Emergency Procedures Guide
This guide provides a quick reference for responding to emergencies on campus. Please take a few moments to review this material and become familiar with what you should do for yourself and others in an emergency. Please remember that DePauw’s Department of Public Safety responds to all campus emergencies.

The university maintains fluid event and emergency management plans to address large-scale emergency situations. Various committees and departments have knowledge and training to manage crisis situations that may occur in the campus area. However, this document is not meant to cover every emergency situation that may arise, but rather those incidents more likely to occur than others. More detailed Emergency Procedures are available on the Public Safety webpage. If you are unsure of what you need to do in your building, please contact the Office Public Safety at (765) 658-5555.

Please be familiar with the contents of the Guide and keep it available in a readily accessible location. In the event of an emergency, follow the instructions of supervisors and members of emergency response teams.

PERSONS WITH DISABILITIES

Individuals with a disability should follow the same procedures. Please consider any challenges you may face in an emergency and prepare a plan to share with faculty, staff and others who may assist you. If you have questions or need further information, please contact the Office of Public Safety (765) 658-5555.

PREPARING FOR EMERGENCIES

The Public Safety Office coordinates with various University and community emergency response agencies and works to ensure DePauw University community members, facilities, and approved living units are prepared to respond to emergencies, mitigate impact, and recover from any critical incident or situation. Please contact the Public Safety Office (765) 658-5555 if you need assistance with emergency preparedness consultation and programming.
EMERGENCY COMMUNICATIONS

Timely Warnings/Crime Alerts
A Timely Warning will be issued to the community when significant incidents of criminal activity occur on campus or within the immediate proximity of campus, and may pose a potential threat to the community. Timely Warnings differ from Emergency Notifications. Timely Warnings are sent to inform our community of less than imminent threats or reoccurring crime trends. Information regarding these crimes/trends may originate from Public Safety Reports, local Law Enforcement Agencies or the Putnam County 911 Center. Timely Warnings are posted via the Public Safety web page and may also be issued via WGRE Radio, The DePauw Newspaper, e-mail blasts, network bulletins, telephone trees, and portable public address systems as needed.

Emergency Notification
In the event of a report of significant emergency, the Public Safety Office will gather information to confirm and assess the immediate threat to the health or safety of students, faculty and staff on campus. Emergency Notifications will be sent to the community when an imminent threat is perceived to the community. Instances may include severe weather updates, armed intruder, bomb threat, explosion, chemical or hazardous waste spill, public health emergencies, etc... Multiple modes of communication for campus notification will be utilized for the alert including SMS text messages via RAVE Alert, Campus e-mail, University website, calling trees, and Campus Media. Students are automatically included in the Rave Alert system, however faculty and staff are given the choice of opting into the system by visiting their employee profile on e-services, selecting the “opt-in” choice and adding your cell phone number. Additionally, in the event of an approaching Tornado the Putnam County 911 Center will activate a warning siren and send an SMS text message from the Putnam County Emergency Operations Center.

RESPONDING TO EMERGENCIES
Reporting an Emergency or Crime in Progress:
If a crime is observed, follow the Emergency Plan as noted below.

- Protect yourself first
- Call “911”, Stay on the telephone and give as much information as possible:
  - Nature and Location of incident
  - Description of suspect(s)
  - Injuries that have occurred
  - Type of weapon(s)
Campus police will respond in the following ways:
If shots are fired or some type of deadly weapon is involved, Public Safety, Greencastle Police, and all local law enforcement agencies will be called for assistance.

Building Evacuation
All building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel. Always know more than one way out of a building and be prepared to use alternate exit routes.

• When the building evacuation alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same. Make note of the nearest, and all, emergency egress points and proceed safely from the affected area.
• Do not use elevators during an emergency evacuation.
• Once outside, move clear of the building, allowing others to exit. Reassemble at a safe distance away from the building to account for all people from affected area.
• Do not return to an evacuated building until advised to do so by emergency personnel.
• Be aware of people with disabilities in your area who might require assistance in an emergency evacuation.
• If you have a disability and are unable to evacuate, stay calm and call 911. Give your location. If you must move, go to an exterior enclosed stairwell. Ask persons exiting on the stairway to notify the emergency personnel, such as a firefighter or police officer, of your location.

