroom Office (CLO) building: If you are on the second or third floor, go to the southeast stairway.
- i) The University Village: If you are on the second, third or fourth floor, go to the northeast or northwest stairway.
- j) Academic Learning Center: If you are on the second floor, go to the north stairway in the event of a power failure, University Police and/or the Building Deputies will use bullhorns to evacuate the building.

Bomb Threat

In the event of a bomb threat, remain calm and attempt to obtain as much information as possible from the caller. If your phone has caller ID, list the source of the call if available.

- 1) Notify Purdue Calumet Police at ext. 2911 as soon as possible. The Academic Learning Center calls 989-2911 as soon as possible. If possible, have another employee contact the campus police while you keep the caller on the line. Inform the police of the situation, including any information you may have as to location of the bomb, time it is set to explode, time you received the call and any distinguishing information about the caller.
- 2) If instructed to evacuate, gather your belongings and evacuate by the nearest exit in an orderly manner.
- 3) Building evacuation notification will be made by the Emergency Preparedness — Public Address System or by a University representative. The message will include the designated Evacuation Standby Area.
- 4) DO NOT re-enter a building until instructed to do so.



Utility Interruption

Immediately call Facilities Services at ext. 2931 or ext. 2285. If no answer, call the University Police at ext. 2220 or ext. 2911. Be prepared to give: Location including floor and room number, nature of problem, person to contact and telephone number.

Electrical Failure

Proceed to the nearest exit and wait for further instructions from an ENS announcement, university official or university police.

Elevator Failure

If you are trapped in an elevator, activate the elevator alarm and/or emergency telephone. Remain calm and help will arrive shortly. NEVER ATTEMPT TO EXIT AN ELEVATOR STOPPED BETWEEN FLOORS.

If you hear someone trapped in an elevator or hear an elevator alarm, reassure the passengers that you will call for help. Tell the passengers not to try and leave the elevator. Call the University Police at ext. 2911 or ext. 2220.

Flooding or Plumbing Failure

Notify Facilities Services at ext. 2931 or ext. 2285. If no answer, call the University Police at ext. 2220 or ext. 2911. Do not touch energized electrical appliances while you are standing in an area filled with water.

Gas Leak

Extinguish any flame and leave the area. Immediately notify University Facilities Services at ext. 2931 or ext. 2285. Also call the University Police at ext. 2911 or ext. 2220 and be prepared to give location, room, type of gas (if known) and location of leak (if known). If evacuation is necessary, this will be done by campus Emergency Preparedness — Public Address System.

Medical Emergency on Campus

In the event of a personal injury or serious illness the following procedure is to be followed:

- A) Do not move a seriously injured or ill person unless the person is in life-threatening situation (i.e. falling debris, fire, explosion).
- B) Someone should stay with the injured or ill person, if possible. Keep the victim calm and comfortable as possible. Administer CPR & AED if the situation calls for it and you are qualified.
- C) If you believe an ambulance is needed, dial 9-911 or 911 from a cell phone.
Be prepared to provide the following information:
 - The nature of the injury or illness
 - The telephone number you are calling from
 - Location of the injured or ill party
 - Any other vital information requested
- D) Call the University Police at ext. 2911 and notify them of the Incident. All medical emergencies require a university medical report and the University Police prepare these reports.
- E) Return to the victim and remain with them until EMS personnel arrive.
- F) Transportation to a medical facility is to be provided ONLY by an ambulance or private person of the victim's choice. University Police can not transport for medical reasons.
- G) In the event an ambulance is not required at the scene or is refused by the victim, a university staff person should assist in arranging transportation.

Criminal Activity

If you observe a crime or behavior that is suspicious, immediately notify the University Police at ext. 2911. If you are at the Academic Learning Center, notify the Merrillville Police at 911.

Report as much information as possible, including:

- What the person(s) is/are doing;
- Type of weapon(s) involved, if any;
- Where it is happening;
- Vehicle description and license number if appropriate;
- Direction of travel, when last observed;
- Physical and clothing description of those involved;

DO NOT ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.

Stay on the telephone with the police dispatcher and provide additional information until the first police officer arrives on the scene.

The following are the designated Evacuation Standby Areas for the campus and the Academic Learning Center. In the event that an evacuation is required, the building occupants will report to their designated Evacuation Standby Area until the ALL CLEAR is given by a University representative.

