



FORT WAYNE CAMPUS EMERGENCY GUIDELINES

2017-2018

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Emergency Mass Notification Plan

The University will use an emergency mass notification system in the event of a Fort Wayne or North Manchester campus emergency. Your campus email will automatically receive an alert, but you can also be alerted at an alternate email and receive texts on up to three cell phone numbers. Please provide your alternate contact information by visiting the Manchester University ChetNet web page and clicking on RAVE signup for message under the forms section.

In addition to the email-based and text method above, the Fort Wayne campus will use InformaCast public paging software during an emergency situation. An audio emergency message will be played automatically over all the phones attached to the Manchester University Fort Wayne campus phone system.

Crisis Communications Plan

The dean of pharmacy programs (Dean), or in his or her absence, the Fort Wayne facilities coordinator (Coordinator) will activate the crisis communications plan and call together the crisis communication team, which is the pharmacy leadership team of the Fort Wayne campus, and appropriate ad hoc members, depending on the nature of the crisis. If any member of the Fort Wayne campus community believes a crisis is unfolding or under way, he or she should immediately contact the Dean and/or the Coordinator

The Fort Wayne campus will follow these guidelines to respond quickly to handle any crisis or emergency, as well as to inform the public about the crisis.

I. Anticipating a Crisis

Anticipation is the key. Fort Wayne campus officials will periodically assess crisis risks and know what possible crises are looming. They will anticipate worst-case scenarios of possible crises, and be prepared for how the media and the public will react to news of a crisis.

II. Preparing for a Crisis

- The crisis communication team meets at least annually to ensure that all players are aware of their responsibilities.
- The Coordinator maintains a list of emergency contact information for crisis communication team members.
- The Fort Wayne campus has two primary on-campus shelters. Storage room 142 between the conference center and classrooms serves as the primary shelter for tornadoes and other crises. Auditorium storage room 102C under the auditorium seating serves as the secondary on-campus shelter. The first floor classrooms 132, 136 and men's and women's restrooms serve as the tertiary on-campus shelters. All classrooms can be secured from the inside and have telephones for use in case of an emergency that requires that individuals take cover in a classroom.

III. Identifying a Crisis

Different types of crises call for different responses. It is important to identify a crisis while it is still in its early stages. Some may be minor; others severe. The Fort Wayne campus response will depend upon the circumstances.

Types of crises:

- **Sudden — an immediate, unforeseen crisis.** This type of crisis occurs unexpectedly and requires immediate action. If lives are at risk, the first action will be to move swiftly to save lives and prevent injury.
 - a. Massive lives at risk/lost, (tornado, large fire, riot, chemical spill,) or
 - b. Individual lives at risk/lost (murder, small fire, meningitis outbreak)
- **Smoldering — an ongoing crisis that begins small and grows larger as more information becomes known.** This type of crisis can drag out and result in bad press for weeks, months or even years. These crises should be resolved as quickly as possible. Officials should try to anticipate future developments and mitigate them.
- **Bizarre — an unusual, unexpected crisis that does not fit into the above categories.** (KKK meeting, serial killer in area, lockdown of neighboring institutions)

** Some crises may fit into more than one category.*

IV. Handling a Crisis

When crisis strikes, it is essential that the Fort Wayne campus take immediate action. The key to success is to obtain the information, confirm its accuracy, disseminate the information as quickly as possible and prepare to address the situation as it unfolds. The following steps should be taken as soon as the crisis is identified:

Action:

- **Gather the facts**

Having accurate information will enable Fort Wayne campus officials to respond to the crisis properly. The crisis communication team led by the Dean is responsible for gathering all the necessary and pertinent facts. In most events this will occur after the authorities have been notified.
- **Convene the crisis communication team**

The team members will immediately convene and decide the first course of action. Because this must be done swiftly, the members present will take the lead, and then bring in the rest of the team if the crisis warrants such action.
- **Activate all relevant University Safety plans**

The crisis communication team members will ensure that all applicable safety plans and safety measures found in the emergency guidelines manual are carried out immediately.
- **Develop a plan to assist those who have been affected**

The Fort Wayne campus will establish and provide help for affected Fort Wayne campus community members including grief counseling, mental health services, support groups, memorial services, safety seminars, posters and brochures that offer safety tips, hotline numbers that provide information to family members, etc. These will depend on the nature of the crisis. If the crisis involves a student the assistant dean of student and alumni experience will take the lead on establishing these services. If this crisis involves an employee, the

Coordinator will take the lead. If the crisis is campus wide the Dean will designate a point person for the establishment and functioning of these services.

- **Designate a command center and/or media center**

The Fort Wayne campus command center on-site is conference room 125J. The off-site command center will be at Parkview Regional Medical Center.

- **Meet with city, state officials, if necessary**

If the crisis is citywide or statewide, University officials will be in contact with Fort Wayne, county and state officials. In some cases, as with a tornado, Fort Wayne campus communicators will report to the State Office of Emergency Preparedness where to meet with other state communicators to compare information and make sure the Fort Wayne campus is represented in the decision-making process.

Communication:

- **Identify key audiences**

The Fort Wayne campus stakeholders will be informed of the situation, and in the following order:

1. University Cabinet
2. Students, faculty, staff
3. Board of Trustees
4. Media
5. Parents
6. General public
7. Alumni

- **Designate Fort Wayne campus spokesperson(s)**

The Dean or University president's designee will serve as the Fort Wayne campus spokesperson. It is essential that emergency personnel, police, state officials, etc., keep the spokesperson updated.

- **Provide guidance to the public**

If the crisis involves a health risk, a Fort Wayne campus designated spokesperson will research the risk and offer guidance to the public about symptoms, treatments, and to contact physicians. The Fort Wayne campus will also direct the public on where to go for more information — radio, TV, web sites etc.

- **Media**

The Fort Wayne campus designated spokesperson will speak with the media on behalf of the Fort Wayne campus in coordination with the public relations office of the University. If employees or students are approached by the media they must refer all media to the Dean's office, assistant director for media relations office, or the Coordinator.

Earthquake Plan

1. In the event of an earthquake: remain calm, do not panic and do not run.
 - a. If you take the proper precautions, the chances are you will not be injured.
2. Remain where you are. If you are indoors; stay indoors; if outdoors, stay outdoors.
 - b. In earthquakes, most injuries occur as people are entering or leaving buildings from falling walls, electric wires, etc.
3. If you are indoors:

- a. Drop, cover, and hold. Protect yourself from falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple.
 - b. Stay away from windows and outside doors.
 - c. If possible, get under a desk, table or bench, in case the wall or ceiling should fall.
 - d. Hold on and be prepared to move with it.
 - e. If no shelter is available, seek cover against an interior wall and protect your head and neck with your arms.
 - f. Do not stand in a doorway. The earthquake safety procedure of moving to a doorway is obsolete, and doorways offer no greater protection than any other area. In fact, some individuals have been injured while moving toward or standing in a doorway during an earthquake.
 - g. During an earthquake, do not use the elevators.
4. If you are outdoors:
 - a. Move away from buildings, power poles, electric wires, other possible hazards, or anything that might shake loose and fall.
 5. If you are driving an automobile:
 - a. As soon as possible, and with caution, pull off the road and stop.
 - b. Remain in the vehicle until the disturbance subsides.
 - c. When you drive on, watch for hazards created by the earthquake such as fallen or falling objects, downed electric wires, and broken or undermined roadways.
 6. When the shaking stops, check for injuries to personnel in your area. Do not attempt to move the seriously injured unless they are in immediate danger. Render first aid assistance if required.
 7. Check the area for safety hazards such as building damage, fires, spills of flammable or combustible liquids, or leaks of flammable gases. If the area or building appears to be unsafe, begin evacuation procedures. Exit the building and to the assembly point to report injuries, damage and potentially hazardous conditions by calling 9-1-1 and Parkview Public Safety 260-266-1800.
 8. Turn off ignition, heat, and gas sources before evacuating, if it is safe to do so. This may include laboratory equipment, workshop equipment or electrical equipment in offices.
 9. Once you have exited the building, do not reenter until the building has been inspected and the safety of the building has been determined by the Coordinator.
 10. If you suspect a fire, follow the standard procedures for dealing with smoke/fire.
 - a. If flames are observed, or if smoke is filling an area, call 9-1-1 and Parkview Public Safety 260-266-1800 immediately.

Fire Emergency Plan

1. In case of fire or smoke:
 - a. Do not panic. Remain calm.
 - b. If the room is smoky, get on hands and knees (or stomach) and crawl to the door.
 - c. Feel the door and door knob, if either the door or knob is hot, do not open. Take towels, preferably wet, and place them against the door opening. If the door and knob are cool, open door slowly.
 - d. Close the room door as you leave.

- e. If the alarm has not sounded, activate nearest pull station as you exit.
 - f. Do not use any elevators.
 - g. Do not prop open the door to the exit staircase.
 - h. Hang onto the handrail and walk down the exit staircase.
 - i. As you exit, move away from the building, and go directly to the pre-designated safe area.
 - j. The safe area is the area near the Manchester University monument sign at the south end of the Fort Wayne campus.
2. Disabled or trapped:
 - a. If you are unable to exit the building, move to a room with an outside window. The room should be as close to a stairwell as possible.
 - b. Tell others to notify the fire department of your location.
 - c. Close the door, leave the light on, and call to outside for help.
 3. If flames are observed in a vehicle or building, or if smoke is filling an area, call 9-1-1 and Parkview Public Safety 260-266-1800 immediately.
 4. Fire extinguishers may be used, providing that it is safe to do so without jeopardizing the safety of staff or others. Before using a fire extinguisher, sound the fire alarm by activating the nearest pull station. Although the fire extinguisher cabinet door appears locked, the plastic cams on the door are designed to break when the door is pulled open sharply. Do not remain in a smoke-filled area. Smoke inhalation may be fatal.
 5. In buildings that do not have automatic fire detection systems, the person observing smoke or fire should activate the alarm by pulling one of the pull stations prior to exiting the building.
 6. In the case of a fire alarm, or suspected fire, the Fort Wayne campus will be evacuated immediately.
 7. Upon receiving information of a fire/alarm, the Dean or Coordinator will do the following in the sequence listed:
 - a. Get the name of the caller and the location of the fire or alarm.
 - b. Ascertain if the caller has witnessed flames or smoke.
 - c. If so, immediately call 9-1-1 and Parkview Public Safety 260-266-1800.
 - d. If the nature of the alarm is uncertain, the Coordinator will respond to the location to assess the situation and determine if there is a fire.
 - e. Depending upon the circumstances, instructions from the Coordinator may supersede this list of procedures and/or instructions from other personnel.
 8. When a fire is extinguished by Fort Wayne campus personnel, the Coordinator must be notified immediately. The Coordinator will use judgment in determining whether or not the fire department needs to be called to check out the situation.
 9. Upon arrival at the scene, the responding fire fighters will assume control of the situation. Fort Wayne campus personnel will be available to assist, providing that their safety is not placed in jeopardy.
 - a. The Coordinator will ensure that Fort Wayne campus keys are provided to firefighting personnel, as needed.
 10. Whenever the building is evacuated due to a fire or fire alarm, the Coordinator will be the person responsible for resetting the fire alarm panel and giving the all-clear to reenter the building. In the absence of the Coordinator, this responsibility rests with the Dean. Absent specific instructions from the above, other Fort Wayne campus employees will not reset the fire alarm panel.