Shelter In Place
Shelter-In-Place might arise during a weather emergency, an outside chemical spill/release, electrical lines down, as part of an emergency lockdown, or another emergency. No matter where you are, the basic steps of shelter-in-place will generally remain the same, unless instructed otherwise by local emergency personnel.

• Always move away from danger.
• If you are outdoors, proceed into the closest building and seek shelter inside.
• Locate a room to shelter inside.
• Make a list of those sheltering with you.
• While sheltered, find Information, updates or instructions (WGRE, DePauw Homepage, Emergency Alerts via texts, etc.)
• Emergency Responders will help evacuate you, or issue an all clear to any threats or immediate danger.
  • If during a severe storm:
    □ Shelter on the lowest level, inside an interior room away from glass.
Seek protection under heavy furniture if available

If during a Hazardous Chemical Release Outside
- Ideally stay above ground level for a hazardous material incident
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able. (University staff will turn off ventilation if circulating air is a threat.)
- See additional procedure for “Hazardous Materials / Spills Release”

Lockdown
This procedure is used when there is an immediate and imminent threat to the campus community. The lockdown procedures allow the university to secure students, faculty, and staff while removing them from immediate danger.

» Communication
- Alert Public Safety immediately if a situation exists that may require an emergency Lockdown. Provide as much information as possible.
- An emergency lockdown will be announced by all means available including Emergency Alerts via Rave text (sms), Campus e-mail, and WGRE Radio, etc...
- Fire evacuation alarms are NOT to be sounded.

» Procedures
- Take shelter in the nearest room or office.
- Lock room and office doors if able to do so.
- Close windows and window blinds or curtains and turn off lights.
- Remain quiet and do not enter hallways.
- Crouch down in areas that are out of sight from doors and windows.
- Take attendance and record people who are in the rooms.
- Do Not open doors for ANYONE under ANY circumstances until instructed by Emergency Personnel.
- Do not evacuate unless ordered to do so by responding Emergency Personnel.
- People in outdoor areas should immediately take cover and evacuate to a safe area as directed by Emergency Responders, or an off campus location.
- If the threat is outdoors on campus grounds, all outdoor activities will be cancelled.

EMERGENCY EVENTS
Threats and Potential Violence on Campus
Threats and violent behavior are unacceptable and will not be tolerated. Please know
that early reporting is a valuable tool in prevention and Intervention. Reports of intimidation, threats and physical violence will be promptly and thoroughly investigated. Responsible individuals will be referred to the appropriate office for violations (Community Standards, Human Resources, and/or Putnam County Prosecutor). Every potentially violent situation is different! Each person on campus must rely on his/her best judgment and evaluate the situation to the best of their ability based on the information available at the time and respond accordingly.

Consider that while infrequent emergencies including violence can occur on campus and be familiar with the following information.

» If You Hear Gunshots or Witness an Armed Person:
  • Immediately notify 911
  • Evacuate/Escape as quickly as possible
    o Before an emergency make observation of exits, observe windows (be prepared to break windows if necessary for an escape.)
  • If you cannot escape lock doors when possible and/or use objects to barricade doors
  • If the intruder enters: (If a gunman approaches you, your actions will depend solely on your judgment and capabilities. No strategy is 100% effective.)
    o scatter and run toward the exits
    o A decision to Counter: if an armed intruder enters a classroom and an escape is not possible, disrupt the ability of the intruder to use his weapon by throw something at the Intruder…scatter and exit or swarm and subdue the attacker.
  • When it is safe to do so, call 911 and provide as much detail as you can.
  • Follow instructions of emergency personnel

