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Emergency Procedure Guidelines

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Resources

EMERGENCY	911
Campus Security	574-842-8157
Health Center	574-842-7800
Culver Police	574-842-2525
Marshall County Sherriff	574-936-3187
Officer in Charge	574-842-8324
Outside Engineer	574-842-8250
Student Life	574-842-8100
Summer Programs	574-842-8300
Employee Assistance Program	1-800-765-9125



The following Emergency Procedure Guidelines contain recommended procedures to be followed during various types of emergencies.

These Emergency Procedure Guidelines are made readily available for students, faculty, staff and visitors.

All students, faculty, staff and visitors are encouraged to familiarize themselves with these guidelines.



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EMERGENCY

911

WHEN CALLING 911:

1. Stay on the line with the dispatcher.
2. Provide the location/address of the building involved and your exact location. This is especially critical if you are calling from a cell phone.
3. Provide a thorough description of the incident to ensure that proper resources are dispatched.
4. Do not hang up until the dispatcher tells you to do so.



FIRE/EVACUATION PROCEDURES

Activate the Fire Alarm before calling 911.

IF YOU DISCOVER A FIRE:

1. Manually activate the building's fire alarm system as you exit the building.
2. Immediately evacuate the building, closing doors and windows behind you.
3. **DO NOT USE THE ELEVATORS**
4. Locate persons with disabilities and provide assistance if possible.



5. Otherwise, provide their location to emergency responders.
6. When your safety is not in jeopardy, call 911 and provide the following information:
 - a. Name of building.
 - b. Location of the fire within the building.
 - c. A description of the fire and (if known) how it started.
7. Report to your designated emergency assembly area to be accounted for.
8. Notify emergency responders if you believe someone may still be in the building.



9. DO NOT re-enter the building until emergency responders give an all clear.

IF CAUGHT IN SMOKE:

1. Do not breathe the smoke!
2. If you encounter smoke, stay low and go!
3. Breathe through your nose, and use a shirt or towel to breathe through, if possible.

IF TRAPPED IN A BUILDING:

1. If possible, move to a room with an outside window.
2. Close all doors and windows.



3. Stuff clothing, towels or paper around the cracks in the door to help keep smoke out of your refuge.
4. Attempt to signal people outside of the building. If there is a telephone, call 911 and tell the dispatcher where you are. Do this even if you can see fire department personnel from the window.
5. Stay where rescuers can see you through the window, and wave a light-colored item to attract their attention.
6. Be patient. Rescue of occupants within large structures will take time.



CULVER ALERT SYSTEM

Culver Academies uses a layered approach to emergency notifications, to notify students, faculty and staff of potential danger. These notifications are designed as an initial “heads up”, and you are encouraged to seek additional information.

Sirens:

- Fire Alarm. 10 second blast, 5 second break, 10 second blast, 5 second break, 10 second blast.
- Tornado. 3 minute blast.
- All Clear. 1 minute blast.

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The following are supplemental systems that may be used for emergency notifications. Telephone and Voice Messaging, eMail and Text Messaging.

www.culver.org/alerts



MEDICAL EMERGENCY

The following is a brief summary of the procedures for Medical Emergencies involving ILLNESS OR INJURY TO STUDENTS, FACULTY, STAFF, VISITORS AND GUESTS:

1. In the event of a serious injury or illness, immediately call **911**.
Provide the following information:
 - a. Your name and telephone number
 - b. Nature of the illness or injury
 - c. Location of the emergency
(Building and Room Number)



- d. The extent of the accident/injury and number of people involved:
Is victim conscious, breathing, bleeding?
 - e. Chemical or radioactive materials involved
- 2. If possible, send someone to the building entrance to meet emergency personnel.
 - 3. Only trained personnel should provide first aid or CPR.

FIRST AID IS MINOR CARE ONLY. WAIT FOR PROFESSIONAL HELP IF YOU ARE NOT TRAINED IN FIRST AID.



