

HUNTINGTON — UNIVERSITY —



Emergency Response Guide

■ Campus Emergency Phone Numbers

| | |
|--|----------------|
| Emergency Response Services | 911 |
| HUPD (Huntington University Police Department) | (260) 224-1412 |
| Chief of Campus Police and Security | (260) 359-4035 |
| Maintenance Emergency | (260) 224-0933 |
| Maintenance Office | (260) 359-4053 |
| Director of Facilities | (260) 359-4073 |

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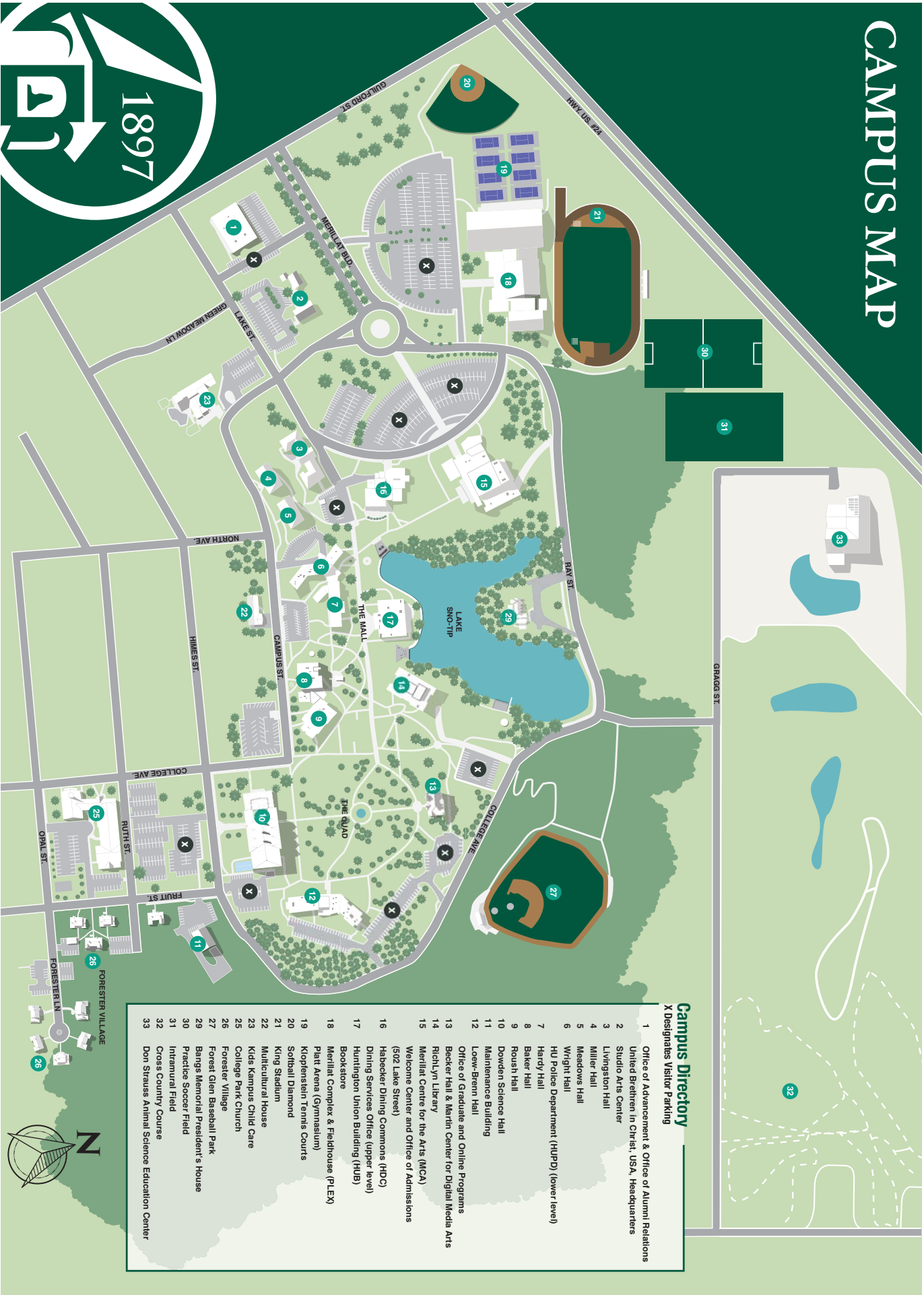


