


EMERGENCY PROCEDURES

DEPAUW

DePauw University Police Department
101 E. Seminary St. • Greencastle, IN
765-658-5555

The background image is a sepia-toned photograph of a historic building. On the right side, a tall, ornate clock tower with a tiled roof and decorative finials is visible. In the center background, there is a building with a large, patterned dome. The foreground shows a balcony with a decorative metal railing. The overall tone is warm and historical.

This guide outlines how to respond 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.

The university maintains fluid event and emergency management plans to address large-scale emergency situations. The university uses a Critical Incident Management Team, sometimes called CIMT, that is trained to assess threats and address crises on or near campus.

Detailed emergency procedures are available in the DePauw University Police Department Annual Security Report on the DePauw University Police Department webpage. If you are unsure of emergency procedures in your building, contact the DePauw University Police Department at 765-658- 5555. In an emergency, follow the instructions of supervisors and members of emergency response teams.

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EMERGENCY NUMBERS	
Police, Ambulance, Fire.....	911
DePauw Police Department (non-emergency)	765-658-5555
Greencastle Police (non-emergency).....	765-653-2925
Putnam County Sheriff’s Department (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
Sexual Assault Survivors’ Advocate.....	765-658-4650

PREPARING FOR EMERGENCIES

The DePauw University Police Department coordinates with university and community emergency response agencies to ensure community members, facilities and approved living units are prepared to respond to emergencies, mitigate impact and recover from any critical incident. Emergency procedure guidelines are posted in classrooms and are included in the Annual Security Report. If you need assistance with emergency preparedness, contact the DePauw University Police Department at 765-658-5555 or the manager of Safety and Risk Management Services at 765-658-4180.

IF YOU OBSERVE A CRIME OR EMERGENCY:

- Protect yourself first.
- If possible, evacuate to an area of safety (see Building Evacuation pg. 3).
- If you are unable to evacuate, shelter in place by hiding, blocking doors and staying silent until emergency responders escort you out (see Shelter in Place Pg. 4).
- Call 911. Stay on the phone and give as much information as possible about what you observed.

PERSONS WITH DISABILITIES

Individuals with a disability should follow the procedures outlined in this guide, but consider in advance the challenges you may face in an emergency. Prepare a plan to share with others who may assist you. For more information, contact the DePauw University Police Department at 765-658-5555.

EMERGENCY COMMUNICATIONS

The DePauw University Police Department issues two kinds of emergency communications:

Timely Warning

A Timely Warning will be issued to the community when incidents of significant criminal activity occur on campus or in immediate proximity to campus and are a continuing threat. The intent of a Timely Warning regarding criminal incidents is to enable people to protect themselves and to aid in the prevention of similar crimes. A Timely Warning will be sent as soon as pertinent information is available.

Timely Warnings differ from Emergency Notifications. Timely Warnings are sent to inform our community of less-than-imminent threats or instances of recurring crime trends. Timely Warnings are sent by the same mode of communication, with

the exception of SMS text messages. Text messages are reserved for instances when an imminent threat is perceived to constitute an Emergency Notification. Emergency Notifications are sent via the Rave Alert System.

Emergency Notification

In the event of a report of significant emergency, the DePauw Police Department will gather information to confirm and assess the threat to the health or safety of students, faculty and staff on campus and will issue an Emergency Notification when appropriate. This may occur in case of severe weather, an armed intruder, a bomb threat, an explosion, a chemical or hazardous waste spill, public health emergencies, etc. Multiple modes of communication for campus notification will be used for the alert, including the RAVE Alert system, campus e-mail, the university website, calling trees and campus media.

Information that will initiate a Timely Warning or Emergency Notification may originate from reports made to the DePauw University Police Department, local law enforcement agencies or the Putnam County 911 Center.

Students are automatically included in the Rave Alert™ system. DePauw employees should ensure that their contact information is up to date in ADP. Cellular number(s) and DePauw email address are needed to facilitate delivery of emergency notification messages.