- a. Re-entry of the building shall not be permitted until the Coordinator or fire fighters give the all clear, even though the fire alarm may be terminated.
11. Any fire alarm service issues should be reported to Fairfield Communications at 260-969-1226. After hours calls will be routed through their answering service.

Tornado Response Emergency Procedure

1. You will be notified of an official tornado warning by the University's mass notification system.
2. Move quickly and calmly to one of the following areas: storage room 142 between the conference center and classrooms, auditorium storage room 102C, women's bathroom room 161, men's bathroom room 159, classrooms 132 and 136 - all located on the first floor.
3. Employees should escort visitors to either the storage room 142 between the conference center and classrooms, auditorium storage room 102C under the auditorium seating, women's bathroom room 161 or men's bathroom room 159, classrooms 132 and 136 - all located on the first floor.
4. Designated employees will be assigned to help those needing assistance. The designated employees will be selected annually and all employees will be notified of these individuals via email.
5. Keep away from all windows.
6. Do not use elevators.
7. If you are away from your office at the time of the warning, please proceed to either storage room 142 between the conference center and classrooms, auditorium storage room 102C under the auditorium seating, women's bathroom room 161 or men's bathroom room 159, classrooms 132 and 136 - all located on the first floor.
8. The University's mass notification system will notify you when it is safe to return.

Bomb Threat Plan

1. When a bomb threat is received by phone:
 - a. Don't panic and remain calm.
 - b. Signal a co-worker, or someone nearby, to call 9-1-1 and Parkview Public Safety 260-266-1800.
 - c. Ask the caller to repeat the message, and note the exact wording of the threat.
 - d. Keep the caller on the line as long as possible and obtain the following information:
 - i. Where is the bomb located?
 - ii. When will the bomb explode?
 - iii. What does it look like?
 - iv. What kind of bomb is it?
 - v. What will cause it to explode?
 - vi. Is the caller the person who placed the bomb?
 - vii. Why was the bomb placed?
 - viii. Caller's name, address, and phone number
 - e. Listen closely to the caller's voice and note a description:
 - i. Male/female, calm/excited, age, accents, tone, etc.

- f. Note any background noise, including music, voices, machinery, street noises, etc.
 - g. Note the time the call was received.
 - h. Inform the caller that the building is occupied and the detonation of the bomb could result in death or serious injury to many innocent people.
 - i. The Coordinator and law enforcement personnel will want to speak directly to the person who received the call.
2. When a written bomb threat is received:
- a. Don't panic and remain calm.
 - b. Once the message is recognized as a bomb threat, immediately call 9-1-1 and Parkview Public Safety 260-266-1800.
 - c. If the Coordinator is notified first, he or she will summon local police.
 - d. Avoid any further unnecessary handling of the message.
 - e. Save all material, including any envelope or container.
 - f. Every possible effort must be made to retain evidence such as fingerprints, handwriting, typewriting, paper, email messages and postal marks which are essential to tracing the threat and identifying the writer.
 - g. If the threat is received over the computer, leave the message on the computer screen and call 9-1-1 and Parkview Public Safety 260-266-1800.
3. Upon receiving information of a bomb threat, the Coordinator will:
- a. Immediately summon the police.
 - i. Do not commence the search until the police arrive.
 - b. Evacuate the building.
 - i. Do not pull fire alarms as a means to clear the building.
 - 1. The signal for evacuations should not be the same as that for a fire. During fire evacuations, doors should be closed to control the spread of the fire. In bomb threats, doors should be left open to facilitate the search for the device and minimize damage caused by the blast wave.
 - 2. The explosive device could be wired into the alarm system.
 - ii. As people exit, they should move well away from the building, to the evacuation area designated by the Coordinator and the police.
 - iii. No one may reenter an evacuated building until the Coordinator gives the all clear.
 - iv. All staff should assist in keeping people from reentering.
 - c. While waiting for the police to respond, the Coordinator will notify the Dean and assistant dean for academic affairs and assessment.
 - d. Upon their arrival, the police will take charge of the situation. Fort Wayne campus personnel will assist in ways that do not place their safety in jeopardy.
 - e. At the request of the police or fire departments, the Coordinator should be prepared to have maintenance turn off the gas and electrical power to the building. The decision to cut off electrical power should be done with consideration to the need to provide lighting for the search team.
4. Disabled or trapped
- a. If you are unable to exit the building, move to a room with an outside window. The room should be as close to a stairwell as possible.
 - b. Tell others to notify the Coordinator and police personnel of your location.
 - c. Leave the light on and open the window to flag outside help.

5. Bomb search techniques:
 - a. Do not touch strange or suspicious objects. Report their location and description to 9-1-1 and Parkview Public Safety 260-266-1800.
 - b. The removal and disarming of a bomb or suspicious object must be left to professionals trained in explosive devices.
 - c. If the danger zone is identified, the Coordinator and police personnel should block off or barricade the area, with a clear zone of 300 feet.
 - d. Fort Wayne campus employees may be asked to assist with the search, but should never touch or handle a suspicious object.
6. When strange looking objects are found:
 - a. Evacuate the building.
 - b. Do not pull fire alarms as a means to clear the building.
 - c. When exiting, leave room doors open, and move away from the building to the designated evacuation area.
 - d. Call 9-1-1 and Parkview Public Safety 260-266-1800; report your location and a description of the object.
 - e. If the Coordinator receives the call first, he or she will relay all information to the police department.
 - f. The Coordinator and police personnel will barricade a 300-foot clear zone around the object.
 - g. The Coordinator and police personnel will direct all persons away from the danger zone.
 - h. Do not permit reentry until the suspicious object has been removed/disarmed, and the building is declared safe.
7. Use common sense and never take risks that may endanger you or others.

Police Response Plan

1. In the event of a situation involving a violation of criminal law, Parkview Public Safety will be immediately contacted at 260-266-1800.
2. Parkview Public Safety will respond to the location of the incident, and assess whether or not police assistance is needed. Remember, good judgment is the key in evaluating each situation.
3. **Emergency situations.** In determining whether police assistance is required for emergency situations, Parkview Public Safety will use the following criteria:
 - a. The police will be immediately summoned whenever it is determined that a person's safety and/or well-being is at risk.
 - b. Parkview Public Safety will summon the assistance of the police whenever they feel that their own safety and well-being are in jeopardy, and/or whenever they need the backup of the police.
 - c. The police will be called whenever any act of physical violence has occurred, or whenever there is an imminent threat of physical violence.
 - d. The police will be immediately summoned whenever we are legally required to make such notification, including, but not limited to, crimes involving minors.
 - e. The police will be immediately called whenever there is evidence of a break in, including burglaries, to ensure that an intruder is not hiding within, and to

- ascertain if the building/room is safe to enter.
- f. In accordance with our campus drug guidelines, the police will be immediately summoned by Parkview Public Safety whenever there is evidence of illegal drug use on campus.
 - g. In accordance with the campus medical plan, 9-1-1 should be called directly whenever there is an emergency need for an EMS/ambulance response. Whenever 9-1-1 are called, immediately thereafter, call 260-266-1800 and inform Parkview Public Safety.
4. **Non-emergency situations.** In determining whether police assistance is required for non-emergency situations, Parkview Public Safety will use the following criteria:
- a. The police will be summoned if the victim wishes to file a criminal complaint, and pursue criminal charges against the perpetrator(s).
 - 1. As required by the provisions of the Clery Act, for any violation of criminal law, Parkview Public Safety will inform the victim that he or she has a right to file a criminal complaint against the perpetrator(s).
 - 2. If the victim is desirous of criminal prosecution, Parkview Public Safety will assist with the process by helping the victim contact law enforcement in coordination with the Coordinator and/or Dean.
 - b. Alcohol situations involving Manchester University Fort Wayne campus students will be handled by Fort Wayne campus personnel, providing that the individuals are cooperative, and that no person's safety is placed in jeopardy.
 - c. The Fort Wayne campus aims to stop students from driving vehicles while under the influence of alcohol, and will take the necessary action to prevent this, including referring the matter to the local police.
 - d. If the incident involves crimes of theft and/or vandalism to the Fort Wayne campus property, and when there is no evidence of a break in or burglary, Parkview Public Safety will use his or her best judgment regarding the need for police services; however, if the incident appears to be a prank, with no evidence that the perpetrator(s) intended to commit a crime, the matter will be handled by University Safety at the North Manchester campus.
5. Whenever police assistance is needed, Parkview Public Safety shall call the police dispatcher and ask for an officer to respond to the campus location. Parkview Public Safety will ensure that someone provides the police access to the building, as well as directions to the location of the victim.
6. In some cases, the nature of the emergency may require that an employee or student place a direct call to the police prior to calling Parkview Public Safety 260-266-1800. If this is the case:
- a. Do not panic; remain calm.
 - b. Dial 9-1-1.
 - i. inform the dispatcher of your name and location, and the nature of your emergency; and
 - ii. remain on the phone until the dispatcher gets all necessary information, or until the emergency personnel arrive at your location.
 - c. In these cases, Parkview Public Safety shall be called immediately after calling 9-1-1.
7. When the Office of Student Services is working with students on mental health issues, and police involvement is deemed necessary, Office of Student Services may

make the initial contact with the police department. Immediately thereafter, the Office of Student Services will notify Parkview Public Safety that the police are en route to the Fort Wayne campus.