4. Students with minor illnesses or injuries are eligible for minor care at the Health Center.
5. The individual making the call should continue to stay on the phone with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.

Faculty and staff must complete an Accident Report for all incidents of job related illness and injury.



MENTAL HEALTH EMERGENCY

1. Never intervene alone if you can help it.
2. Call for other faculty, staff, adult or call Security 574.842.4088 or 911 for assistance. Clearly state that you need immediate assistance. Give your name, location, and state the nature of the problem.
3. Attempt to have any other persons in the area move away from the incident to a safe location.
4. Do not invade the person's body space. Keep a distance of at least 5 feet.



5. Avoid standing directly in front of the person. Stand at a 45-degree angle with an open posture. Don't be the target of the person.
6. The exit door should never be blocked. Stand to one side of the doorway and maintain a clear exit route.
7. Be prepared to move quickly, but do not make any abrupt moves unless necessary.
8. Be sure the person has no weapons before approaching them.
9. Give brief, clear, assertive directions to the person as to what is happening.

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10. Personalize yourself and show concern. Proceed with hesitation.



CRIMINAL ACTIVITY

HOW TO REPORT A CRIME:

If the crime is an emergency that requires immediate police and/or medical response, dial **911**.

1. Dialing 911 from a cell phone may connect you to the Marshall County 911 Dispatch Center. Tell them you are on the Culver Academies campus. They have a direct line to the Culver Academies Security Department.



2. If the crime is not an emergency, contact the Culver Academies Security Department at 574-842-4088 to report the crime.

REPORTING CRIMES IN PROGRESS:

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible by dialing 911. You should attempt to provide as much of the following information as possible:



1. Nature of the incident. MAKE SURE the dispatcher understands that the incident is in progress!
2. Location of the incident
3. Description of suspects involved
4. Injuries that have occurred
5. Description of any weapons involved
6. Description of property involved
7. Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.



REPORTING CRIMES NOT IN PROGRESS:

If you have become a victim of a crime and it is not an emergency or life-threatening situation, telephone the local jurisdictional Police Department; be prepared to provide at least the following information:

Campus Security	574-842-8157
Culver Police	574-842-2525
Marshall County Sherriff	574-936-3187

1. Your name
2. Your address



3. Your telephone number
4. A brief synopsis of what occurred
5. Your exact location at the time of the call (room #, apartment #, campus building, etc.)



SHELTER-IN-PLACE

Shelter in place (or place of refuge) refers to a designated area of safety when it is not safe to go outside, such as an interior room with no or few windows, and taking refuge in that location. If you are told to shelter in place, follow the instructions provided.

Different situations require different locations.

You may be required to shelter in place for events such as a Civil Disturbance (for example, an active shooter



incident), Tornado Warning, Hazardous Materials release and as directed by Campus Security, police or emergency personnel.

When notified, you should seek immediate shelter inside a building or residence hall. If you are “sheltering” due to a hazardous materials (HAZMAT) accidental release of toxic chemicals, the air quality may be threatened and sheltering in place keeps you inside an area offering more protection.

You must **immediately** seek shelter in the nearest facility or building



(preferably in a room with no windows)
when:

1. You hear the Outdoor All Hazards Emergency Warning Sirens.
2. When directed by other Culver Academies ALERT emergency warning notification layers.
3. When directed by police or fire department personnel.

Try and obtain additional clarifying information by all possible means (e.g. Culver Academies Homepage, www.culver.org/alerts, TV, radio, email, etc.)



4. It would be useful to have a cell phone, hard-wired telephone, or computer system in the shelter location to assist in obtaining additional information as well as being able to report any life-threatening conditions.

Follow the **shelter in place** procedures in the **ACTIVE SHOOTER**, **Tornado Warning**, or **Hazardous Materials** release located in this document, as applicable.