If a tornado is approaching, the Putnam County 911 Center will activate a warning siren and send a text message. Sirens are tested on the first Friday of every month at 11 a.m., except during inclement weather, when the testing process will be rescheduled for the second Friday of the month.



STAY OR EVACUATE?

If an emergency occurs, the DePauw University Police Department will direct you on how to respond – whether to evacuate the building you’re in or to shelter in place.

Building evacuation

- Evacuate a building 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 those alternate exit routes.
- Walk quickly to the nearest emergency exit and leave. Do not use elevators. Once outside, move clear of the building. Reassemble a safe distance away from the building.
- 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 people exiting on the stairway to notify the emergency personnel of your location.

If an evacuation of your building is ordered, reassemble in the following locations:

You are here...

...reassemble here

Asbury Hall, East College, Roy O. West Library, Harrison Hall.....	south side of Emison Building
Administration Building, Emison Building.....	south side of East College lawn
101 E. Seminary St., Inn at DePauw, Bottoms Center.....	Inn north lot
Bartlett House.....	north side of Emison Building
Lilly Center, Julian, Union Building, Hoover Hall, Green Center,.....	Bowman Park
Center for Diversity and Inclusion, Olin Building, the Peeler Art Center.....	Julian parking lot
Pulliam Center.....	Elm Street lot
Facilities Management Service Center.....	Peeler lot
Prindle Institute, Reflection Center.....	Lower lot
Bishop Roberts Hall.....	College St. lot
Longden Hall.....	Longden lot
Humbert Hall.....	The Dells lot
Vernon Jordan Hall.....	South between Jordan and the Dells lot
Mason Hall, Lucy Hall, Rector Village.....	Rector Village lot

Shelter in place

Some emergencies, such as severe weather, a chemical spill or release or downed power lines call for you to shelter in place. To do so:

- Move away from danger.
- If you are outdoors, seek shelter in the nearest building.
- Note those sheltering with you.
- Find information on WGRE, The DePauw newspaper's website, emergency alert texts and university social media.
- Emergency responders will help to evacuate you or will issue an "all clear" notice.
- During severe weather, shelter on the lowest level, inside an interior room and away from glass. Seek protection from heavy furniture if it is available.
- When a hazardous chemical has been released outside, stay above ground level. Shut and lock all windows and exterior doors. Turn off air conditioners, heaters and fans. Close vents from ventilation systems as you are able. See additional procedures under "Hazardous material spill/releases, page 10.

Lockdown

Alert the DePauw Police Department immediately if a situation arises that may require an emergency lockdown. Provide as much information as possible.

In situations that pose more imminent danger, such as an active shooter on campus, emergency responders may call for a lockdown that enables the police to secure students, faculty and staff.

A lockdown will be announced by all means available, including Rave Alert text messages, email and announcements on WGRE radio and campus social media. Fire evacuation alarms will **NOT** be sounded.

If a lockdown is ordered:

- Take shelter inside. Lock the doors.
- Close windows and blinds or curtains and turn off lights.
- Remain quiet and do not enter hallways.
- Crouch down in areas that are out of sight through 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 emergency personnel.
- If you are outdoors, immediately take cover in a safe area or off campus, as directed by emergency responders.
- If a threat is outdoors on campus grounds, outdoor activities will be cancelled.

HOW TO RESPOND TO EMERGENCIES

Harassment

Harassing communications and/or unwanted attention, such as personal visits or stalking, may be a precursor for violence. If you are being harassed, report the behavior to the DePauw University Police Department. Report sexual harassment to the Title IX administrator at 765-658-4155.

To prevent harassment:

- Do not give out personal information on personal websites or social media.
- Do not give out information when requested by people unfamiliar to you.
- If you have a civil order of protection (a “No Contact” order or a restraining order), notify the DePauw University Police Department and provide a copy of the order.
- The DePauw University Police Department can help you develop a plan to protect your safety and that of others.

Suspicious person

If you see a person acting suspiciously on campus – someone who seems out of place or exhibits suspicious behavior, such as walking aimlessly or staring – notify the DePauw University Police Department by calling 911 or 765-658-5555.