8. Upon arrival at the scene, the responding police personnel will assume control of the situation. Fort Wayne campus personnel will be available to assist, providing that their safety is not placed in jeopardy. At no time will a staff member be expected to remain in a dangerous situation.

Suspicious Package/Mail

- If you receive or discover a suspicious package, letter or object, do not touch, tamper with or move it.
- Report it immediately to Parkview Public Safety 260-266-1800.

Characteristics of suspicious letters and packages:

- Origin – postmark doesn't match the city of the return address, name of sender is unusual or unknown, or no return address is given.
- Postage – excessive or inadequate postage.
- Balance – the letter is lopsided, unusually thick, has an unusual amount of tape, has an irregular shape, soft spots or bulges, or the letter or package seems heavy for its size.
- Contents – stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains powdery substance; is buzzing, ticking, or has a sloshing sound.
- Smell – particularly almond or other suspicious odors.
- Writing – handwriting of sender is not familiar or indicates a foreign style not normally received by recipient, or cut-and-paste or rub-on-block letters are used. Common words, names, or titles are misspelled or special instructions like, "confidential," or "do not delay" are present.

Emergency Campus Lock-Down Plan

The decision to implement an emergency campus lock down will be made only if there is a serious risk of danger to the staff, faculty and/or students of Manchester University Fort Wayne campus. The decision will be made by either the Dean or Coordinator. The Dean, Coordinator, or another designated by the Dean shall call 9-1-1 and Parkview Public Safety 260-266-1800.

In the event of a lock down, do not panic; move quickly out of common areas and into the nearest classroom or office. Once you are in a room, you are to secure the door by any means possible; cover the window(s) in the room to prevent anyone from seeing inside, without compromising personal safety; and assume a safe position away from doors and windows until notified differently.

Violent or Criminal Behavior

In the event of violent or criminal behavior:

1. Immediately dial 9-1-1 and Parkview Public Safety at 260-266-1800 and report the following:
 - Nature of the incident
 - Location of the incident
 - Description of person(s) involved
 - Description of property involved
 - Any weapons involved
 - Welfare of the person
2. Report suspicious situations or persons to Parkview Public Safety.
3. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
4. Should gunfire or discharged explosives occur, you should take cover (see lock down policy).
5. After the disturbance, seek emergency first aid if necessary.

Utilities

In the event of a major utility failure during regular business hours, go to a safe location and notify the North Manchester campus Physical Plant Department at extension 5061 (260-982-5061). Before 8:30 a.m. and after 5:00 p.m., or on weekends and holidays, call the North Manchester University Safety Department at extension 5999 (260-982-5999).

Electrical Outage

- Evacuate the building if the fire alarm sounds or upon notification by authorized emergency personnel.
- In laboratories, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.
- Unplug sensitive equipment if not connected to a surge protector.
- Stay away from downed power lines
- Emergency exit lighting may only stay on for a short time.

Gas Leak/Unusual Orders

- Cease all operations immediately.
- Do not use cell phones or other electronic equipment.
- Do not switch lights on or off.
- Evacuate as soon as possible.

Flooding/Plumbing Failure

- Cease using all electrical equipment
- Avoid contact with the water.
- Evacuate the building.

Bloodborne Pathogens Exposure Control Plan

It is important to recognize that blood and body fluids may be an unknown source of disease. It is important to routinely use appropriate safeguards when caring for patients regardless of their diagnosis or presumed infection status. Standard precautions apply to 1) blood; 2) all body fluids, except sweat; 3) non-intact skin; and 4) mucus membranes. This concept of standard precautions is consistent with guidelines from the Centers for Disease Control (CDC) and the regulations of the Occupational Safety and Health Administration (OSHA) and the Indiana State Department of Health.

Exposure Determination

1. OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At Manchester University Fort Wayne campus, the following job classifications are in this category:

a. Faculty members who are Indiana registered pharmacists, laboratory technical specialist, and pharmacy laboratory technician. In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:

<u>Job Classification</u>	<u>Tasks/Procedures</u>
i. custodial personnel	cleaning rest rooms, especially urinals and toilets, bodily fluid spill clean-up, disposal of infectious waste
ii. maintenance on-call staff	bodily fluid spill clean-up, repair of plumbing fixtures, disposal of infectious waste
iii. security officers	rendering first aid, physical encounters resulting in bodily fluid spills
iv. pharmacy laboratory technician	cleaning work spaces following demonstration and skills development, i.e. sharps container collection and accidental stick clean up kit
v. laboratory technical specialist	sharps container collection and accidental stick clean up kit

Implementation Schedule and Methodology

1. OSHA requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement.
2. **Compliance Methods**
 - a. Universal precautions will be observed at this institution in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
 - b. Work practice controls will be utilized to eliminate or minimize exposure to employees. Where occupational exposure remains after implementation of these controls, personal protective equipment shall also be utilized. The following controls will be utilized:
 - i. Protective gloves will be worn during patient contact.
 - ii. Needles will be disposed of in sharps containers.
 - iii. Specimens and disposable equipment will be disposed of in appropriately marked containers.
 - iv. Protective gloves will be worn when cleaning rest rooms.
 - v. Bodily fluid spill kits are available in all custodial closets.
 - vi. Double gloves should be worn when cleaning bodily fluid spills.
 - vii. Infectious waste will be placed in red bio hazard bags and then placed in designated red bio hazard containers.
 - c. The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:
 - i. Physical Plant Department personnel are responsible for reviewing the effectiveness of controls in cleaning rest rooms, repairing plumbing fixtures, and other maintenance related tasks.
 - ii. The manager of custodial services will also ensure that bodily fluid spill clean-up kits are available in all custodial closets.
 - d. Hand-washing facilities are available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure.
 - e. Immediately after removal of personal protective gloves or as soon as feasible, employees shall wash hands and any other potentially contaminated skin area with soap and water.
 - f. If employees incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.
3. **Needles**
 - a. Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. OSHA allows an exception to this if the procedure would require that the contaminated needle be recapped or removed and no alternative is feasible and the action is required by the medical procedure. If such action is required then the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique.
 - b. No needles and other sharps are bent, recapped, sheared or purposely broken at the Fort Wayne Campus. All contaminated needles and other sharps are disposed

of in red, marked, puncture resistant, leak-free containers.

4. **Expired Medication**

- a. Medication will be collected, logged, and disposed of at an approved facility.

5. **Containers for Reusable Sharps**

- a. Immediately after use, or as soon as possible, reusable contaminated sharps are to be placed in appropriate sharps containers. All contaminated needles and sharps that are not to be reused, shall be disposed of in red, marked, puncture resistant, leak-free containers.

6. **Work Area Restrictions**

- a. In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.
- b. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- c. All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. Methods which will be employed at the Fort Wayne campus to accomplish this include:
 - i. Contaminated sharps and other contaminated equipment are disposed of in appropriate containers.
 - ii. Covers are placed on centrifuges and/or coverings are placed on specimen containers.

7. **Specimens**

- a. Specimens of blood or other potentially infectious materials will be placed in leak-proof containers during collection, handling, processing, storage, and transport of the specimens.
- b. The container used for this purpose will be red in color in accordance with the requirements of the OSHA standard. (Employers should note that the standard provides for an exemption for specimens from the labeling/color coding requirement of the standard provided that the facility utilizes universal precautions in the handling of all specimens and the containers are recognizable as containing specimens. This exemption applies only while the specimens remain in the facility.) Universal precautions will be observed at all times.
- c. Any specimens which could puncture a primary container will be placed within a secondary container which is puncture resistant.
- d. Sharps containers, all contaminated equipment, and all specimens are placed in a red bag which is placed in an appropriately labeled box. These are disposed of through collection by a qualified medical waste disposal service.
- e. If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container which prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

8. **Contaminated Equipment**

- a. Equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not

feasible.

- b. Everything is either disposable or can be decontaminated.

9. **Personal Protective Equipment**

- a. All personal protective equipment used at the Fort Wayne campus will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or mucous membranes under normal conditions of use and for the duration of the time which the protective equipment will be used.
- b. Personal protective equipment is kept in all custodial closets, pharmacy practice lab, sterile products lab, research labs, and patient care event kits. Gloves are worn on all occasions where there is potential for contact with bodily fluids. Utility gloves are kept with cleaning supplies and worn by custodians when cleaning restrooms.
- c. All personal protective equipment will be cleaned, laundered, repaired, replaced, and/or disposed of by the employer at no cost to employees.
- i. The OSHA standard also requires appropriate protective clothing to be used, such as lab coats, gowns, aprons, clinic jackets, or similar outer garments. All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area. All personal protective equipment is disposable and shall be disposed of in properly marked, red bio hazard bags and left in the pharmacy practice lab, sterile products lab and research labs for evening pick-up by custodial staff. All reusable equipment is disinfected in a disinfectant solution after each use.
- d. Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes.
- e. Gloves will be available from the respective lab coordinators. Gloves will be used for any procedure with the potential for contact with body fluids.
- a. Disposable gloves used at the Fort Wayne campus are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or immediately if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration or when their ability to function as a barrier is compromised.
- b. Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.
- c. Fort Wayne campus facilities will be cleaned and decontaminated according to the following schedule:
 - i. Custodians do routine cleaning depending on room usage.
 - ii. Rest rooms are cleaned daily.
- d. Decontamination will be accomplished by utilizing approved disinfectants.