BUILDING ADDRESSES

| Bld. # | Name | Address |
|---------------|---------------------------------------|------------------------|
| 2 | Studio Arts Center | 390 Lake Street |
| 8 | Baker Hall | 840 Campus Street |
| 13 | Becker Hall* | 2303 College Avenue |
| 10 | Dowden Science Hall* | 2120 College Avenue |
| 16 | Habecker Dining Commons (DC)* | 502 Lake Street |
| 7 | Hardy Hall | 780 Campus Street |
| 17 | HUB (Huntington Union Building) | 766 Lake Street Mall |
| 3 | Livingston Hall | 475 Lake Street |
| 12 | Loew-Brenn Hall* | 2200 College Avenue |
| 15 | Merillat Centre for the Arts (MCA)* | 520 Lake Street |
| 18 | Merillat Complex & Fieldhouse (PLEX)* | 500 Merillat Boulevard |
| 5 | Meadows Hall | 486 Campus Street |
| 4 | Miller Hall | 480 Campus Street |
| 14 | RichLyn Library | 2350 College Avenue |
| 9 | Roush Hall | 856 Campus Street |
| 6 | Wright Hall* | 774 Campus Street |

* Denotes buildings with AEDs

CAMPUS MAP



Campus Directory

X Designates Visitor Parking

- 1 Office of Advancement & Office of Alumni Relations
- 2 United Brethren in Christ, USA, Headquarters
- 3 Studio Arts Center
- 4 Livingston Hall
- 5 Miller Hall
- 6 Meadows Hall
- 7 Wright Hall
- 8 HU Police Department (HUPD) (lower level)
- 9 Hardy Hall
- 10 Baker Hall
- 11 Foush Hall
- 12 Dowden Science Hall
- 13 Maintenance Building
- 14 Loew-Brenn Hall
- 15 Office of Graduate and Online Programs
- 16 Becker Hall & Martin Center for Digital Media Arts
- 17 Richlyn Library
- 18 Merillat Centre for the Arts (MCA)
- 19 Welcome Center and Office of Admissions (502 Lake Street)
- 20 Habescker Dining Commons (HDC)
- 21 Dining Services Office (upper level)
- 22 Huntington Union Building (HUB)
- 23 Bookstore
- 24 Merrillat Complex & Fieldhouse (PLEX)
- 25 Platt Arena (Gymnasium)
- 26 Kloppenstein Tennis Courts
- 27 Seiball Diamond
- 28 King Stadium
- 29 Multicultural House
- 30 Kids Kampus Child Care
- 31 College Park Church
- 32 Forester Village
- 33 Forest Glen Baseball Park
- 34 Bangs Memorial President's House
- 35 Practice Soccer Field
- 36 Intranural Field
- 37 Cross Country Course
- 38 Don Straus Animal Science Education Center
- 39 Forester Village
- 40 Forester Inn
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EVACUATION

Evacuation Procedure

If the Campus Contact orders an evacuation, you should:

- Refer to the Evacuation Route posted in your classroom or work area
- Assist any individual who may need help with evacuation (those who are wheelchair bound, handicapped, injured, etc.)
- Take personal belongings (keys, purse, wallet, etc.), as you may not be returning on the same day
- Evacuate the building in a safe and orderly manner
- Do not use elevators
- Do not use cellphones
- Walk single file and on the right through corridors and stairwells
- Avoid unnecessary talking and keep moving
- If you encounter smoke, drop to the floor and crawl along the wall to the nearest exit
- No one is to re-enter the building until the Campus Contact authorizes entry

ACTIVE SHOOTER

Active Shooter Protocol: Run. Hide. Fight.

Run:

- Have an escape route in mind and call 911 and then call HUPD when safe to do so
- Leave your belongings behind
- Keep your hands visible and proceed to a safe location

Hide:

- If you cannot get out safely, hide and text 911
- Do not huddle together if possible, as it makes for a large, easy target
- Lock and barricade doors, shut off the lights, silence your cell phone(s), and do not make noise
- When law enforcement arrives, keep hands visible, remain calm, and follow instructions

Fight:

- Fighting is the last resort, to be used only when your life is in imminent danger
- Attempt to incapacitate the active shooter by attacking as a group
- Find an object to use as weapon, such as a fire extinguisher, desk, or chair
- Yell and scream as loud as you can as you attack