ACTIVE SHOOTER

**IF AN ACTIVE SHOOTER IS OUTSIDE
YOUR BUILDING YOUR BEST OPTION
MAY BE TO SHELTER IN PLACE:**

Proceed to a room that can be locked, barricaded, or secured in some way; close and lock all the windows and doors; and turn off all the lights.

Hide under a desk, in a closet, or in the corner; if possible, get everyone down on the floor and ensure that no one is visible from outside the room.



One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location.

Remain in place until the police, or a campus administrator known to you, gives the “all clear”. Unfamiliar voices may be the shooter attempting to lure victims from their safe space.

Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

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After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. Culver Academies Homepage, www.culver.org/alerts, TV, radio, email, etc.)

It would be useful to have a cell phone, hard-wired telephone, or computer system in the shelter location to assist in obtaining additional information as well as being able to report any life-threatening conditions.



Report any suspicious activity if you can do so without jeopardizing your safety. Call 911 if possible.

Normally, police department personnel or the All Hazards Sirens will be the notification method.

IF AN ACTIVE SHOOTER IS IN THE SAME BUILDING:

Determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph.



If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building.

If you decide to move from your current location, be sure to follow the instructions outlined below.

IF AN ACTIVE SHOOTER ENTERS YOUR OFFICE OR CLASSROOM:

Try to remain calm.

Dial 911, if possible, and alert police to the shooter's location; if you can't



Speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a 911 call can be determined without speaking.

You have options. You can make attempts to:

1. Hide and shelter in place
2. Escape
3. Negotiate with the shooter
4. Overpower the shooter with force (should be considered a very last resort).



If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

UNDER ALL CIRCUMSTANCES:

If you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind.

Do not carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter.

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Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible.



SEVERE WEATHER / TORNADO WARNING

Severe Thunderstorm Watch means severe thunderstorms are possible, continue activities and monitor the situation.

Severe Thunderstorm Warning means severe thunderstorms are imminent.

Keep people indoors and away from the windows, until the severe storm passes.

If you are outside, seek shelter immediately.



Tornado Watch notification is issued when atmospheric conditions are favorable for the formation of tornadoes in a given area. Under watch conditions stay informed by listening to radio or television.

Tornado Warning notification indicates that a tornado has been sighted and poses a definite threat to a given area. If the warning is for your area you should take shelter immediately!

TORNADO WARNING SIRENS:



Outdoor sirens will sound for a period of three minutes. When you hear the sirens seek shelter first, then seek more information through local radio and TV stations or the Culver Academies alert system to determine the nature of the emergency.

The ALL CLEAR signal is announced by radio and television stations. The sirens remain silent.

SIREN TESTING:

Periodically the sirens are tested. These tests are announced in advance.



WHAT TO DO DURING A TORNADO WARNING:

Move to the pre-determined shelter location as designated in your Building Emergency Plan.

The shelter location is normally, the basement, sub walk or lowest level of the building away from windows and exterior doors.

Interior hallways and restrooms on the lowest level offer the next best shelter.



Be prepared to kneel facing the wall and cover your head.

In a high-rise building, vacate the top floors and move to a lower floor or basement.

If not able to reach the basement, go to an interior room, hallway, or restroom with no windows on the lowest floor possible.

Be prepared to kneel facing the wall and cover your head.



If time permits, occupants of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building, preferably with a basement.

Share notification with others; assist persons with disabilities, if possible.

Try and obtain additional clarifying information by all means possible (e.g., Culver Academies Homepage, www.culver.org/alerts, TV, radio, text message, email, etc.)



It would be useful to have a cell phone, hard-wired telephone, or computer system in the shelter location to assist in obtaining additional information as well as being able to report any life-threatening conditions.

If in a vehicle, get out and seek sheltering a sturdy building. If a building is not available, lying flat in a depression such as a ditch or ravine offers some protection. Be aware of potential flooding.

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Watch out for flying debris; do not call 911 unless you require emergency assistance.



