



UNIVERSITY of
SAINT FRANCIS™

Fort Wayne, Indiana

Campus Emergency Response and Safety Procedures

These procedures are to be followed in emergency situations. Staff, faculty and students should become familiar with these procedures and respond accordingly in the event that an emergency situation does occur.

1. REPORTING AN EMERGENCY
2. SAFETY POLICIES
3. FIRE
4. MEDICAL EMERGENCIES
5. UTILITY/MECHANICAL EMERGENCY

6. BOMB THREATS/PHONE THREATS
7. CRIME PREVENTION
8. TORNADO AND OTHER SIREN WARNINGS
9. TORNADO SHELTER AREAS

In an emergency situation call Security immediately.

On campus: 7888

Off campus: 399-7888

When your call is answered state that this is an emergency call.

Tell the officer:

- Your name
- Your location
- The nature of the emergency
- The phone number you are calling from

Do not hang up until you are told that no further information is needed.

Upon arrival the security officer will assess the emergency and initiate the appropriate level of response. Provide help only if requested by the responding officer, if no help is requested, keep out of the way.

1. REPORTING AN EMERGENCY

Fire starting materials such as gasoline, charcoal starter, treated charcoal and fireplace starters are not to be kept in residence halls, offices, classrooms and any other unauthorized areas.

Emergency exits are not to be blocked or have combustible materials stored in the area.

Open flames (candles, lanterns, incense etc.) are not permitted in residence halls, offices and other unauthorized areas.

All buildings on campus are smoke free.

The speed limit on campus is 15 miles per hour.

Fire lanes and handicapped spaces are clearly marked, do not use these spaces unless authorized.

No firearms are to be used, carried or stored on campus.

No fireworks are to be used, carried or stored on campus.

2. SAFETY POLICIES

When an alarm sounds, take it seriously. If there is no immediate danger call 9-911 and report the reason for calling, giving the exact address including building name. Answer any questions the dispatch operator might have and then leave the building.

If it is not safe to stay inside, evacuate the building immediately, activating an alarm pull station as you leave. To help isolate the fire pull all doors closed on your way out of the building.

If it is a small fire and you have been properly trained, get the nearest fire extinguisher and use as directed by the manufacturer.

Once you have evacuated, move away from the building to allow response personnel and their equipment access to the scene.

Every department should have a pre-designated evacuation site to report to so all department personnel can be accounted for.

DO NOT GO BACK INTO THE BUILDING UNTIL INSTRUCTED TO DO SO.

3. FIRE

In cases of medical emergencies call Security at 7888. If there is reason to think the injury/emergency might be life threatening after calling security call 9-911, identify yourself, your exact location and the emergency situation. Follow all instructions given by the dispatcher and do not hang up until you are told to do so.

Each security vehicle is equipped with a defibrillator (AED). If there is reason to think that the victim is having a heart attack request that the responding officer bring the AED to the scene.

Do not attempt to move a victim. Remain calm and help reassure the victim. Unless you are trained, do not attempt to provide first aid.

Remain available at the scene to provide the investigating officer with any requested help or information.

In case of a psychological emergency (suicide attempt, disorientation, panic) call Security at 7888. Give the officer your location and provide any information you have concerning aggressive behavior, weapons or drugs.

4. MEDICAL EMERGENCIES

If utility or building problems such as gas leaks, electrical power failures or elevator problems occur during business hours call Operations at extension 6106 or 6107. To report a utility emergency after hours, call Security at 7888.

Unless you are authorized, do not attempt to operate gas valves or electrical panels or boxes. If necessary, evacuate the area and wait until qualified personnel arrive.

During a power outage all building occupants should proceed to the building exits and stairwells as these locations have emergency lighting.

In the event of a power outage the building will be closed to visitors.

If trapped in an elevator use the alarm bell or the emergency phone to contact help. Do not try to pry the doors open or leave the elevator car by other means.

When a building is evacuated, for any reason, remain outside until instructed to go back.

5. UTILITY/MECHANICAL EMERGENCIES

Stay calm, listen carefully to the caller, be polite even if the caller is abusive or angry.

Try to keep the caller on the line, DO NOT PUT THE CALLER ON HOLD OR TRANSFER THE CALL.

Write down details such as any back ground noises, emotional state of caller, any accent or voice irregularities, description of explosive device (if given) and any instructions.

Notify Security immediately at 7888 or signal a colleague to make the call.

When a security officer arrives they will secure the scene and call the police.

Discuss the threat only with Security and the police.

In addition to specific threats also report any obscene or harassing calls to Security.