» Harassment
  Situations in which a person is receiving harassing communications and/or unwanted attention, such as personal visits, stalking or other forms of physical harassment may be a scenario for potential violence on campus. If you are being harassed or know of a harassing situation:
  • Do not tolerate verbal or physical harassment from anyone.
  • Do not ignore the behavior in hopes that it will stop. Always report concerns to Public Safety by calling (765) 658-5555.
  • Do not give out personal information via personal websites or social media.
  • Do not give out other’s information when requested by unfamiliar subjects
  • If you have a civil order of protection (“No Contact Order” or “Restraining Order”) issued by a court, notify Public Safety and provide a copy of the order.
  • Public Safety can assist anyone with developing a safety plan and accessing the need to alert others of potential violence.
Suspicious Persons
Suspicious persons on campus may also be a scenario in which violence on campus may occur. In the event that you encounter an individual on campus that just doesn’t fit, seems out of place or exhibits suspicious behavior (walking aimlessly, staring, etc.) notify Public Safety immediately by dialing either 911 or Public Safety at (765) 658-5555.

If non-threatening, you may also:
• Establish eye contact and ask if you can help him/her. They may be a visitor or be in need of assistance.
• Do not give access to a building or office that is locked or restricted.
• Keep a safe distance and do not physically confront anyone
• Make a mental note of the description of the person, for example:
  • Gender, Age, Race, Weight, Height, Clothes, Tattoos, Scars, Direction of Travel

Threats
Treat all threats or rumor of violence as serious. Call 911 in instances where you are in immediate danger or if you observe a weapon, are informed of someone that has a weapon on campus, or if you are told of someone’s intent to bring a weapon to campus. Public Safety will assess the threat to develop safety plans and if needed alert the Campus via Timely Warnings or Emergency Notifications.

Hostile Confrontation
You may be confronted by a hostile or disgruntled individual that may or may not be armed. Individuals that are not allowing others to leave an area and/or threatening violence are certainly scenarios in which violence could occur. In these types of situations:
• Remain as calm as possible, be cooperative and patient
• Offer to listen, but don’t judge or argue with them
• Treat each concern as important and valid, willing to listen respectfully, and non-judgmentally
• Maintain polite eye contact, and keep gestures and body language open and non-threatening
• Use a low soft, slow voice when you speak
• Ask or tell the person before you make any moves
• Be truthful and credible. Assure the person you will try to help resolve his/her grievances
• Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he/she has helped formulate.
• Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind and specifics about what they’ve said. In the event that you are released or escape this information will be helpful for the emergency personnel.

» If You Hear Gunshots or Witness an Armed Person:
Take immediate steps to protect yourself by isolating yourself and others from the suspect.
• If you are near an exterior door try to quietly exit the building.
• If you are in a room, immediately close, lock and barricade doors if possible. Use desks, and chairs to block the doorway.
• Stay away from windows and out of view. Hide behind heavy furniture or anything that will help conceal your location.
• Turn off lights and silence cell phones.
• If you are in an open space, hide to the maximum extent possible. Get behind something solid (a wall, desk, etc.)
• If it is safe to do so, call 911 and provide as much detail as you can.
• If a gunman approaches you, your actions will depend solely on your judgment and capabilities. No strategy is 100% effective.
• Follow instructions of emergency personnel but do not expose yourself or others until you are notified by police that the danger has passed. Do not assume that the danger is over.

Alcohol Poisoning
Wake the person up. Call their name; Shake and Pinch them. If no response, get help!
• Turn person on their side, so if they get sick they will not choke on their vomit.
• Check the person’s skin to see if pale or bluish or cold and clammy, get help!
• Check the person’s breathing. If it is irregular, or too slow/shallow:
  • Less than 8 breaths per minute or more than 10 seconds between breaths, - get help!
• If you discover any one of the above problems, stay with person and call for help.

Dial 911 for emergency medical transport or Public Safety at X5555 (765) 658-5555

Bomb Threats
All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise.

If a suspicious object or potential bomb is discovered, do not handle the object. Clear
the area and call 911. Be sure to include the location and appearance of the object when reporting.

If a phone call bomb threat is received, ask the caller the following questions and record the answers:
- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

Talk to the caller as long as possible and try to determine the following information:
- Time of call.
- Age and sex of the caller.
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.
- Background noise.

If an evacuation alarm sounds, follow established building evacuation procedures.