- e. All contaminated work surfaces will be decontaminated after completion of procedures and immediately, or as soon as feasible, after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.
 - f. All bins, pails, cans, and similar receptacles shall be decontaminated following each use. The person using these receptacles shall be the one responsible for its cleaning. The person doing the clean-up shall wear gloves and use appropriate disinfectant.
 - i. Any broken glassware which may be contaminated will not be picked up directly with the hands. Glass is collected with dustpan and broom from blood spill kit, located in each area, and placed in red bag container for disposal. The broom and dustpan are soaked in a disinfectant after use.
 - g. All contaminated sharps shall be discarded as soon as feasible in the sharps container located in the pharmacy care lab, sterile products lab, and research labs.
 - h. Regulated waste other than sharps shall be placed in appropriate containers. Such containers are located in the custodial closet.
10. **Laundry Procedures**
- a. Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in marked bio hazard bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.
 - b. All employees who handle contaminated laundry will utilize personal protective equipment to prevent contact with blood or other potentially infectious materials.
11. **Hepatitis B Vaccine**
- a. All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee.
 - b. The vaccine will be offered within 10 working days of their initial assignment to work tasks involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.
 - c. Employees who decline the Hepatitis B vaccine will sign a waiver which uses the wording in appendix A of the OSHA standard.
 - d. Employees who initially declined the offer to be vaccinated, but who later request it, may have the vaccine provided at no cost.
12. **Post-Exposure Evaluation Follow-up**
- a. When the employee incurs an exposure incident, it should be reported to the employee's supervisor, the director of health services, and the Coordinator, or their respective designees immediately.
 - b. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard.
 - c. This follow-up will include the following:
 - i. Documentation of the route of exposure and the circumstances related to the incident.
 - ii. If possible, the identification of the source individual and, if possible, the status of the source individual.
 - iii. The blood of the source individual will be tested (after consent is obtained)

for HIV/HBV infectivity.

- iv. Results of testing of the source individual will be made available to the exposed employee and the exposed employee will be informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- v. The employee will be offered the option of having his or her blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.
- vi. However, if the employee decides prior to that time that testing will or will not be conducted, the appropriate action can be taken and the blood sample discarded.
- vii. Note: Any employee who wants to participate in the medical evaluation program must have his or her blood drawn.
- viii. The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
- ix. The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to the appropriate personnel.
- x. The following persons have been designated to assure that the policy outlined here is effectively carried out as well as to maintain records to this policy:
 - (1) Employee's supervisor,
 - (2) Director of health services, and
 - (3) Coordinator

13. Interaction with Health Care Professionals

- a. A written opinion shall be obtained from the health care professional who evaluates employees of the Fort Wayne campus. Written opinions will be obtained in the following instances:
 - i. When the employee is sent to obtain the Hepatitis B vaccine/results.
 - ii. Whenever the employee is sent to a health care professional following an exposure incident.
 - iii. Health care professionals shall be instructed to limit their written opinions to:
 - iv. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine.
 - v. That the employee has been informed of the results of the evaluation, and that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information.)

14. Training

- a. Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur and then annually. Training will be conducted in the following manner and may require annual renewals:
- b. Training for employees will include the following explanation of:

- i. The OSHA standard for bloodborne pathogens
 - ii. Epidemiology and symptomatology of bloodborne diseases
 - iii. Modes of transmission of bloodborne pathogens
 - iv. This exposure control plan, i.e., points of the plan, lines of responsibility, how the plan will be implemented, etc.
 - v. Procedures which might cause exposure to blood or other potentially infectious materials at the Fort Wayne campus.
 - vi. Control methods which will be used at the Fort Wayne campus to control exposure to blood or other potentially infectious materials.
 - vii. Personal protective equipment available and who should be contacted concerning exposure.
 - viii. Post-exposure evaluation and follow-up
 - ix. Signs and labels used at the Fort Wayne campus
 - x. Hepatitis B vaccine program at the Fort Wayne campus
 - xi. Rubella titer for positive antibodies
 - xii. Physical to assess physical status
 - c. Training may include videos, written materials, or oral presentations.
15. **Record keeping**
- a. All records required by the OSHA standard will be maintained by the with the employee's personnel records.
 - b. The following provisions, required by the standard, will be implemented:
 - i. Exposure control plan
 - ii. Observance of universal precautions
 - iii. Hepatitis B vaccination
 - iv. Post-exposure evaluation and follow-up
 - v. Hazard communication
 - vi. Information and training
 - vii. Record keeping

Chemical Spill

Chemical Spills

Detailed safety procedures are in place in all Fort Wayne campus laboratories where dangerous materials are used and stored. If you encounter a chemical spill and no trained individuals are in the area:

- Notify Parkview Public Safety 260-266-1800.
- Do not touch the material.
- Isolate the area by cordoning it off or closing doors.
- Notify people in neighboring offices and classrooms.
- Turn off space heaters and extinguish open flames in the area. If there are vapors or noxious fumes, evacuate the affected area or building and do not re-enter the area until authorized emergency personnel give the "all clear" signal.

Guidelines for Hazardous Material Spill Clean-Up

In the event of a chemical or hazardous material spill, the Coordinator or Dean should be notified immediately. Chemical spills or hazardous materials emergency situations should be handled as rescue, confine, report, secure, and cleanup.

1. Rescue

- a. Just as you are not to re-enter a burning building, do not go back into an area where a chemical or hazardous material spill has occurred. In many documented cases, rescuers not wearing proper protective equipment have been overcome by toxic or asphyxiating fumes trying to rescue other victims and died as a result. Do not make this mistake.
- b. As you leave an area involved in a hazardous material spill, assist people exiting the area.
 - i. Evacuate personnel from the spill area.
 - ii. Direct personnel to nearest fire exit.
 - iii. Alert neighbors.
 - iv. Attend to victims.
- c. First Aid
 - i. Remove victim from spill area to fresh air (but do not endanger your own life by entering areas with a toxic atmosphere).
 - ii. Immediately remove contaminated clothing.
 - iii. Wash skin with soap and water.
 - iv. Flush skin and/or eyes with water for at least 15 minutes. (You may not feel any immediate effect from chemical spills, but it is very important to wash quickly and thoroughly as many chemicals can cause severe tissue damage which is not apparent until hours later.)
 - v. Get medical attention for victims.
- d. Hazard material or chemical spills over large body areas
 - i. Have someone nearby contact emergency personnel for assistance.
 - ii. Remove contaminated clothing while under a safety shower.
 - iii. Flood affected body area in cool water for at least fifteen minutes.
 - iv. Wash off chemicals with mild detergent and water; do not use neutralizing chemicals, unguents, creams, lotions or salves.
 - v. Make sure medical personnel understand exactly what chemicals are involved.
- e. Victims of Hydrogen Fluoride (HF) spills
 - i. Have someone nearby contact emergency medical personnel for assistance.
 - ii. Flush with cool water until any whitening of tissue disappears.
 - iii. Swath injured areas with soaking wet, iced cloths.
 - iv. Get immediate medical help and start calcium gluconate injections immediately

2. Confine

- a. Close fire doors.
- b. Isolate area.
- c. Establish exhaust ventilation if possible.
- d. Vent fumes only to outside of building.

- e. If fumes are in a room, which is not vented to outside of building, close off room.
- 3. Report**
- a. Contact emergency services first when:
 - i. Spills involve injury requiring medical treatment.
 - ii. Spills involve fire or explosion hazards.
 - iii. Spills are potentially life threatening.
 - b. From a safe area, immediately call 9-1-1 and Parkview Public Safety 260-266-1800.
 - c. When contacting emergency services, indicate a hazardous material or chemical spill has occurred. Be prepared to provide the following information:
 - i. The name, telephone number, and location of the reporter.
 - ii. Location of the incident.
 - iii. Time and type of incident.
 - iv. Name and quantity of material involved, to the extent known.
 - v. The extent of injuries, if any.
 - vi. The possible hazards to human health or the environment outside the facility.
 - vii. The safest route to approach the spill.
 - d. Warn emergency responders of any other hazards they may encounter, such as large quantities of stored chemicals (particularly flammables, oxidizers, and air-born toxic or irritant materials), radioactive materials or biohazards, etc., on site
 - e. Parkview Public Safety should call the following personnel, in the sequence listed:
 - i. Coordinator
 - 1. Be prepared to terminate gas/electrical power upon request by firefighting personnel.
 - 2. Notify the Dean, assistant dean for academic affairs and assessment and assistant dean of student and alumni experience.
 - ii. University president (after situation is assessed)
- 4. Secure**
- a. Until emergency responders arrive on the scene, you and your staff will need to block off entrances to the spill site and prevent people from entering the contaminated area.
- 5. Cleanup** (what to do when you clean up a chemical spill)
- a. If you have the proper training, proper personal protective equipment and the proper material to absorb and clean up your hazardous material spill, and no one has been injured, the spill is contained, and the spill is not life threatening or a fire or explosion hazard, follow these procedures:
 - i. Perform all the procedures in the rescue, confine, report, and secure sections above, with the exception that you do not need to report the incident to emergency services.
 - ii. When cleaning a spill yourself, locate the spill kit.
 - iii. Choose appropriate personal protection.
 - 1. Always wear protective gloves and eye protection.
 - 2. If there is a chance of body contact, wear an apron and coveralls.
 - 3. If the spill is on the floor, wear rubber or plastic boots (not leather).
 - iv. Remove ignition sources.
 - 1. Turn off hot plates, stirring motors, flame sources.
 - 2. Shut down all equipment.