WRITTEN THREATS

Keep anyone from handling all materials.

Call Security immediately at 7888, Security will then call the police.

Write down all details about the delivery of the letter.

Do not discuss the threat with anyone except Security or the police.

6. BOMB THREATS/PHONE THREATS

Potentially anyone can become a victim of crime and likewise everyone can help prevent crime. The following are steps to take to help maintain a safe campus environment.

- Do not leave anything of value in sight in your vehicle. Before leaving your car, secure your valuables and lock the doors.
- Be aware of your surroundings. Whether driving or walking scan the area around you. Be aware of any persons in the immediate vicinity, make a mental note of their features and what they are wearing.
- When walking or jogging at night use the lighted walkways and do not wear earphones. Stay alert to your surroundings.
- Do not walk alone after dark. If you do not have a companion, call Security (7888) for an escort.
- If you see any suspicious persons please call Security. Give the location and as detailed of a description of the person as you can.
- Do not block doors open. Classrooms, labs, offices and residence halls are available to those with the proper access level. Blocking a door provides access to whoever happens by. With a pass and ID, after hours access is available through Security.
- If you are working late notify Security of this. The officer will check an area more often knowing it is occupied. When leaving also call Security to let them know. We can provide an escort or simply watch the area as you go to your vehicle.

7. CRIME PREVENTION

The Allen County Emergency Management Agency or the Department of Homeland Security will activate the warning siren not only in the event that a tornado has been spotted but also for severe thunder storm activity, chemical spills, national threats, etc. When you hear the siren, turn to a local radio or TV station or go to the USF home page and click on the Severe Weather Information under the Resources tab.

Security monitors the National Weather Service bulletins during times of severe weather. A tornado warning is issued when a tornado has been sighted or is indicated on radar. In the event of a warning the following precautions should be taken immediately:

- If you are in a building, stay there. If outdoors, get to the nearest building.
- Go to a basement, or an interior room or hallway without windows.
- Stay away from windows and outside walls. It is best to lie low with hands covering the back of the head to reduce the risk of neck injury. If possible take a blanket or pillow for greater protection.
- Stay away from large, open rooms like gymnasiums and auditoriums and rooms with windows.
- Do not use elevators. If the power goes out you will be trapped.
- Do not stop to open windows. This will not reduce any damage.
- If you are caught outside, move away from the tornados path at a right angle. If there is no time to escape, lay down in a ditch, culvert or other low point and cover your head.

After a tornado has passed if there are any personal injuries, property damage or utility problems please call Security at 7888. Do not attempt to move any victims, stay away from downed power lines.

8. TORNADO AND OTHER SIREN WARNINGS

The following are suggested safe areas for shelter when severe weather strikes. Proceed to a room on the lowest level if you have time. The best situation is a room with no windows. Avoid the use of elevators in case of a power outage.

- Pope John Paul Center: Restrooms, interior halls, rest rooms, Cyber Café, interior classrooms.
- Bass Mansion: Interior halls, basement.
- Trinity Hall: During business hours go to the basement or Chapel. For after-hours evacuation the Housing staff and Security will direct resident students to Chapel area.
- Student Center: Inner hallway area.
- Building 5: Wood work shop and cart storage.
- Building 6: Residence hall, in hall or restrooms, away from windows.
- Building 7: Storage only.
- Bonzel Hall: When advised by Housing Staff or Security, students will proceed to the basement area, the laundry room and back hall are the best locations.
- Padua Hall: Go to bathrooms and kitchens, keep room doors closed.
- Campus Ministry: Basement.
- Achatz Hall: Restrooms, lower level hallway.
- Bosco Hall: Restrooms.
- Hutzell Athletic Center: Public restrooms, training room and back offices. Do not stay on the court floor.
- St Clare Convent: Basement.
- Field House: Locker rooms.
- Rolland Art Center: Lower level interior classrooms and restrooms. To avoid being cut by flying glass stay away from the gallery area.
- Doermer Health Center: Use the stairs and go to the Library or other interior rooms and halls on the Lower Level.
- Wane Lane: Interior rooms, such as bathrooms, away from windows.
- North Campus. Go to east and west auditorium hallways, classrooms, gallery, conference room. Stay out of gym area. Residents stay in the apartment.

9. TORNADO SHELTER AREAS

REPORTING AN EMERGENCY

SAFETY POLICIES

FIRE

MEDICAL EMERGENCY

UTILITY/MECHANICAL EMERGENCY

BOMB THREATS/PHONE THREATS

CRIME PREVENTION

TORNADO AND OTHER SIREN WARNINGS

TORNADO SHELTER AREAS