**Explosions**

In the event of an explosion or similar emergency:
- Immediately take cover under tables, desks, etc., which will provide protection from falling glass or debris.
- Safely move away from heat sources, smoke and fire.
- Evacuate the area following building evacuation procedures.
- Call 911 and give the dispatcher the following information:
  - Building and location within where explosion occurred
  - Any information about injuries
  - Cause of explosion, if known

**Fire Safety**
- Identify locations of area fire alarm pull stations and fire extinguishers.
- Never block fire exits, doorways, corridors, or stairways.
- Know at least “Two Ways Out” to an exit or stairway leading out.
- Go to the nearest safe location and activate the fire alarm system at the pull station, also shout an alarm as you evacuate the building. Call 911 immediately giving:
  - Name of the building (and address if known)
  - Location of the fire within the building.
  - A description of the fire and (if known) how it started
- Evacuate the building following the established building evacuation procedures.
• If you have a disability that could delay egress, be sure that there is a plan to assist you.

Do not fight a fire if you have not been trained such as using the P.A.S.S. system when using a fire extinguisher. A fire extinguisher should only be used on small fires such as the size of a trash can. Evacuation and notifying 911 is more important.

If you become trapped in a building during a fire:
• Stay calm and take steps to protect yourself.
• If possible, move to a room with an outside window.
• If there is a telephone, call 911 and tell the police dispatcher where you are.
• Stay where rescuers can see you through the window and wave a light-colored cloth such as a towel or pillow case to attract their attention.
• Stuff clothing, or towels, around the cracks in the door to help keep out smoke.
• If possible, open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in.
• If in a smoke filled area keep low, on your knees, proceeding to the nearest safe exit.
• If possible, put a wet cloth over your nose and mouth to help minimize smoke inhalation.
• If a door is hot to the touch, do not open it as there could be fire on the other side.

Medical Emergency
If any injury or serious illness needing immediate ambulance response, Call 911, and provide the following information:
• Your name and telephone number.
• Location of the emergency (building and room number).
• The extent of the accident/injury and the number of people involved.
• Location where someone will meet the ambulance and direct them to the injured.

Stay on the phone with the dispatcher and provide information about the condition of the injured person and receive any related instructions.
• The 911 Center will dispatch the appropriate emergency response personnel
• Do not move the patient unless their safety dictates such a move.

Sexual Assault
» What To Do:
Go to a safe place. You may want to contact someone you know and trust to be with you. If you are in an unsafe situation, call 911 or contact the Office of
Public Safety at (765) 658-5555, and they can help get you to a safe space.

» Seek Support
You can call the Sexual Assault Survivors’ Advocate (SASA) 24/7 at (765) 658-4650. SASAs are trained advocates who can share with you all of the resources available to, both on and off campus. They will provide you with support as you make choices on what resources to utilize, both in the moment and in the future.

» Preserve Evidence
Do Not Bathe, Douche, Change Clothes, or Brush Your Teeth. Washing or changing clothes may remove forensic evidence.

» Seek Medical Treatment
Seek medical attention to be treated for injuries, sexually transmitted illnesses, and other medical related needs.
• If you suspect you have experienced a drug facilitated sexual assault or were given what is commonly called a “date rape drug,” go to the hospital immediately. These drugs can harm you, and any evidence of the drug leaves the body quickly.
• You may also want to undergo a medical exam that can provide critical evidence for either the University judicial process or criminal prosecution.
• A Sexual Assault Nurse Examiner can be reached by contacting Public Safety at (765) 658-5555. Monday-Friday from 9 a.m.-Noon and 1-5 p.m., a Sexual Assault Nurse Examiner can be reached at the Wellness Center at (765) 658-4555.

