



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.

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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

Each department or work group should be prepared for an evacuation, either from the building or to another location inside the building. This preparation consists of having a location picked that all employees know they are to report to, a person who is responsible for making sure everyone has left the area and once the evacuation is complete to account for everyone. The person responsible for this should have another member of the department as a back-up in the event of their absence. The information can be noted below.

Inside evacuation location:

Outside evacuation location:

Evacuation coordinator:

Back-up to evacuation coordinator:

## 2. DEPARTMENTAL EVACUATION PROCEDURES

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 and hallways 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 13 miles per hour.

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

No firearms are to be carried on campus.

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

### 3. 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 the 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. See page 2.

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

#### 4. 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.

## 5. 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.

## 6. 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 you are given.

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 determine if police should be notified.

Write down all details about the delivery of the letter.

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

## 7. 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 valid 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.

## 8. 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, open windows 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.

## 9. 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 hallways, Cyber Café, interior classrooms.
- Brookside: Basement, if not enough time use the interior hallway of lowest floor you can get to.
- 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: Human Resources, in hall, restrooms, any office without 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, the storage room if unlocked.
- Padua Hall: Go to bathrooms and kitchens, keep room doors closed.
- Campus Ministry: Basement.
- Achatz Hall: Restrooms, lower level hallway.
- 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: Go to interior rooms such as restrooms and hallways in 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 the gym area and the auditorium.
- Clare Hall: Nearest bathroom or closet, stay away from the windows.

## 10. TORNADO SHELTER AREAS

The personal safety of students, staff, faculty, and visitors is of primary importance at the University of Saint Francis. A truly safe campus can only be achieved through the cooperation of the entire community. Shooting incidents are often difficult to predict but many serious workplace violence incidents are preceded by warning signs that are ignored. Therefore, we must all work together to minimize the threat of violence and maintain the safety we enjoy here at the University of Saint Francis. Taking the proactive measures below can help us in that effort:

1. Comply with University of Saint Francis ID/access policies.
2. Inform Security if you have a court order of protection.
3. Become familiar with all fire exits.
4. Immediately report violence incidents or threats of violence to Security.
5. Immediately report any suspicious activity to Security.

In the event that there is an armed intruder or shooting incident on campus, follow the guidelines below depending on the situation.

**If someone enters the area you're in and begins shooting:**

1. Exit the building immediately only if it can be done quickly and safely. Do not stop to take anything with you.
2. While exiting, notify anyone that you encounter to do the same.
3. DO NOT sound the fire alarm as it may cause unknowing persons to evacuate into a danger zone.
4. As soon as you know you are safe, call 911 (9-911 if using internal campus phone) and give the dispatcher your name and status. Stay on the phone and answer all questions asked by dispatch.

**If you are unable to safely evacuate:**

1. Go to the room nearest you.
2. Close and lock the door if possible.
3. If the door has a window try covering it so the suspect can't see in the room.
4. Stay away from doors and windows, and keep low to the ground.
5. Keep quiet and act as if no one is in the room.
6. Put all cell phones on vibrate or silent mode.
7. DO NOT answer the door unless an "all clear" announcement has been made.
8. Call 911 (9-911 if using internal campus phone) and give the dispatcher your name and status. Stay on the phone and answer all questions asked by dispatch.
9. When police officers arrive, obey all commands. This may involve you being hand-cuffed or keeping your hands in the air. This is done for safety reasons until the situation is evaluated.

**If you are caught in an open area:**

1. If you can, run. Do not run in a straight line. Attempt to keep objects (desks, cabinets, fixtures, etc.) between you and the shooter. If outside, use vehicles and other objects to block you from the view of the shooter.
2. If you cannot run, take cover and if possible, try to hide in a well hidden space.
3. Fighting back is dangerous, but depending on your situation, this could be your last option.
4. If you are caught by the suspect and are not able to fight back, obey all commands and do not look the intruder in the eye.

**If you are taken hostage:**

1. Remain calm, be patient, and avoid drastic actions.
2. Follow the hostage takers instructions. Do not speak unless spoken to. Avoid arguments.
3. Stay alert and be observant. You may be released or able to escape. The personal safety of others may depend on your memory