HAZARDOUS MATERIALS - SPILLS

For spills, releases or incidents requiring special training, procedures or personal protective equipment (PPE) that is beyond the abilities of present personnel, take the following steps:

Immediately notify affected personnel and evacuate the spill area. Pull the fire alarm if building evacuation is required.

Call 911 to report the incident.

Give the operator the following information:



1. Your name, telephone number, and location
2. Time and type of incident
3. Name and quantity of the material, if known
4. Extent of injuries or damage, if any

If possible, seal off the affective area to prevent further contamination of others until the arrival of emergency personnel.

Anyone who is contaminated by the spill should wash off the contamination; remain in the vicinity, and give his/her name to the emergency personnel. If



needed, first aid can be started immediately.

No effort to contain or clean up spills and or releases should be made unless you have been trained in the proper methods to do so.

Take appropriate steps to make sure no one evacuates through the contaminated area.

If an alarm sounds, follow established building evacuation procedures (see Evacuation).



An Incident Command Post may be set up near the emergency site. Keep clear of the incident command area unless you have official business, including information regarding the chemical or other material that has been spilled.

Do not re-enter the area until directed by emergency personnel.

If you are directed to shelter in place due to a hazardous materials (HAZMAT) accidental release, the air quality may be threatened and sheltering keeps you inside an area offering more protection. For a HAZMAT shelter in place situation



you should, if possible, take the following actions:

Close all windows and doors.

Move to the shelter in place location.

Select an interior room above ground with the fewest windows or vents. The room(s) should have adequate space for everyone to sit.

Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

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Do not use elevators as they may pump air into or out of the building.

Share notification with others; assist persons with disabilities, if possible.

Try and obtain additional clarifying information by all possible means (e.g. Culver Academies Homepage, www.culver.org/alerts, TV, radio, email, etc.)

It would be useful to have a cell phone, hard-wired telephone, or computer system in the shelter location to assist in obtaining additional information as well

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as being able to report any life-threatening conditions.



EARTHQUAKE

Earthquakes are rare in Indiana. Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case.

The best earthquake instruction is to take precautions before the earthquake (e.g., secure or remove objects above



you that could fall during an earthquake).

During the earthquake remain calm and ACT, don't react.

If indoors, DROP to the floor under a desk or table or in a doorway; COVER your head and face with your arms, and HOLD on. Stay away from windows, shelves, and heavy equipment.

DO NOT USE ELEVATORS

If outdoors, move quickly away from buildings, utility poles, overhead wires,



parking garages and other structures.
CAUTION: Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by Culver Academies Security, Police or Fire Department personnel.

If in an automobile, stop in the safest place available, preferably an open area away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it provides.

AFTER THE INITIAL SHOCK:



Be prepared for aftershocks.
Aftershocks are usually less intense than the main quake, but can cause further structural damage.

Protect yourself at all times.

Evaluate the situation and call 911 for emergency assistance, if necessary.

Do not use flares, torches, lighted cigarettes, or open flames, since gas leaks could be present.

Open windows, etc., to ventilate the building. Watch out for broken glass.



If a fire is caused by the earthquake, implement the FIRE PROCEDURES.

Determine whether anyone has been caught in the elevators or was trapped by falling objects. If so, call 911.

If the structural integrity appears to be deteriorating rapidly, evacuate the building.

DO NOT USE THE TELEPHONE UNLESS IT IS NECESSARY FOR EMERGENCIES.



Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.

Damaged facilities should be reported to Culver Academies Facilities at 574-842-7500.

Should you become trapped in a building, stay calm!

If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.

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If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.

Emergency Personnel will check buildings immediately after a major quake.



UTILITY FAILURE / ELEVATOR MALFUNCTION / FLOODING

If you discover a major water leak, gas leak, or other major utility failure, take the following action:

Call 911.

1. Give the building name, floor, room number, and nature of the problem.
2. Provide the name of a person to contact and their phone number.

