

INCIDENT (EMERGENCY) PREPAREDNESS

(Supersedes Chancellor's Memorandum No. A-217, dated November 30, 1994)

Purdue Calumet has a regularly updated emergency preparedness plan for the campus. The effectiveness of this plan is contingent upon a thorough understanding of its contents by those it is intended to serve. It is important that every faculty, staff and student have a heightened awareness of potential campus emergencies and in turn understand how they can help themselves and others should an emergency occur. Emergency guides and maps showing evacuation routes and storm safe areas are located in all offices, classrooms, labs, lounges and meeting rooms. This material should be reviewed by those regularly in these rooms. Faculty should review safety procedures and exit routes with students as a portion of their first class day orientation and include this material in their distributed material. Everyone knowing what to do, who to call or where to go can save lives.

Others on campus are preparing themselves to perform critical duties and responsibilities should there be incidents of a nature that interrupt the normal operations of the University. These incidents may vary in their level of urgency; ranging from a potential risk, an event thought to be imminent, emergency in the process of actually occurring or responses to events which have already occurred. The magnitude of the incident may range from abnormal (loss of potable water in a building) to emergency (loss of power to a building) to a crisis (bomb threat to the campus).

The Crisis Management Team, consisting of the senior leadership team and key university staff, has prescribed duties in the event of an incident or emergency. This group holds regularly scheduled training exercises to practice these roles and responsibilities in simulated incidents.

Building deputies and alternates have been assigned for each university building. Duties and responsibilities have been determined and training conducted. Based on the nature and magnitude of each incident the Building Deputy may be asked by University Police and/or Campus Administration to:

- Assist in the **notification process** to building and/or campus occupants
- Assist in **communicating and managing a "shelter in place" directive**
- Assist in **evacuating** a building and/or the campus
- Assist in **securing** a building and/or the campus
- Assist in **returning a building and/or the campus to normal operations**

Preparation for potential incidents or emergencies is an on-going process. Those with formal responsibilities will continue to plan and prepare themselves to respond when needed. Members of the PUC campus community should also take advantage of the resources available to protect themselves and those around them should the need arise.

Howard Cohen
Chancellor

Distribution E

cma 257