3. If unable to shut off sources of ignition, notify emergency responders.
 - v. Confine or contain the spill.
 1. Cover with an absorbent mixture.
 2. Clean up minor spills with paper towels or sponge if they won't react.
 3. Sweep solid materials into a dust pan, place in sealed container.
 4. If acid/base, first add a neutralizing agent; sodium bicarbonate for acids, sodium bisulfate for bases.
 5. Small amounts of inorganic acids/bases: use neutralizing agent and absorbent material.
 6. Small amounts of other materials: absorb with non-reactive material (e.g. vermiculite, sand, towels, or floor-dri).
 7. Large amounts of inorganic acids/bases: neutralize and call for help.
 8. Large amounts of other materials: make a judgment call; depending on the amount, toxicity or what the substance can run into or react with, you may handle it yourself or call for help.
 - vi. Spills that require special handling:
 1. Mercury: small contained spills can be collected for proper disposal.
 - vii. Remove absorbent material with a broom and dust pan.
 1. Place in plastic bag or other appropriate container.
 2. Dispose of the material through hazardous waste management as a chemical waste.
 - viii. Wet mop the spill area.
- 6. Chemical Spill Planning and Response**
- a. Planning for chemical spill emergencies:
 - i. Designate two people in your lab or service area to be on-site emergency coordinator and back-up emergency coordinator. These people should know what hazards exist in your area and how to implement the spill response plan (contingency plan) for the area. They will act as advisors to available emergency response personnel.
 - ii. Prepare an emergency contingency plan and post it in an easily-visible area of your laboratory (preferably near the telephone and exit way).
 - iii. Ensure all laboratory personnel receive annual chemical hygiene training and all non-laboratory personnel receive annual hazard communication training. This training covers general chemical safety including spill response procedures. Train all of your personnel in chemical spill procedures for your specific area when they are first hired and yearly thereafter. Document the training and have both the employee and supervisor sign the documentation form to certify that the training was given.
 - iv. Draw a map of your lab or service area and clearly label where chemicals and waste chemicals are stored and the total quantity of chemical types in a room (e.g. 5 gallons flammables, 2 pounds oxidizers, 5 cylinders of compressed non-flammable gas, etc.) would be helpful to emergency response personnel. Fire extinguishers, eyewashes, spill kits, exit routes and other safety equipment or hazards should be clearly marked. Keep a copy

- of the map at the exit way. Update these maps whenever chemical management practices change in the room.
- v. Purchase spill cleanup materials and personal protective equipment (gloves, safety goggles, etc.) as needed and note their locations on an emergency contingency plan. Know the limitations of the personal protective equipment.
 - b. Questions arise as to what constitutes a large spill requiring a chemical cleanup team and what the limitations of the spill kits commonly purchased for laboratories.
 - c. A large spill can be as small as a few milliliters if the material is a highly volatile or toxic compound spilled in a confined space. Many times you will have to make a professional judgment as to the severity of the spill.
 - d. Chemical spill cleanup kits are helpful to have in the laboratory and other service areas which use chemicals. The kits are useful if you and your fellow workers know how to use them properly. Chemical absorbent or neutralizing powder pads can be used to quickly contain a spill. Use these items if your personal safety is not jeopardized. Often the best use of such a kit is to put the absorbent on the spill to contain the material, then leave the room and secure the area until the emergency response team arrives and finishes the cleanup.
 - e. Minimally, a chemical spill kit should contain:
 - i. splash resistant goggles
 - ii. chemical resistant gloves
 - iii. plastic bags
 - iv. multi-chemical absorbent (enough for a 2 gallon spill)
 - v. acid/caustic neutralizers
 - vi. plastic scoop and dust pan
 - f. Any area using hydrofluoric acid (HF) must have a spill kit specifically made for HF spills available.
 - Be aware of the fact that while you may be in a well-ventilated room, the Lower Explosive Limit (LEL) of a chemical may be reached at the surface of the spill and you want to avoid any sparks or sources of ignition of when doing the cleanup.
 - The protective equipment in the spill kit will not protect you from a flash fire. Many times, the best way to handle the spill of a highly volatile compound, such as diethyl ether or chloroform, is to open windows and fume hoods, leave the room, close and lock the door and let the room air out.
 - In these cases, contact emergency services so the situation can be monitored.
 - If in your professional judgment there is a strong risk of a flash fire or explosion, pull the nearest fire alarm and evacuate the building. Then contact emergency services.
 - In most cases of a chemical bottle breaking in a laboratory, however, the emergency services will not need to be called as the lab ventilation system is usually designed to handle such situations.

Guidelines for Infectious Material and Waste

All infectious materials and waste generated within the facilities of Manchester University Fort Wayne campus must be handled in such a manner so as to ensure the safety of students, employees,

visitors and the community environment. Handling practices must be compliance with the applicable state laws.

The responsibility for establishing guidelines in connection with the generation, handling, containment, storage treatment, transportation and disposal of infectious materials and waste rests with the Coordinator.

Guidelines:

1. Infectious Wastes:

- a. As used in this policy and in accordance with applicable law, infectious waste means waste that epidemiologic evidence indicates is capable of transmitting a dangerous communicable disease.
- b. Handling of all such materials shall be in accordance with bloodborne pathogen exposure control plan.
- c. In accordance with the above state regulations, the following wastes are designated as infectious:
 - i. Contaminated sharps and potential sharps, which includes scissors, lancets, needles and syringes, and glass. Note: contaminated means the presence or the reasonable anticipated presence of blood or other potentially infectious materials (OPIM) on an item or surface.
 - ii. Infectious biological cultures, infectious associated biological and infectious agent stock.
 - iii. Blood, blood products, and other potentially infectious material (OPIM) in liquid and semi-liquid form. Such wastes must be of sufficient quantity as to be capable of flowing. Dressings contaminated with such liquids should be handled as infectious waste if they are excessively moist and dripping with blood or body fluids.
 - iv. Other waste that has been intermingled with any of the above defined infectious wastes.

2. Packaging:

- a. Any waste designated as infectious must be clearly identified as such by either placing it in a biohazard bag or must have a biohazard label affixed to it, i.e. needle disposal system. Items should be tied shut as needed and containers should have secure lids. If the outside of the bag or container becomes contaminated, then a second bag is to be used.
- b. Wastes designated as infectious must be handled with caution to minimize potential exposure. Personal protective equipment must be utilized in order to assure safe handling practices. Infectious waste that is to be bagged should be placed in a biohazard bag. University approved methods of disposal are as follows:
 - i. Needles, sharps, and contaminated objects that could become sharps (examples: glass tubes, pipettes) must be placed within biohazard labeled rigid, impervious, puncture proof containers. Closed boxes must be taken to the area's designated collection point. Such containers should be leak-proof or placed within a biohazard bag, as needed.
 - ii. Biological cultures and agent stock shall be discarded by autoclaving the material in the sterile products lab.

- iii. Body fluids/wastes may be disposed of via the sanitary sewer. Hand washing sinks shall be considered off limits for disposal of body fluids.

3. Handling:

- a. Handling of infectious waste requires the wearing of protective gloves until the infectious material is properly contained. Hand washing should be done once the disposal process is complete.
- b. Additional personal protective equipment, such as the wearing of gowns, mask or goggles, may be necessary as determined by the individual department's plan.

4. Collection/Storage:

- a. Infectious waste collected within the individual departments must comply with the applicable restrictions and be properly contained. (A rigid, leak-proof, biohazard labeled, lidded container will be used to transport "supplies" and/or "equipment" to the appropriate area). Infectious waste shall be picked up from collection areas by own department once container is $\frac{3}{4}$ full.
- b. If students/employees are in need of sharps containers they are to contact the Coordinator. Once the containers are full they are to return the containers to Coordinator and receive a replacement container.

5. Disposal:

- a. Employees must separate infectious from non-infectious waste at the point of use and place in appropriate container. Departmental employees are to pick up waste on a regular schedule and deliver to the main collection area of the loading dock.
- b. All infectious waste is to be sealed and clearly designated as biohazard, in accordance with a qualified hazardous waste hauler. The approved infectious waste container is collected by the hauler at a time and location to minimize exposure of others to the waste. The appropriate forms must be completed.
- c. The disposal of infectious waste in any other manner than the manner described above must be included in a department policy after being approved by the Coordinator.

6. Spills:

- a. Infectious waste spills must be cleaned up immediately. Appropriate personal protective equipment must be worn throughout the procedure. Paper towels should be used to wipe up the initial spill followed with clean-up using the appropriate cleansing agent, depending on the type of equipment involved and the manufacturers recommended cleaning procedures.

Epidemic Plan (such as H1N1)

Phase One – Manchester University Fort Wayne campus has no confirmed cases of the epidemic illness.

Prevention through education:

1. Brochures. Set up links on Pharmacy, Natural & Health Sciences website.
2. Have a link on main page to Health Services Department web page.
3. Have flyers linked on web page.
4. In-service on the epidemic and education and prevention focusing on the CDC guidelines

- a. Focus on hand washing techniques with faculty, staff, students, organizations, and custodians.
5. Handouts posted
6. Place hand sanitizer stations throughout Fort Wayne campus.
7. Offer influenza vaccine in October. Offer the vaccine through the Health Services Department.
 - a. Open to all current students, staff and faculty.
8. Educate at the annual campus health fair.
9. Determine reporting procedures.
10. Encourage transportation plan in case ill students need to go home.
11. Hot link widget on Manchester University web page.
12. Order stock of masks, gloves, thermometer, tissues, and hand sanitizers.

Communications:

1. Add Health Services Department to Pharmacy, Natural & Health Sciences website home page quick links.
2. Link to federal site via home page button
3. Place a notice on top of the Health Services Department page
4. Place information page with links
5. Create precautions link on current students, faculty and staff pages.

Phase Two – Some reported cases of the epidemic illness occurs within Manchester University

Fort Wayne campus:

1. Handout guidelines for home care
2. Sanitizer cloths for wiping down computers, desks, etc.
3. Student absence policy
4. Spreadsheet will be updated regarding individuals' status and symptoms
5. Handouts given on self-care and home care to students sent home.
6. Students sent home are to call in daily
7. Employees off work with symptoms should stay home at least 24 hours after being symptom free without the aid of fever reducing medicines.
 - a. Staff members should provide e-mail notice (telephone if no email access) of their absence to their supervisor as soon as possible the first day of absence and similarly, provide email notice the day before their return.
 - b. Faculty member should provide email notice (telephone if no email access) to the department chairs and assistant dean for academic affairs and assessment as soon as possible the first day of absence and similarly, provide email notice to the same individuals the day before their return.
 - c. Employees out sick with symptoms for more than three days will not be required to complete FMLA paperwork.
 - d. Employees returning from an absence of more than 3 days caused by symptoms will not be required to provide a doctor's return for work authorization.
 - e. Employees will be allowed to use sick time to cover absences due to symptoms, regardless of how long they have been employed or their sick time balances.