Do not attempt to correct the problem on your own. Culver Academies



Facilities personnel will notify the necessary emergency, maintenance personnel, clean up, and insurance representatives.

Do not call the Police Department for information concerning a utility failure unless you have an emergency.

For all non-emergency situations, call Culver Academies Facilities at 574-842-7500; after hours call the Outside Engineer at 574-842-8250.



ELECTRICAL/LIGHTING FAILURE

Some buildings may not be equipped with emergency lighting or the emergency lighting may not provide sufficient illumination for safe exiting. It is recommended that you consider keeping a flashlight and a portable radio in your office/work area. Check the batteries on a monthly basis.

PLUMBING FAILURE/FLOOD/WATER LEAK

Cease using all electrical equipment.



NATURAL GAS LEAK

Cease all operations, exit the area immediately. Do not attempt to correct the problem yourself. Do not concern yourself with appliances or equipment. Leave the area immediately.

ELEVATOR MALFUNCTION

If you become trapped in an elevator, use the emergency telephone or activate the elevator emergency bell within the elevator car.



If you are not inside the elevator but hear an elevator bell, please take the following actions. (Most elevators on campus are equipped with an emergency telephone.)

Call 911

Give the emergency dispatcher the following information:

1. Name of the building
2. Location within the building of malfunctioning elevator
3. Where the car is stopped, if known
4. Whether a medical emergency exists



5. Before you hang up, make sure the dispatcher has all the information they need.

Elevators have mechanical safety brakes that will operate in all situations, even during power failures. Try and keep the occupants calm and wait for help to arrive.



BOMB THREAT / SUSPICIOUS PACKAGE

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. In most cases, bomb threats are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

STAY CALM.



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:

DO NOT put the caller on hold.

DO NOT attempt to transfer the call.



DO NOT HANG UP THE PHONE THAT THE CALL CAME IN ON. If possible have someone else use another phone to call 911.

Pay particular attention to background noises, such as running motors, music, or any other noises that may indicate the location from which the call is being made.

Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or any unusual characteristics.



Complete the BOMB THREAT
CHECKLIST.

**BOMB THREAT CHECKLIST AND
QUESTIONS TO ASK:**

EXACT WORDS USED TO MAKE THE
THREAT (if possible):

**WHEN IS THE
BOMB GOING TO
EXPLODE?**



WHERE IS THE
BOMB LOCATED?

WHAT KIND OF
BOMB IS IT?

WHAT WILL
CAUSE THE
BOMB TO
EXPLODE?

WHAT DOES THE
BOMB LOOK
LIKE?

WHO PLACED
THE BOMB?

WHY WAS THE
BOMB PLACED?



WHAT IS YOUR
NAME?

WHERE ARE YOU
CALLING FROM?

TIME OF CALL?

DESCRIPTION OF
CALLER'S VOICE/
ACCENT

CALLER INFORMATION:

AGE



MALE

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FEMALE



YOUNG



OLD



MIDDLE AGED

CALLER VOICE:



CALM



SOFT



STUTTER



NORMAL



EXCITED



 LAUGHING

 RASPY

 SLOW

 RAPID

 NASAL

 ANGRY

 LOUD

 LISP

 CRYING

 DEEP

 SLURRED



- ☐ RAGGED
- ☐ DISGUISED
- ☐ WHISPERING
- ☐ ACCENT
- ☐ DISTINCT
- ☐ DEEP BREATHING

BACKGROUND SOUNDS:

- ☐ CLEAR
- ☐ CELL PHONE
- ☐ RESTAURANT



- ☐ TRAFFIC
- ☐ WEATHER
- ☐ PA SYSTEM
- ☐ STATIC
- ☐ MUSIC/TV
- ☐ ANIMAL NOISES
- ☐ MACHINERY

THREAT LANGUAGE:

- ☐ INCOHERENT
- ☐ TAPED

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 IRRATIONAL

 WELL_SPOKEN

 PROFANE