BODY FLUIDS

Universal Precautions/Procedures for Handling Spills

- Treat all spills of blood and body fluids as though they are contaminated
- Put on disposable gloves (latex or vinyl)
- Use paper towels to absorb the spill
- Use bleach solution (1 part bleach to 10 parts water), alcohol, or a dry sanitary absorbent agent
- Clean area with paper towels, a vacuum, or a broom and dust pan
- Place used towels in a vacuum cleaner bag or waste in a leak-proof plastic bag
- Remove gloves by pulling them inside out
- Place used gloves in a bag and tie it shut
- Wash hands with soap and water for at least 10 seconds

BOMB THREAT

Bomb Threat or Suspicious Package Protocol

If you receive or discover a suspicious package, you should:

- Call 911 and then call HUPD; provide as much information as possible, including a description of the suspicious package and any specific characteristics
- Assist any individual who may need help with evacuation (those who are wheelchair bound, handicapped, injured, etc.)

If you receive or discover a bomb threat, you should:

- Use the Bomb Threat Call Checklist on page 8 if applicable
- Call 911 and then call HUPD
- All building occupants should immediately discontinue use of portable electronic devices, including cell phones, two-way radios, computers, and tablets
- If the Campus Contact authorizes an evacuation order, follow the Evacuation Procedure (see page 4) and evacuate to a distance no less than 500 feet away from the building

See Bomb Threat Protocol Checklist on page 8.

BOMB THREAT CHECKLIST

Bomb Threat Call Checklist

Instructions: Be calm, courteous, and listen. Do not interrupt the caller. Text 911 on a cell phone if possible and notify HUPD while the caller is on the line.

Name of Operator _____ Time _____ Date _____

Number at which call was received _____

Caller's Identity:

Male Female Adult Juvenile Approximate Age _____

VOICE CHARACTERISTICS:

Loud Soft
High Pitch Deep
Raspy Pleasant
Intoxicated Other
Foul Righteous

LANGUAGE:

Excellent
Good
Fair
Poor

MANNER:

Calm Angry
Rational Irrational
Coherent Incoherent
Deliberate Emotional

SPEECH:

Fast Slow
Distinct Distorted
Stuttering Nasal
Slurred

ACCENT:

Local
Foreign

BACKGROUND NOISES:

Factory Trains
Bedlam Music
Quiet Office
Voices Traffic
Airplanes Party

Keep the caller talking. Ask questions like:

When will it go off?

Where is it located?

What kind of bomb is it?

Where are you calling from?

What is your name and address?

CHEMICAL SPILLS

Chemical Spills – Immediately Dangerous to Life or Health

If a chemical spill occurs that, in the opinion of the person responsible for such material, poses an immediate threat to themselves or other building occupants, the following steps should be taken:

- Activate the fire alarms if there is reason to believe the released material may affect individuals outside of the immediate spill area
- Make a reasonable attempt to direct evacuating individuals away from the immediate spill area
- If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with a large amount of water for at least 15 minutes
- Call 911 and then call HUPD; be prepared to provide the building, floor, room number, type of incident, chemical(s) involved, and estimated volume of material(s) involved
- If ordered by the Campus Contact, initiate the Evacuation Procedure (see page 4)

Chemical Spills – Not Immediately Dangerous to Life or Health

If the person responsible for the materials in a chemical spill has definitive information indicating that the released material does not pose an immediate threat to themselves or other building occupants, the following steps should be taken:

- If you are thoroughly familiar with the hazards of the spilled material, have been trained to confine the spills, and have access to appropriate protective clothing and equipment, attempt to confine the spread of the spill as much as possible
- If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with a large amount of water for at least 15 minutes
- Call 911 and then call HUPD; be prepared to provide the building, floor, room number, type of incident, chemical(s) involved, and estimated volume of material(s) involved
- HUPD will work with Maintenance to properly clean up the spill

See page 6 for Universal Precautions/Procedures for Handling Spills.

EMERGENCY ALERT

In case of severe weather conditions, power outages, water boil orders, active shooter situations, bomb threats, police-related activity in the city of Huntington, or a similar event, Huntington University uses a campus alert system to keep faculty, staff, students, and their loved ones informed and safe. The campus alert system may take the form of a text, email, or automated phone call.

Red Immediate emergency with imminent danger possible or likely. Take appropriate action for personal safety and safety of others. Follow emergency instructions.

Orange Threatening weather situation at or near an HU location. Take appropriate action for personal safety and safety of others. Follow emergency instructions.

Yellow Possible emergency with potential danger. Be cautious and alert.