If the person is non-threatening:

- You may establish eye contact and ask if you can help the person, who may be a visitor or in need of assistance.
- Keep a safe distance and do not physically confront the person.
- Do not give access to a building or office that is locked or restricted.
- Make a mental note of the description of the person, including sex, age, race, weight, height, clothing, tattoos, scars and direction of travel.

Threats

All threats or rumors of violence are serious. Call 911 if you are in immediate danger or if you observe a weapon, are informed that someone has a weapon on campus or if you learn of someone’s plan to bring a weapon or commit a violent act on campus.

DePauw police will assess the threat, develop safety plans and, if needed, alert the campus via a Timely Warning or Emergency Notification.

Hostile confrontation

If you are confronted by a hostile or disgruntled individual who may be armed, by someone who is prohibiting others from leaving an area or by someone threatening violence:

- Remain calm and be cooperative and patient.
- Offer to listen and do so respectfully; do not judge or argue with the person. Treat each concern as important and valid.
- Maintain polite eye contact; 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 he/she says.
- If you are released or escape, provide this information to emergency personnel.

Gunshots/armed person

- If you are near an exterior door, quietly exit the building.
- If you are in a room, immediately close, lock and barricade the doors with desks and chairs.
- Stay away from windows and out of view. Hide behind heavy furniture or another obstacle.
- Turn off lights and silence cell phones.
- If you are in an open space, hide to the maximum extent possible. Get behind something solid, such as a wall or a desk.
- If it is safe to do so, call 911 and provide as much detail as you can.
- Follow instructions of emergency personnel but do not expose yourself or others until you are notified by police that the danger has passed.

Bomb/bomb threat

If a suspicious object or potential bomb is discovered:

- Do not handle the object.
- Clear the area and call 911. Provide the location and the appearance of the object.

If a phone call bomb threat is received:

- Ask the caller these 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, noting:
 - Time of the call.
 - Age and sex of the caller.
 - Speech pattern, accent, possible nationality, etc.
 - Emotional state of the caller.
 - Background noise.
- Call 911 with the information.

If an evacuation alarm sounds, follow evacuation procedures, page 3

Explosion

- Immediately take cover under tables, desks or other items that will protect you from glass and debris.
- Move away from heat sources, smoke and fire.
- Evacuate the area following building evacuation procedures, page 3.
- Call 911 and give the dispatcher the following information:
 - Building and location where explosion occurred.
 - Information about injuries.
 - Cause of explosion, if known.

Fire

Prepare in advance of a fire:

- Know where the pull fire alarms and fire extinguishers are in your building.
- Do not block fire exits, doorways, corridors or stairways.
- Know at least two ways out of your building.

If a fire occurs:

- Go to the nearest safe location and pull the fire alarm.
- Shout “fire” as you evacuate the building, following procedures on page 3.
- Call 911 and tell the dispatcher:
 - The name and address of the building.
 - The location inside of the fire.

DO NOT fight a fire with a fire extinguisher if you have not been trained using the P.A.S.S. system. A fire extinguisher should be used only on fires smaller than a trash can. EVACUATING AND CALLING 911 ARE MORE IMPORTANT.

If you become trapped in a building during a fire:

- Stay calm and protect yourself.
- If possible, move to a room with an outside window.
- If a phone is available, call 911 and tell the dispatcher where you are.
- Stay where rescuers can see you through the window and wave a light-colored cloth to attract attention.
- Stuff clothing or towels around the cracks in the door to 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 you are in a smoke-filled area, keep low, on your knees, and proceed to the nearest safe exit.
- If possible, put a wet cloth over your nose and mouth to minimize smoke inhalation.
- If a door is hot to the touch, do not open it.

Severe weather

The National Weather Service issues severe thunderstorm “watches” and “warnings,” which are broadcast locally by Putnam County 911 and Emergency Operations Center.