Communications:

1. Announce on Pharmacy, Natural & Health Sciences website that we have cases and remove after three days.
2. Top announcement/advice/link on ChetNet for student, faculty and staff.
3. Vaccine information, if appropriate, on ChetNet and Health Services Department page.
4. Employee reporting information on staff/faculty ChetNet.
5. Links to all poster/handouts on Pharmacy, Natural & Health Sciences page and ChetNet.
6. No health alert posters
7. Post vaccine information, if appropriate, for epidemic.

Phase Three – Severe outbreak within Manchester University Fort Wayne campus:

1. All classes taught via Canvas only. If a class is not able to be taught via Canvas, it may be suspended as a last resort.
2. Self-isolation means remaining at home at least 24 hours after symptoms have subsided without the use of fever-reducing medicines.
3. Unless the Fort Wayne campus is officially closed, discretion for holding classes on campus will remain with the faculty member.
4. Email all faculty and staff reminding of employee reporting information, HR details and home health care information/link.
5. Post and email announcements of quarantines, cancellation of events, etc.
6. Post quarantine posters for appropriate areas.
7. Post closed poster for appropriate areas.
8. Post cancelled poster for appropriate areas.

Death of an Employee Protocol

Employee deaths are a tragic reality for the University community. Although employee deaths are rare, it is important to have procedures in place that recognize loss and convey sensitivity and understanding to survivors – the deceased's family, friends and the Manchester University community at large.

Awareness and pre-planning for situations of loss can lessen the confusion and emotional turmoil associated with death. Manchester University Fort Wayne campus has chosen to use a team approach.

In the event a current employee of Manchester University Fort Wayne campus dies, the immediate supervisor and the Dean are notified immediately so the University's response protocol can be activated. The following procedures describe actions to be taken by Fort Wayne campus employees when a current employee dies.

Initial Awareness

There is no single entry point of information. Initial awareness of an employee's death can come from a media release, phone call from the family to an administrator or employee, police contact with the Fort Wayne campus, or a conversation with colleagues, friends or employees of the deceased. It is important to realize that early facts are frequently unsubstantiated and obscured.

To establish a central point for verifying and disseminating information, Fort Wayne campus employees must contact the employee's immediate supervisor or the Dean as soon as they become aware of an employee's death.

Confirmation and Information

The Dean verifies the deceased's employee status and confirms that the death actually occurred. That confirmation may be determined with the assistance of the assistant director for media relations. If possible the director of counseling services is contacted prior to the campus notification. In consultation with the assistant director for media relations, Dean or the University president notifies the campus community at large, including the Board of Trustees, retired staff and emeriti faculty. After campus notification, the following events occur in chronological order:

- The University president or the Dean contacts the deceased's family/primary survivor. Contact information will be housed in the Human Resource office.
- The Dean delegates the deceased's immediate supervisor as liaison with the family/primary survivor.
- The deceased's immediate supervisor gathers pertinent data regarding the deceased's campus obligations.
- Using that information, the director of counseling services designates a counseling team member to assess who is likely to be most affected by the death.

Notification and Support of Level-One Survivors – This group is composed of those Fort Wayne campus employees and students who frequently interacted with the deceased and are most likely to be directly affected by the death. The counselor offers assistance, as appropriate, with bereavement materials, referrals for individual grief counseling, and special support groups.

Notification of Level-Two Survivors – This group is composed of Fort Wayne campus employees and students who may or may not have known the deceased but share a common identification with that individual through their association with the Fort Wayne campus.

- With permission of the deceased's family, the assistant director for media relations provides biographical data and a photograph to the campus newspaper and to outside media.

Interaction with Family of Deceased – The University president, Dean or other appropriate person designated by the Dean sends a signed sympathy note to the family. Individual Fort Wayne campus employees and students decide whether they want to attend memorial services or participate in other ritual experiences. In the event the family wants to establish a scholarship or memorial fund, the family contact designee will ask a representative of the Office for University Advancement Department to contact the family and discuss opportunities.

Response and Services

Immediate Assumption of the Deceased's Duties – The immediate supervisor working with the Dean, will ensure responsibilities of the deceased are carried out, reassigning responsibilities as needed.

Fort Wayne Campus Services – If deemed appropriate, the Dean will consult with the University pastor regarding coordinating a memorial service at the Fort Wayne campus. The University pastor also will serve as advisor for other immediate tributes that may be suggested by members of the University community.

Home Town Services – The University president, Dean or other appropriate individuals designated by the Dean will represent the University at any off-campus viewing, funeral or memorial services, coordinating the sending of flowers and/or memorial contributions.

Follow-Up and Records

The Dean will designate a campus administrator to shepherd the following protocol of written notification. Each department notified will perform actions appropriate for the death of an employee. (Even if some departments already have been notified, the protocol written follow-up will serve as a reminder to perform necessary record changes.)

- Office of the President
- Immediate supervisor or chair, deceased's department
- Director, Counseling Services
- Vice President, Human Resources
- University Pastor
- Assistant Vice President, ITS Operations
- Accountant, Financial Services
- Director, Development
- Director, Marketing (signage)

If any additional information is needed from the deceased's family, the immediate supervisor or department director serves as the liaison between the Fort Wayne campus and the family, and ensures the deceased's personal belongings are returned to the family.

Death of a Student Protocol

Student deaths are a tragic reality experienced by members of the University community. Although the number of students who die while they are in college is relatively small compared to the total student population, it is important to have procedures in place that recognize loss and convey sensitivity and understanding to survivors – the deceased's family, instructors, classmates and friends and the campus community at large.

Awareness and pre-planning for situations of loss can lessen the confusion and emotional turmoil associated with death. Manchester University Fort Wayne campus has chosen to use a team approach.

In the event a currently-enrolled student at Manchester University Fort Wayne campus dies, the assistant dean of student and alumni experience and the director of counseling services are notified immediately so the Fort Wayne campus response protocol can be activated. The following procedures describe actions to be taken by Fort Wayne campus employees when a student dies.

- **Initial Awareness** – There is no single entry point of information. Initial awareness of a student's death can come from a media release, phone call from the family to an administrator or instructor, police contact with the Fort Wayne campus, or a conversation with friends or classmates of the deceased. It is also true that early facts are frequently unsubstantiated and details obscured. Because there is a need to establish a central point through which information can be verified and disseminated, Fort Wayne campus employees must contact the assistant dean of student and alumni experience as soon as they become aware of a student's death.
- **Confirmation and Information** – The assistant dean of student and alumni experience verifies the student's enrollment status and confirms that the death actually occurred. The assistant dean of student and alumni experience then contacts the assistant director for media relations and the director of counseling services. In consultation with the assistant

director for media relations, the Dean or designee notifies the Fort Wayne campus community at large. The Dean may choose to send a letter to all parents if there are special circumstances – i.e. student suicide. Once this has been done, the following things occur in chronological order: the director of counseling services designates a counseling team member to follow-up with the deceased's family and members of the University community. An assessment is made to determine who is likely to be most affected by the death.

- **Notification & Support of Level-One Survivors** – This group is composed of those Fort Wayne campus employees and students who frequently interacted with the deceased and are most likely to be directly affected by the death. The counselor or designee immediately contacts instructors whose classes the student was enrolled in and provides as much information as is known at the time about the death, memorial services, and family wishes. The counselor offers assistance with class discussions, bereavement materials, referrals for individual grief counseling, and special support groups outside the classroom setting.
- **Notification of Level-Two Survivors** – This group is composed of those Fort Wayne campus employees and students who may or may not have known the deceased but share a common identification with that individual through their association with the Fort Wayne campus. With permission of the deceased's family, the assistant dean of student and alumni experience provides biographical data and a photograph to the campus newspaper so an obituary notice might be printed.
- **Interaction with Family of Deceased** – A sympathy card is mailed to the family by the University President and the Dean. Individual Fort Wayne campus employees and students decide on their own if they want to attend memorial services or participate in other ritual experiences. In the event the deceased's family wants to establish a scholarship or memorial fund, the counselor will ask a representative of the Office for University Advancement Department to contact the family and discuss possible options.
- **Service(s) at the Fort Wayne campus** – The assistant dean of student and alumni experience will consult with the University pastor regarding coordinating a memorial service at the Fort Wayne campus.
- **Home Town Services** – The Dean and/or other appropriate individuals will represent the University at any off-campus viewing, funeral or memorial services. He or she will also coordinate the sending of flowers and/or memorial contributions.
- **Follow Up Needs** – In conjunction with the registrar's office, the assistant dean of student and alumni experience facilitates changes in the University record system so routine computerized correspondence for the student and/or parents is deactivated by changing the student's address and phone number to the University address and phone number.
 - Assistant Dean of Student and Alumni Experience
 - Accountant, Office of Financial Services
 - Chair, Academic department of student's major
 - Director, Alumni Relations
 - Director, Campus Ministry
 - Director, Counseling Services
 - Director, Financial Aid Office
 - Student Employment Coordinator, Office of Human Resources
 - Assistant Vice President and Chief Technology Officer, Information Technology Services
 - Office of the President
 - Office of the Dean

- Office of the Registrar
- If any additional information is needed from the deceased's family, the assistant dean of student and alumni experience serves as the liaison between the Fort Wayne campus and the family.

Sexual Misconduct Guidelines

Complaints of sexual misconduct are governed by the University sexual misconduct policies and procedures for complaints. In any case involving sexual misconduct, including assault, forced or coerced sexual activity by strangers or acquaintances, it is critically important that the victim receives prompt help and support.

Some victims of sexual assault know they need help; are able to ask for it; and are fully cooperative with campus, medical and police staff efforts to provide appropriate intervention. However, others may not understand the importance of receiving help; may not be able to ask for it; deny or minimize the fact that an assault occurred. In any of these situations, it is important for staff members who are interacting with victims to be calm and sensitive, and to act confidently during immediate response and follow-up. In order to enhance the efficacy of staff intervention and reduce the stress associated with crisis management, this plan clarifies appropriate actions.

All incidents of sexual misconduct, including sexual assault must be reported to the University Title IX coordinator or deputy coordinator.