Green All clear. Safe to proceed with normal activities.



EXPLOSION OR CRASH

Explosion or Aircraft Crash on Campus

In the event of an explosion or downed aircraft on campus, you should:

- Immediately take cover under tables, desks, and other objects that provide protection against falling glass or debris
- Call 911 and then call HUPD; provide your name and a description of the location and nature of the emergency

If a building evacuation alarm sounds, initiate the Evacuation Procedure (see page 4).

FIRE

Fire Emergency Procedures

To be prepared for a fire, know the location of the fire alarms, fire extinguishers, fire hoses, fire evacuation routes, and fire exits in your area.

If you discover a fire, you should:

- Activate the nearest fire alarm
- Assist those who may need help with evacuation (those who are wheelchair bound, handicapped, injured, etc.)
- Take personal belongings (keys, purse, wallet, etc.), as you may not be returning on the same day
- Evacuate the building in a safe and orderly manner (see page 4)
- Do not use elevators
- Do not use cell phones
- Walk single file and on the right through corridors and stairwells
- Avoid unnecessary talking and keep moving
- If you encounter smoke, drop to the floor and crawl along the wall to the nearest exit
- When approaching a closed door, feel the door with the back of your hand; if the door is cool, carefully open the door and (if safe) proceed with the evacuation
- Notify fire officials of anyone who is unable to evacuate the building along with the person's location and reason for not being able to evacuate
- No one is to re-enter the building until the Campus Contact authorizes entry

HAZARDOUS SUBSTANCE

Hazardous Substance Protocol

If you discover or suspect a hazardous substance, you should:

- Call 911 and then call HUPD immediately
- Be prepared to provide a description of the substance

If you receive a telephone call or information stating a hazardous material is somewhere on campus, you should:

- Call 911 and then call HUPD immediately
- Document details of the call as precisely as possible; note the time and length of call, distinguishing characteristics of the caller's voice (male/female, age, etc.), and possible location
- Do not hang up the phone when the call is completed; keep the line open!
- The Campus Contact may order an evacuation; if an evacuation is ordered, follow the Evacuation Procedure (see page 4)
- If an evacuation occurs, do not re-enter the building until the Campus Contact authorizes entry

HOSTAGE SITUATION

Hostage Situation

In the event of a hostage situation, you should:

- Call 911 and then call HUPD
- Stay calm and avoid taking risks that would endanger your safety and well-being or others
- Keep track of the following, along with any other noteworthy information that may be of help to the police:
 - Nature of incident
 - Location of incident
 - Description of person(s) involved
 - Description of property involved
- Assist police officers as requested when they arrive on site

HOSTILE INTRUDER

Hostile Intruder/Violent Person/Criminal Activity Protocol

If you discover a hostile intruder, violent person, or criminal activity, you should:

- Call 911 and then call HUPD
- Avoid approaching the intruder or intervening in any crime
- Be prepared to provide a description of the intruder
- Be prepared to evacuate if the order is given
- Turn all electronic devices on silent mode immediately

Knowingly possessing, using, transmitting, or being under the influence of a controlled substance, unauthorized drug, or alcohol in University buildings, at University functions, or on University grounds is prohibited at all times. An individual thought to be under the influence of a controlled substance, alcohol, prescription, or non-prescription drug whose behavior is disruptive will be asked to leave the campus grounds.

If the individual refuses to leave/continues to stay in the area, you should:

- Call 911 and then call HUPD
- Dismiss the class if in the classroom
- Leave the area
- Describe the individual and his/her location; provide his/her name if possible

If the individual is not disruptive but, you suspect, is under the influence of a controlled substance, immediately report the individual to HUPD.

LOCKOUT/LOCKDOWN

Lockout Procedures

This procedure is commonly used when an incident classified as a potential threat is occurring outside of a campus building or off University property. During a lockout, the University will continue with classes and normal operations.

If a lockout is ordered:

- Notification will come from the HU Emergency Alert System
- People outside of the building will be asked to enter or seek shelter
- All external doors will be locked and monitored by an emergency team member; only authorized individuals will be allowed into the building
- Blinds to external windows in classrooms and work areas should be closed and the hallways should be clear
- Building occupants are strongly advised to remain in the building until an All Clear is issued via the HU Emergency Alert System
- Once the possible threat has subsided, the Incident Commander will issue an All Clear
- Classes will resume and school offices will remain open for business after an All Clear is issued

Lockdown Procedures

This procedure is commonly used when an incident classified as a potential threat is occurring inside of a University building.