- A **watch** indicates that severe weather is possible and conditions are favorable for the development of tornadoes; it applies to a broad area.
- A **warning** means severe weather is occurring, usually in a relatively small geographic area.
- A **tornado warning** means a tornado has been sighted or indicated by radar.

Before the storm:

- Locate a basement or lowest level of your building and/or an interior room, away from glass.
- Stay informed via media sources on days when severe weather is expected. Use phone apps provided by the National Weather Service or The Weather Channel.
- Keep a reliable flashlight and personal essentials in your living/office/work area.

During a storm:

- Seek shelter inside below ground level or at the lowest accessible level. Position yourself in the safest area away from glass. In other locations, look for a bathroom, closet or room at the center of the structure. If possible, get under heavy furniture, kneel facing a wall and cover your head with blankets or pillows.
- Stay sheltered until the storm has passed and an “all clear” has been issued.
- Learn updates from media sources, the Rave Alert™ system and text messages.
- If lightning is a threat, stay indoors. If caught outside, keep a safe distance from tall objects and try to stay lower than any nearby object.

Hazardous material spill/release

- The key person on site should alert people in the affected area, evacuate at once and seal off area to prevent further contamination.
- If outdoor air quality has been endangered by a release, follow Shelter in Place procedures, page 4.
 - Stay above ground level.
 - Shut and lock all windows for a tight seal and close exterior doors. Turn off air conditioners, heaters and fans.
 - Close vents to ventilation systems.
- Pull the fire alarm if evacuation is warranted. If an evacuation alarm sounds, follow evacuation procedures, page 3.
- Call 911 and tell the dispatcher:
 - Your name, phone number and location.
 - The name and quantity of the material, if known.
 - Injuries or damage, if any.
- If someone is contaminated, the person 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 first aid.
- Only people who are trained and appropriately equipped should undertake containment and cleanup.
- Ensure no one evacuates through the contaminated area.
- If air quality has been endangered by a release, follow Shelter in Place procedures, page 4.

Alcohol poisoning

If you suspect alcohol poisoning or overdose:

- Wake up the person by calling their name; shake and pinch them. If no response, get help by calling 911!
- Turn the person on their side, so the person will not choke on vomit. Check their skin; if it is pale or bluish or cold and clammy, get help!
- Check the person's breathing to determine if it is irregular, slow or shallow. If the person takes fewer than eight breaths per minute or waits more than 10 seconds between breaths, get help!
- If you discover any **one** of the above problems, stay with person and call for help.
- Call 911 for emergency medical transport or the DePauw University Police Department at 765-658-5555.

A student or organization who calls for help for a peer will NOT be held accountable through the Community Standards process for policy violations connected to that specific situation.

Sexual assault

If you experience sexual misconduct:

- Go to a safe place. Contact someone you know and trust to be with you.
- If you are in an unsafe situation, call 911 or the DePauw University Police Department at 765-658-5555.
- Seek support from the Sexual Assault Survivors' Advocate 24/7 at 765-658-4650. SASAs are trained advocates who share resources available to you on and off campus.
- Preserve evidence. DO NOT bathe, douche, change clothes or brush your teeth.
- Seek medical treatment for injuries and sexually transmitted illnesses. 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. A medical exam can provide critical evidence for either the university judicial process or criminal prosecution.
- Sexual Assault Nurse Examiners (SANE) are available at local hospitals. DePauw staff can help make contact with these services. Having a SANE exam does not obligate you to take any further course of action, but preserves evidence if you ultimately decide that you want to proceed.
- Make a report. Reports can be made to a number of areas, including the Title IX Administrator and/or the DePauw University Police Department.

Medical emergency

If an injury or serious illness occurs and requires immediate ambulance response, call 911 and provide the following information:

- Your name and phone number.
- Location of the emergency.
- The nature and extent of the accident/injury.
- The number of people involved.
- A location where someone will meet the ambulance and direct it to the injured.

Stay on the phone with the dispatcher to provide information about the condition of the injured person and to receive any related instructions. Do not move the person unless safety requires it.



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