Responses to Reports of Sexual Assault

- I. Assess the level of immediate danger
 - a. If the perpetrator is a continued threat to the victim and/or others dial 9-1-1 immediately, remain on the line, and explain the situation clearly.
 - b. In any situation in which an individual is in immediate physical danger, incoherent, non-responsive, severely injured, or is threatening to do harm to self or others, dial 9-1-1 immediately, remain on the line, and explain the situation clearly.

- II. Address the need for preservation of evidence. Victims may allege sexual misconduct, including assault, immediately following the incident or long thereafter. If allegations are made within 72 hours following the incident, and if it is alleged that the incident occurred on Fort Wayne campus property, consult with Parkview Public Safety 260-266-1800 for guidance on the necessity of securing the scene. Critical evidence for resolving the case may be available from the assault setting.
 - a. Encourage the victim not to shower or discard clothing worn during the assault, and to seek medical examination/attention for the preservation of evidence and to care for possible physical injury. If an oral act is involved, encourage the victim not to eat or drink anything.
 - b. Victims may not want to deal with the more unpleasant aspects (e.g. medical examinations, returning to the site of the assault) of evidence retrieval and/or preservation.
 - i. Acknowledge that such experiences can be scary and reassure the victim that a person may remain by her or his side, unless prohibited by

- authorities. Be calm and sensitive, but firm about the need for evidence retrieval and/or preservation.
- ii. Victims of sexual assault cannot be required to undergo physical examination to collect evidence, nor are they required to complete a police or campus report. If the victim refuses and is distraught, seek counseling assistance via the Office of Student Services staff.
- c. Victims may report the sexual assault within hours, days, or weeks after the incident; all victims still need support and assistance in coping with the incident.
- i. Encourage victims to seek counseling and support through Manchester University counseling services or community resources.
 1. Manchester University counseling services, 260-982-5306 , M - F, 8 am - 5 pm
 2. Rape awareness program, Fort Wayne Women's Bureau:
 - a. 24/7 Crisis Hotline, 1-888-311-RAPE (7273)
 - b. Appointment or walk-in, 260-424-7977, M - F, 8 am - 5 pm
 - c. Support group, 260-424-7977 for more information
 3. Bowen Center counseling services, 1-800-342-5653
 4. Sexual Assault Treatment Center, Fort Wayne, IN (after hours emergency: 260-430-0369), appointments are made by medical personnel or law enforcement.
 - ii. Educate victims about the importance of reporting any assault to Parkview Public Safety 260-266-1800 and/or the police. (Victims cannot be forced to make a report.)

III. Report the situation

Contact Parkview Public Safety 260-266-1800 and/or police 9-1-1 as soon as possible to report the alleged assault.

Report the situation to the University's Title IX coordinator or deputy coordinator. All sexual misconduct, including sexual assault, violence and harassment will be investigated by the University according to its Sexual Misconduct Policy.

IV. Offer supportive listening and a referral for counseling. Victims of sexual assault are often in shock and denial. Some may quickly begin to blame themselves for the assault. Others may minimize the impact of the assault or express doubts that the incident was indeed an assault. All will need a non-judgmental listener who does not ask detailed questions about how or why the assault happened.

- a. Student victims may wish to call their parents. Fort Wayne campus personnel may assist in making the call if requested to do so by the victim.
- b. When providing support, it is not the job of employees to attempt to determine any degree of legitimacy of any assault allegations. All victims alleging sexual assault should be listened to respectfully and referred to Parkview Public Safety or law enforcement for counseling and reporting, respectively. Fort Wayne campus personnel who believe that a victim's report or reaction to the assault are beyond the scope of their non-judgmental listening and support abilities should contact their supervisor immediately.

Media Guidelines: No information regarding sexual misconduct is to be released to the campus, or the public without prior authorization of the Manchester University Dean for student development and the Title IX coordinator. No information is to be directly released to the media. The assistant director for media relations, the University president and assigned deans

have oversight over media releases.

Note: Please be advised that specific procedures may be altered as deemed necessary and appropriate.

Guidelines for Drugs on Campus

Whenever it is suspected that drugs are on the campus, the following steps shall be taken in the order listed.

1. Call the Coordinator immediately.
2. The Coordinator will confer with the witnesses and determine whether or not the police should be called, or if it is necessary to investigate further by conducting a search of the room or area in question.
 - a. Absent physical evidence, the smell of burning marijuana or other drug will necessitate further investigation.
 - b. Information provided by anonymous witnesses shall be investigated, but may not be enough probable cause for police involvement.
3. During any search for drugs, the Coordinator shall be the person responsible for conducting the search. If the search produces any tangible evidence of illegal drugs, including one marijuana cigarette or portion thereof, and/or illegal drug paraphernalia, the search should be discontinued and the police will be contacted immediately.
4. Whenever there is physical evidence indicating that drug activity has occurred or is occurring, the Coordinator will notify the police immediately.
 - a. At this point, the police will determine if enough probable cause exists to conduct a warrantless search, or if they need to obtain a search warrant.
 - b. The police may determine that there is not enough probable cause for them to be involved.
5. After calling the Police Department, the Coordinator will immediately notify the Dean and the assistant dean of student and alumni experience.
6. While awaiting the arrival of the police, or for the warrant to be approved by a judge, the Coordinator will take the following measures to contain and secure the scene in order to preserve evidence:
 - a. Require the suspects to sit down within the confines of the room or area where the drug activity is suspected. (This will eliminate the likelihood that evidence will be moved from one location to another.)
 - b. Require the suspects to keep their hands in plain view at all times.
 - c. Keep all suspects separated from one another without removing them from the room or area in question. Do not allow them to pass items between one another.
 - d. At least one staff member should watch the suspects at all times to prevent the destruction of evidence.
 - e. Do not move anything or allow anyone else to move items.
 - f. Secure the area where drug activity occurred, including inside and outside access to the room in question.

- g. Listen and make mental notes of anything the suspects say to you or to one another. If the situation is highly volatile, you may want to restrict suspects from talking to one another.
7. Upon the arrival of the Police Department, all responsibility for the scene and the evidence will rest with the police.
8. The Coordinator, or designee, will handle/supervise all on-campus follow-up drug investigations, whether or not the police were involved.

Guidelines for Intoxicated Students

When confronted with a situation involving an intoxicated student, first determine whether his or her physical state is Type I, II, or III. These guidelines follow each type.

TYPE I (Always call 9-1-1 immediately if one or more are present.):

Always err on the side of caution. You will never get in trouble for over reacting in this situation.

- The student is passed out, is lethargic, groggy, or minimally responsive.
- The student has difficulty breathing.
- The student is unable to speak coherently (other than slurred speech), and/or is not able to identify him or herself or others.
- The student is only poorly aware of his or her surroundings.
- The student is reported to have consumed alcohol and ingested other sedating or tranquilizing drugs.
- The student is considered dangerous to self or others.

TYPE II (If the student exhibits one or more of the following, assessment may be needed; call the assistant dean of student and alumni experience or the Coordinator:

- The student has slurred speech.
- The student has a fever, chills or is vomiting due to alcohol.
- The student is unable to stand or walk, or can do so only with difficulty.
- The student is belligerent, unruly, or highly agitated.
- The student is reported to have consumed a large quantity of alcohol.

If this situation is at all questionable, the assistant dean of student and alumni experience or the Coordinator will decide whether or not to call 9-1-1.

Type III:

None of the Type I or II conditions is present, and all three of the following conditions are met:

- The intoxicated student is conscious and fairly alert.
- The student can answer simple questions, such as his or her name, location, month/year, etc.
- The student is able to stand or walk without assistance.
- If a faculty or staff member has any questions about assessment of these three conditions, call the assistant dean of student and alumni experience or the Coordinator.

Incidents should be clearly documented and quickly referred to the assistant dean of student and alumni experience.

Guidelines for Notification of Missing Students

If a member of the Manchester University Fort Wayne campus community has reason to believe that a student is missing, all possible efforts should be made to locate the student, to determine the student's state of health and well-being, through the collaboration of the Coordinator, assistant dean of student and alumni experience, and external law enforcement agencies.

Investigation Guidelines for Missing Students

Upon receiving a report of a missing student, the assistant dean of student and alumni experience should generate a missing person report and follow the guidelines listed below.

- **Preliminary investigation.** The assistant dean of student and alumni experience should determine when, where, and by whom the missing student was last seen.
- **Welfare checks.** Appropriate family members or associates should be encouraged to make an official missing person report to the law enforcement agency with jurisdiction. The assistant dean of student and alumni experience will cooperate, aid, and assist the primary investigative agency.
- **Check with friends and acquaintances.** Fort Wayne campus officials will endeavor to determine the student's whereabouts through contacts with friends, associates, faculty/staff, and/or employers of the student. Fort Wayne campus officials should also inquire if the student has been attending classes, labs, and/or reporting for scheduled work shifts.
- **Check for student's vehicle.** The assistant dean of student and alumni experience or the Coordinator should check the parking lot for the missing student's vehicle.
- **Check with ITS.** Ascertain the most recent use of the student's computer network login.
- **Check with law enforcement agencies.** All pertinent law enforcement agencies should be notified and requested to render assistance.
- **Check with local hospitals and emergency medical facilities.**

Referrals of Located Student

If located, verification of the student's state of health and well-being and intention of returning to the Fort Wayne campus should be made. When and where appropriate, a referral should be made to the University Health Services and Counseling Services.

Notifications

After investigating the missing person report, should the assistant dean of student and alumni experience determine that the student is missing and has been missing for more than 24 hours, the assistant dean of student and alumni experience will notify the police department, the student's emergency contact, University president, and Dean no later than 24 hours after the student is determined to be missing.

Guidelines for Search Policy

The Fort Wayne campus respects the privacy of students, but reserves the right to inspect the contents of students' lockers, vehicles (motorized or not), packages, handbags, etc., whether locked or unlocked, should there be a reason to believe that Fort Wayne campus policies have been compromised or violated. Prohibited items may be confiscated by Fort Wayne campus officials.

Students are required to fully cooperate with Fort Wayne campus officials in a search of their locker or any personal property on the campus; to open automobiles and/or other containers upon request. A refusal to cooperate may result in conduct sanctions up to and including expulsion from the Fort Wayne campus.