» Make a Report
A student may file a complaint with the DePauw Public Safety Office (765) 658-5555 or with the Dean of Students’ Office (765) 658-4270. A complaint filed with Public Safety will be considered a report of potential violation of DePauw Policy and criminal law. All such reports will be forwarded to the Associate Dean of Students to review for violation(s) of the DePauw Sexual Misconduct Policy and to the local Prosecutor to review for criminal charges.
• Once applicability of charges is determined, the complainant has the opportunity to decide whether or not to go forward with the process except in cases where there is a sufficient risk to public or individual safety. In such cases the University will proceed with or without the consent of the complainant.
• A student may wish to report to another Law Enforcement Agency and an officer can assist you in making contact with another agency.
Severe Weather and Tornadoes
Weather in Central Indiana can be dangerous. Always stay informed and make preparations prior to a weather emergency. The National Weather Service issues severe thunderstorm “Watches” and “Warnings” which are broadcast locally via the Putnam County 911 and Emergency Operations Center.

A Watch indicates the possibility of severe weather in a relatively broad area. A Watch means conditions are favorable for the development of tornadoes. Be Prepared!

A Warning is issued when severe weather is actually occurring, usually encompassing a relatively small geographic area. A Tornado Warning means a tornado has been sighted or indicated by radar. Take cover immediately!

Severe Thunderstorms can also spawn Tornados and cause significant damage. If such conditions are present, take the same precautions as you would for a tornado.

Lightning claims more lives every year than tornadoes. When lightning is a threat, stay indoors. If caught outside keep a safe distance from tall objects, try to stay lower than anything nearby.

» Warning Signals
   Although warning sirens are helpful tools in alerting us of potential danger, everyone is personally responsible for preparation and awareness of potentially severe weather. Be sure that the “all clear” has been given before coming out of shelter.

» Before the Storm
   • Locate a basement or lowest level of your building, interior room, away from glass.
   • Stay informed via media sources on days when severe weather is expected. Utilize phone apps such as the National Weather Service or The Weather Channel.
   • Keep a good reliable flashlight and personal essentials in your living/office/work area.

» During a Storm
   Seek shelter inside, preferably below ground level or lowest accessible level. Position yourself in the safest area away from glass. Kneel facing a wall and cover your head. In other locations, look for a bathroom, closet or room at the center of the structure. If possible, get under heavy furniture and cover your head with blankets or pillows.
Stay sheltered until the storm has passed and an “all clear” has been issued. Updates will be broadcast via media sources and via the Rave Emergency Notification (sms) text messaging service as needed.

Hazardous Material Spill / Release
For spills, releases, or incidents requiring special training, procedures and/or equipment that are beyond your abilities, take the following steps:

- The key person on site should alert people in the affected area, evacuate at once and seal off area to prevent further contamination.
- Pull the fire alarm if building evacuation is required.
- Call 911 and provide the following information:
  - Your name, telephone number, and location.
  - Name and quantity of the material, if known.
  - Extent of injuries or damage, if any.
- Anyone who is contaminated should avoid contact with others and report to a safe area as designated by emergency personnel.
  - If needed emergency personnel will wash off contamination and administer any required first aid promptly.
- Containment / cleanup of hazardous materials should only be made by trained and appropriately equipped personnel.
- Help ensure no one evacuates through the contaminated area.
- If an evacuation alarm sounds, follow established building evacuation procedures.

If, due to dangerous air quality outside such as a hazardous chemical release, you are required to shelter in place rather than evacuate, follow the “Shelter In Place” procedure.

EMERGENCY SERVICES CONTACT NUMBERS

Police, Ambulance, Fire........................................................................................................... 911

DePauw Public Safety (non-emergency) .................................................................765-658-5555

Greencastle Police (non-emergency) .................................................................765-653-2925

Putnam County Sheriff’s Dept. (non-emergency) ..................................................765-653-3210

Indiana State Police (non-emergency) ............................................................765-653-4114

Putnam County Hospital .................................................................................................765-653-5121
DePauw Health Services ................................................................. 765-658-4555
DePauw Counseling Services .......................................................... 765-658-4268
SASA (Sexual Assault Survivors Advocate) ...................................... 765-658-4650
DEPAUW UNIVERSITY
Est. 1837

PUBLIC SAFETY OFFICE
101 E. Seminary St., lower level
P.O. Box 37
Greencastle, IN 46135-0037
765-658-5555