If a lockdown is ordered:

- Notification will come from the HU Emergency Alert System
- Building occupants should seek shelter where possible or move to the nearest secured area (classroom, conference room, office, etc.)
- Lock classroom and/or work area doors; do not lock exterior doors
- Use door barricades if possible
- Keep people away from windows and doors
- Do not respond to anyone at the classroom/work area door until an All Clear is given via the Emergency Alert System
- Turn off the lights, silence cellular and electronic devices, and keep the room quiet
- Ignore any fire alarm, as the building will not evacuate using this method during a lockdown
- Instructors will be expected to verify an accurate student count for all classes taking place at the time
- Once the possible threat has subsided, the Incident Commander will issue an All Clear

MEDICAL EMERGENCIES

Medical Emergency Information

In case of a medical emergency or serious injury, you should:

- Dial 911 for injuries requiring immediate attention; be prepared to provide
 - The nature of the injury
 - The address of the building (see Building Addresses on page 2)
 - Where in the building the emergency exists
 - The number you are calling from (if possible, have someone stay close to that phone until aid arrives)
- Notify HUPD and follow all necessary requests
- Send someone to meet and guide the emergency personnel to the injured person
- Remain with the injured person if possible; keep the injured person as calm and comfortable as possible
- Assume all spills of body fluids are contaminated
- Administer CPR only if qualified to do so

Do not move an injured person unless he or she is in a life-threatening situation (i.e., falling debris, fire, explosion).

AEDs are located in the following buildings on the Huntington University home campus:

- **Becker Hall** – main level near elevator
- **HUPD** – in vehicle
- **Dowden Science Hall** – main level at middle door entrance
- **Habecker Dining Commons** – upper level, wall near restrooms
- **Loew-Brenn Hall** – on the wall near the middle stairwell
- **Maintenance Building** – break room
- **Merillat Centre for the Arts** – on the wall to the left of the main entrance
- **Merillat Complex & Fieldhouse (PLEX)** – main entrance/lobby
- **Merillat Complex & Fieldhouse (PLEX)** – training room – trainers have keys, and this is used for sporting events
- **Wright Hall** – main lobby, on the brick wall next to the main desk

SEVERE WEATHER

Severe Weather/Natural Disaster Information

Huntington University Emergency Management personnel will monitor severe weather at all times.

If a weather watch is issued:

- Be aware that weather conditions are favorable for the development of a destructive weather pattern
- Monitor weather reports and be on alert for notifications via the HU Emergency Alert System

If a weather warning is issued:

- Get indoors – preferably away from windows, glass doors, and skylights; remain inside until the danger has passed
- Monitor weather reports and be on the alert for notifications via the HU Emergency Alert System
- Conserve battery life on all your electronic devices

If a tornado warning is issued:

- Take shelter in an interior room
- Monitor weather reports and be on the alert for notifications via the HU Emergency Alert System

In case of earthquake:

- If you are indoors, stay there; move to a safe location such as under a strong desk, a strong table, or along an interior wall
- Stay away from windows, hanging objects, heavy furniture, or appliances
- If you are outdoors, move to an open area away from falling hazards such as trees, power lines, and buildings; drop to the ground and cover your head and neck
- After an earthquake, check yourself and others for injuries
- If you smell or hear a gas leak, open windows and doors, then commence the Evacuation Procedure (see page 4)

SEVERE WEATHER

Utility Failure

In the case of a utility failure, immediately contact HUPD and the Maintenance emergency number. Be prepared to provide the location, room number, and nature of the problem, a person to contact, and his/her extension.

Electrical Failure: If a power failure occurs in an area without natural lighting and power is not restored within a reasonable amount of time, the building should be evacuated. Emergency lighting is temporary and is not intended to continue building operations. No one should re-enter the building until power is restored and the Campus Contact has given permission to enter. Evacuate areas with caution.

Elevator Failure: If you are trapped in an elevator, activate the elevator alarm and/or use the emergency telephone (if available). Never attempt to exit an elevator stopped between floors.

Flood/Plumbing Failure: Do not touch energized electrical appliances while you are standing in an area filled with water.

Natural Gas Leak: If you detect the odor of natural gas, ventilate the area and turn off any gas equipment. Do not use any spark-producing devices such as electric motors, switches, etc. Initiate the Evacuation Procedure (see page 4).