- 1) Potter Building evacuates to the Student Union & Library — Concourse
- 2) Gyte Building evacuates to the Student Union & Library — Concourse
- 3) Classroom Office (CLO) building evacuates to the Student Union & Library — Concourse
- 4) Gyte Annex Building evacuates to the Student Union & Library — Concourse
- 5) Lawshe Hall evacuates to the Student Union & Library — Concourse
- 6) Student Union & Library Building evacuates to the CLO building — Lounge
- 7) Porter Hall evacuates to the Student Union & Library — Concourse
- 8) Fitness & Recreation Center evacuates to the Student Union & Library — Concourse
- 9) Child Care Center evacuates to Fitness & Recreation Center or the Armory
- 10) Anderson Building evacuates to the Student Union & Library — Concourse
- 11) University Services Building evacuates to the CLO building — Lounge
- 12) University Police Building evacuates to the CLO building — Lounge
- 13) Powers Building evacuates to the Student Union & Library — Concourse
- 14) Community Services Building evacuates to the CLO building — Lounge
- 15) The Calumet Conference Center/Challenger Center evacuates to the Fitness & Recreation Center
- 16) 1247 169th St. Building evacuates to the CLO building — Lounge
- 17) University Village evacuates to the Fitness & Recreation Center.
- 18) The Academic Learning Center evacuates to the Purdue Technology Center.

Bomb Threat

Tornado – Severe Weather

A Tornado Warning means a tornado has been sighted and poses an immediate threat. If you see a tornado while on campus, immediately notify University Police, ext. 2911. At the Academic Learning Center, immediately notify Merrillville Police at 911.

In the event a tornado warning alert is in effect, occupants inside campus buildings will be instructed by the campus Emergency Preparedness Public Address System or a university representative to seek the nearest Storm Safe Area. The safest location is in any interior hallway or small interior room on the lowest floor of the building, away from windows and doorways.

- 1) The Building Deputy should tour the building and then proceed to the Storm Safe Area in their building and await the All Clear status message from the University Police either by announcement, radio or cell phone call.
- 2) On Campus, University Police will immediately be dispatched through parking lots announcing the warning and evacuation instructions.
- 3) University Police personnel will monitor the weather radio and other information sources to determine when to issue the All Clear message.

STORM SAFE AREAS

The following areas are designated Storm Safe Areas in the event a Tornado Warning is in effect for this immediate area.

- 1) Anderson Building — main hallway ground floor, restrooms and Anderson, room 148
- 2) Potter Building — main hallway on ground floor, restrooms and Potter, room 112
- 3) Gyte Building — ground floor hallway and restrooms
- 4) Gyte Annex Building — ground floor hallway and restrooms
- 5) Student Union & Library — cafeteria and Student Union & Library, room 100 (student lounge)
- 6) Lawshe Hall — Lecture Room 131 and ground floor restrooms
- 7) Porter Hall — East/West hallway ground floor and restrooms
- 8) Fitness & Recreation Center — main hallway (by fitness center), Locker rooms and restrooms
- 9) University Services — S-21,25 (locker rooms)
- 10) University Police Building — Men's locker room
- 11) Powers Building — Powers, rooms 108, 120, 121 and restrooms
- 12) Community Services Building — Basement

- 13) Child Care Center — Storage area and west wall of Child Care Center, room 135
- 14) Classroom Office (CLO) building — Main hallways on ground floor, center hallways, rooms 132, 135, 137, 139 and restrooms
- 15) The Calumet Conference Center/Challenger Center — Main floor rooms, 121, 125, 126, 127,132, 133 and restrooms
- 16) 1247 169th Street building — Main hallways and restroom
- 17) The University Village — Main hallways on ground floor
- 18) Academic Learning Center — ground floor hallways and interior rooms

**IF YOU DO NOT HAVE IMMEDIATE ACCESS TO A DESIGNATED STORM SAFE AREA THEN GO TO THE NEAREST INTERIOR ROOM WITH NO WINDOWS ON THE GROUND FLOOR OF THE BUILDING YOU ARE IN.*



Earthquake

During the Quake

- 1) If you are indoors, stay there. Get under a desk or table, or stand in a doorway or corner. Stay clear of windows, bookcases and outside walls. DO NOT USE THE ELEVATOR!
- 2) If you are outside, get into an open area away from trees, buildings, walls and power lines.
- 3) If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.

After the Quake

- 1) Check for injuries. Apply first aid. Do not move seriously injured persons unless they are in immediate danger.
- 2) Telephones should be kept open for emergencies. IF YOU DETECT THE SMELL OF GAS, DO NOT USE THE PHONE (INCLUDING CELL PHONES).
- 3) If you suspect or know that someone is trapped in a building, notify emergency personnel on the scene first and then University Police (x2911). Give the time when the victim/s were last seen, number of victims and their last known location.
- 4) Do not touch downed power lines or damaged building equipment.
- 5) If the building is damaged, follow the evacuation route located at the elevator, stairways and in the classrooms and labs. Do not re-enter until directed to do so by university personnel or police.
- 6) Be prepared for aftershocks.