Whenever prohibited items are confiscated, an official inventory will be prepared. A copy of the inventory will be available to the student. A photo of each item may also be taken as further documentation of the search. Contraband such as drugs, drug paraphernalia, weapons, firearms, and alcohol may not be returned to students.

The Fort Wayne campus also reserves the right to inspect Fort Wayne campus owned property, including lockers and vehicles, for purposes of maintenance, repair, and/or health and safety reasons.

Guidelines for Suicide Prevention and Response

Philosophy: Committed to the academic success of all students, Manchester University is fundamentally concerned about the physical and psychological welfare of all of its students. The University does not have the resources or the ability to guarantee the safety of those students with severe mental health problems whose needs would be better served by a community-based comprehensive mental health program. There are some students with significant mental health problems who, for varying reasons, neither seek out nor use the counseling services provided by the University. In some instances, these students may experience thoughts of self-harm and some may be at significant risk of suicide. In some situations, students will not be able to continue their educational pursuits until a mental health crisis has been resolved. Because of self-harm behavior, a few students may present a significant enough interference and disruption within the learning environment for numbers of other students, that the disruptive student may be asked to leave the Fort Wayne campus for the purpose of seeking treatment as a means of resolving the mental health crisis.

Manchester University will treat students who are experiencing mental health problems according to the highest professional mental health practices that also respect a student's right to privacy as defined by the Family Educational Rights and Privacy Act (FERPA). In certain circumstances, however, it may be necessary to contact a student's parent or other emergency contact to provide support and assistance for the student.

Definition:

For the purpose of this guideline

Self-harm* may include:

- a. Visible cuts, scratches, puncture wounds, self-inflicted by the student
- b. Ingestion of potentially harmful substance
- c. Threatening usage of a potential instrument of harm
- d. Any of the above coupled with drug or alcohol use

*It is important to note that acts of self-harm do not necessarily or typically mean a threat to take one's life; self-harm is often an expression of feelings for which no other means seems to provide relief

Suicidal threats may include:

- a. Thoughts of taking one's life
- b. Description of a defined plan to take one's life
- c. Unable to provide convincing reasons why one would not act on the self-destructive thoughts
- d. Availability of means to carry out suicidal thoughts or ideation

Completed suicide: purposeful act of causing one's own death

Education: The goal of educational programming offered by the Student Development Department is to promote understanding concerning the dynamics of suicide and to recognize behaviors that may signal suicidal intent. Periodic programming will address issues of depression, general principles of mental health, stress, and other topics related to student concerns. These collaborative educational efforts may involve staff from counseling services, and/or community professionals or other Fort Wayne campus faculty and staff.

Parental notification-emergency exception to confidentiality: Suicidal situations are highly individual. The primary goal of this guideline is the student's safety. To achieve this, appropriate family members or emergency contact persons may be contacted, as necessary, under the direction of the assistant dean of student and alumni experience (and/or the identified designee), to promote the safety of the student and others whose health, life, or safety may be endangered. FERPA provides for the release of normally protected student data when it is believed that the student represents a health or safety risk to self or others.

Prevention: Manchester University's intervention efforts typically begin with the expertise of the Fort Wayne campus faculty and staff and/or training received from counseling services. Other Manchester University professional staff members will collaborate as needed to help individuals experiencing difficulties to remain in the Manchester University Fort Wayne campus community as safely as possible.

In addition, the Police Department may be consulted when circumstances indicate a need.

Evaluate:

- Contribute to overall student wellness by:
 - Taking every complaint or reference to suicide very seriously
 - Be supportive
 - Avoid being judgmental or argumentative about moral issues regarding suicide
- Evaluate immediate risk. Ask specific questions and generate a conversation in order to gain information on the following:
 - Is there a suicide plan?
 - Is there a means to carry out the plan?
 - Is there a time schedule?
- If the individual is armed, remove yourself from the area and call 9-1-1, Parkview Public Safety 266-180, and then the Coordinator.
- Recognize the limits of your expertise and responsibility.

Signs of Imminent Danger (list is not all inclusive):

- The student has inflicted harm to self that a reasonable person would regard as serious.
 - The student is believed to have ingested substance(s) of which the amount and effects are uncertain.
 - The student is suspected to be under the influence of alcohol or drugs and is threatening harm to self and has an identified plausible plan, the means to carry out the plan and time frame to do so.
 - The extent of the self-injury is unknown and the student is apparently unconscious and unresponsive to stimuli.

Response:

Phase I: Responsibilities of Faculty and Staff

- A. If the student appears to be in imminent danger of harming himself or herself, take the following immediate action:
1. Call 9-1-1 and Parkview Public Safety 260-266-1800 for the student to be transported to the hospital.
 2. Call the assistant dean of student and alumni experience and the Coordinator to inform them of the situation.
 3. The assistant dean of student and alumni experience is to immediately notify the emergency contact person (i.e. family or guardian) of the student being transported to the hospital.
 4. The assistant dean of student and alumni experience is to notify/inform counseling services.

Phase II: Responsibilities of Counseling Services and Student Affairs Office

- A. Assessing Student Wellness:
1. When a student is in imminent danger of harming himself or herself, or has inflicted harm on him or her, or has threatened harm to him or her, and/or a student has been transported away from the Fort Wayne campus by law enforcement and/or EMS, a student's parents (or identified emergency contact) may be notified. Cases are reviewed and evaluated on an individual case by case basis regarding parental notification considering safety and best interest of the student, the Fort Wayne campus community, and FERPA.
 2. When there is a question regarding the student's ability to continue in the Fort Wayne campus community, the assistant dean of student and alumni experience, the Coordinator and the director of counseling services and others deemed necessary will meet. Cases are reviewed and evaluated on an individual case by case basis. If it is determined that the student is a danger to self or others and unable to function safely within the Fort Wayne campus community, the assistant dean of student and alumni experience (or designee) will notify the student and his or her parents or legal guardians.

Emergency Closing Procedure

The Manchester University emergency closing procedure will be followed in the event of severe conditions. The Dean will consult with the University's chief business officer and vice president for finance and together decide whether to cancel classes and close offices at the Fort Wayne campus.

If the chief business officer and vice president for finance is unavailable, the Dean will consult with the following in order:

1. assistant dean for academic affairs and assessment
2. assistant dean of student and alumni experience
3. assistant dean of experiential education and community engagement

Timing of the announcement should consider travel time for commuting faculty, staff and students. A 5:00 a.m. decision is optimal and 3:00 p.m. for evening classes. All campus-wide messages about the emergency, including weather alerts, must originate with the chief business officer and vice president for finance.

Making the Decision

The Dean will use these resources in making any closing decision:

1. Weather reports
 - The Weather Channel: www.weather.com
 - National Weather Service: www.nws.noaa.gov
 - Weather Underground: www.wunderground.com
2. Law Enforcement
 - Fort Wayne Police 260-427-1222
 - Allen County Sheriff's Department 260-449-3000
 - Indiana State Police 800-382-0689 ISP road report: <http://www.in.gov/isp/2332.htm>
3. University president
4. Appropriate directors or leadership members
 - Dean of pharmacy
 - Parkview Public Safety
 - Assistant dean of student and alumni experience
 - Assistant dean for academic affairs and assessment
 - Assistant dean of experiential education and community engagement
5. Other resources as the Dean deems appropriate.

Communicating the Decision

All University (students, faculty, and staff) emergency communications will transmit from the president, Dean or chief business officer and vice president for finance Outlook queue. The assistant director for media relations will notify media weather announcement services. The decision-maker will immediately notify the assistant director for media relations and then cabinet.

1. Assistant director for media relations
 - a. Backup: director of strategic communications

- Compose messages (all university e-mail, home page, ChetNet, phone)
 - Communicate closing to media (see below)
2. Pharmacy leadership team
 3. Cabinet
 4. Fort Wayne campus wide e-mail to all students, faculty, and staff
 5. Fort Wayne campus inclement weather phone line greeting: 260-470-2686
 6. Assistant dean of student and alumni experience or designee for prominent placement on Pharmacy, Natural & Health Sciences web page

Media to be contacted by the assistant director for media relations

- WPTA 21, Fort Wayne’s NBC, NewsChannel 15, and WFFT Local - FOX
- Northeast Indiana Public Radio, WBOI/WBNI
- WAJI 95.1, WLDE 101.7, WOWO 1190 (Fort Wayne)
- Q101 radio (101.1 FM, Warsaw, Columbia City, North Manchester)
- WKUZ 95.9 (Wabash)
- WNDU South Bend (TV 16)
- General e-mail to all local media

Updating the Communication

As conditions change, it is important to keep the University community informed, from our website and with e-mail.

1. Student alerts
2. Set a schedule for updating web postings and e-mails
3. Updates should inform of timing of next update
4. Home page and ChetNet links to weather map, classes closed, athletics pages, and, if possible, an updated news release

Sample Notices

Post to home page and ChetNet or send via email (student, faculty and staff):

Weather Emergency

Classes cancelled Fort Wayne campus offices closed. Or classes cancelled Fort Wayne campus offices on a two hour delay. Or Fort Wayne campus classes and office on a two hour delay.

Additional E-mail to faculty and staff if offices are open:

Weather emergency: classes cancelled, critical staff needed

Classes are cancelled, but most University offices remain open, as staffing permits.

Check ChetNet and the University home page for the latest updates on this emergency.

The University will notify area media, including WPTA 21, Fort Wayne’s NBC, NewsChannel 15, and WFFT Local - FOX.

Staff members who live close and are able to travel safely to campus will be greatly appreciated.

Employees must make their own decisions whether they can safely travel to and from their jobs. The employee handbook includes University pay policy for emergencies such as this.

Pay practices during emergencies: In the event the University cannot provide work due to an emergency (power outage, etc.), hourly (non-exempt) employees will not be paid for the lost time if they are provided notification at least one hour prior to their starting time; hourly employees will be paid for the number of hours worked, but at least two hours, if released from work before the end of the normal work day. Lost time may be made up within the work week (not to exceed 40 hours) with approval of the department head or other personal time off benefits may be used. Salaried employees will be used to staff University offices during the term of the emergency.