Manchester University

EMERGENCY GUIDELINES

Police/Fire/Ambulance	911
Campus Safety	5999 (260-982-5999)
Health & Counseling Services	5306 (260-982-5306)

Crisis Communications

During a campus emergency, University officials will distribute information to the campus community using some or all of the following methods:

- Wireless text message alerts; sign up online at https://gateway.manchester.edu
- E-mails to all University employees and students
- Messages through all University phone speakers
- Public address systems
- Manchester homepage: www.manchester.edu
- Campus safety officers, hall directors, resident assistants and other University officials
- Local TV and radio broadcasts

Blood Borne Pathogens

Exposure to Blood or Other Potentially Infectious Materials

If you are exposed to blood, bodily fluids, or other potentially infectious materials:

- Follow blood borne pathogen plan, available online at: www.manchester.edu/osd/security/files/documents/bloodbornepath.htm
- Immediately wash area(s) with soap and water and use an emergency eyewash or shower for 15 minutes, if needed.
- Obtain medical help. Call Campus Safety at 5999 (260-982-5999).
- Notify your supervisor if you are an employee.
- Isolate the spill with barriers if able.
- Blood borne pathogen clean-up kits are located in custodial closets.

Weather Emergencies

Tornado Watch. A tornado watch indicates that weather conditions are such that a tornado could form. Normal activities may be continued, but alertness should be maintained for possible threatening conditions.

Tornado Warning. A tornado warning (intermittent siren) indicates that a tornado has been sighted and that all persons should seek appropriate shelter immediately. Most campus buildings are equipped with a weather radio which broadcasts news of severe weather watches and warnings.

Tornados

- Follow your building's shelter plan.
- Take shelter in a basement or the smallest, most-interior rooms and hallways on the lowest floor.
- Avoid glass enclosed places or areas with wide-span roofs such as auditoriums and gymnasiums.
- Crouch down and cover your head.
- Wait for the “all clear” signal (continuous siren blast) from authorized emergency personnel.

Thunderstorms

- Stay away from windows.
- Draw shades or blinds to reduce injury from flying glass.
- Minimize use of electric appliances.

Flooding

- Seek high ground.
- Avoid walking or driving through standing or moving water.

Fire

In case of fire:

- **Evacuate Building.**
- Alert people in the immediate area of the fire.
- Confine the fire by closing doors as you leave.
- Activate a fire alarm by pulling on an alarm box.
- Call 911 & Campus Safety ext. 5999.
- Feel doors and knobs – if hot do not open door.
- If room is smoky, crawl on hands and knees.
- Do not use elevators unless directed to do so by authorized emergency personnel.
- Do not re-enter the building until authorized emergency personnel give the "all clear" signal.
- If smoke, heat of flames block your exit routes, stay in the room with the door closed; cover space at bottom of doors.
- Signal for help using a bright-colored cloth at the window.
- Call 911 to alert authorities of your situation.
- Report all fires (ext. 5999), even those which have been extinguished.
- Notify firefighters of location of persons with disabilities.

Medical Emergency

In the event of a serious injury or illness:

- **Immediately dial 5999 and 911 for assistance.** Give your name; describe the nature and severity of the medical problem and the campus location of the victim.
- In case of minor injury or illness, provide first aid care. Only trained personnel should provide first aid treatment (i.e. first aid, CPR).
- Keep the victim still and comfortable.
- Ask the victim, “Are you okay?” and “What is wrong?”
- Check breathing and give CPR if appropriate.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Have someone meet the ambulance and direct them to the injured party.
  For non-emergency care call health services at 5306 (260-982-5306) during business hours.

Utilities

In the event of a major utility failure during regular business hours, go to a safe location and notify the Physical Plant at 5061 (260-982-5061). Before 8:30 a.m. and after 5 p.m., or on weekends and holidays, call Campus Safety at 5999 (260-982-5559).

Electrical Outage

- Evacuate the building if the fire alarm sounds or upon notification by authorized emergency personnel.
- In laboratory buildings, 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 Odors

- 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.

Telephone, Computer, Cable Television Failures

- Call ext. 5454 during normal business hours.
- Call ext. 5999 after hours.

Violent or Criminal Behavior

In the event of violent or criminal behavior:

- **Immediately dial 911 and 5999 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.
- Report suspicious situations or persons to Campus Safety.
- Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
- Should gunfire or discharged explosives occur, you should take cover. **See Lock Down Policy**.
- After the disturbance, seek emergency first aid if necessary.

Lock Down Shelter in Place

- Remain calm. Do not engage the intruder.
- If possible to do safely, quietly escape the area.
- If escaping, do not carry phones or any objects in your hands.
- As you move through open areas, keep your **HANDS ELEVATED** with **OPEN PALMS** visible, especially if encountering law enforcement officers. Follow all instructions officers may give you.
- If you **CANNOT SAFELY EXIT** the building, seek shelter in a room where the doors can be locked or barricaded.
- Close and lock windows, lower blinds, remain out of sight, turn off lights.
- Once secured inside, take cover behind concrete walls, thick desks, filing cabinets, away from windows and doors.
- Remain quiet; turn off cell phone ringers.
- **ONE PERSON** should quietly **call 911** and tell them where you are, where the intruder is, and the condition of the others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is happening.
- If it can be accomplished safely, assist injured persons.
- Do not respond to unfamiliar voice commands unless you are sure they are coming from police.
- Do not open the door until you are positive it is police or a recognized campus official coming to help you.

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Bomb Threat

In the event of a bomb threat:

- **DO NOT HANDLE THE OBJECT**
- **Do not open drawers or cabinets, turn lights on or off, or activate fire alarms.**
- **Clear the area and immediately call Campus Safety at 5999 and 911 using a landline.**
- **Do not use radios, cell phones, or pagers, as they can trigger the explosive device.**

Any person receiving a telephone call bomb threat should ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Signal a co-worker to call Campus Security 5999 or 911 to report the event.

Keep talking to the caller and record the following:

- Time of call.
- Age and sex of caller.
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.
- Background noise.

Chemical Spill or Radiation Release

Chemical Spills

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

- Notify Campus Safety at 5999.
- 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.

Radioactive Materials

Radioactive materials are utilized in some campus laboratories. Those that might be encountered are considered low-level sources of radiation and pose minimal threat when properly stored and handled. If you encounter what you believe to be radioactive material:

- Notify Campus Safety at 5999.
- Do not touch the material.
- Isolate the area by cordoning it off or closing doors.
- Notify people in neighboring offices and classrooms.

Earthquake

In the event of an earthquake:

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
- If outdoors, move quickly away from building, utility poles and other structures.
- Caution: Always avoid power or utility lines, as they may be energized.
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for shelter it offers.
- After the initial shock, evaluate the situation, and if emergency help is necessary, call Campus Safety at 5999.
- When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- Assist persons with disabilities in exiting the building. Remember that elevators are reserved for disabled person use. Do not use elevators. Do not panic.
- Damaged facilities should be reported to Campus Safety and Physical Plant.
- Once outside, move to a clear area at least 500 feet away from the affected buildings(s).
- Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless told to do so by a University official.

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 Campus Safety at 5999.

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.