

# **WABASH COLLEGE**

## **EMERGENCY PREPAREDNESS PLAN**

**Emergency Preparedness Plan  
Wabash College**

2006-07  
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*This document has been prepared by the Wabash College Safety Committee and has been approved by the Wabash College Board of Trustees. It is modeled after the St. Lawrence University Emergency Plan.*

## **GENERAL RESPONSE PROCEDURES**

*While these procedures may not be appropriate in every emergency situation, they provide guidelines to follow and may be modified according to circumstances.*

### **Step 1: Assure Human Safety**

- A. Assess seriousness of emergency.
- B. Call 6000 (Switchboard/Watchman) for on campus help. If the emergency is life threatening dial 911 first.
- C. Before help arrives, assure safety of the people in the building. Coordinate evacuation if the situation is life-threatening.

### **Step 2: Minimize Damage of Facility**

- A. The Switchboard/Watchman will contact on-campus individuals responsible for the area of campus.
- B. If appropriate remove valuable records and equipment.

### **Step 3: Coordinate Communications**

- A. After notification by senior administration, Public Affairs prepares internal and external statements.
- B. Public Affairs contacts external media to alert to emergency situation as appropriate.
- C. Public Affairs coordinates notice to family and friends [parents, teachers, roommate(s), campus employer(s)] with appropriate campus office. For students: Dean of Students; for employees: Treasurer or the Dean of the College or the appropriate senior administrator.

### **Step 4: Minimize Legal and Financial Risks**

- A. Senior Administration consults with the College's Attorney.

## TYPES OF EMERGENCY CONDITIONS

### Natural Elements

- Snow or Travel Warning
- Earthquake
- Fire
- High Winds

### Utility

- Loss of Electricity
- Loss of Gas Supply
- Loss of Water Supply/Water Contamination
- Loss of Communications
- Loss of Computer Service

### Human Nature/Medical

- Accidental Death
- Demonstration
- Drug/Alcohol Abuse/Poisoning
- Emotional Breakdown
- Food Contamination/Poisoning
- Infectious Disease: General
- Serious Injury
- Threatened Suicide/Suicide

### Criminal Activity

- Assault
- Bomb Threat/Suspected/Actual Bomb
- Hostage
- Murder
- Rape/Sexual Assault
- Sniper
- Theft

### Toxic Materials

- Chemical Spill
- Radiation Release

### Structural

- Collapse of building, floor, walls
- Explosion

## **ACTION OFFICES**

*The following staff would be involved in most emergency situations. If an office is cited as involved, its staff should assume the responsibilities outlined below. In most cases, the complete list of responsibilities will not be repeated for each emergency. The master list should be a key reference.*

### **Switchboard/Watchman**

1. First contact
2. Assesses seriousness of situation, requests appropriate assistance from outside agencies.
3. Contacts individual(s) responsible for area of the campus and appropriate senior administrator depending on the nature of the emergency.
4. If the designated senior officer as outlined in each scenario is unavailable, locate another member of the senior staff to assist with the emergency.

### **Campus Services**

1. After contact from Switchboard/Watchman, coordinates restoration of services.
2. Provides damage assessment.
3. Assists in clearance and demolition.
5. Constructs temporary facilities, if necessary.

### **Public Affairs**

1. After contact from senior administration, determines nature and extent of communications. Will consider: seriousness of emergency, appropriate audiences for information, appropriate or possible vehicles of communication, and legal constraints.
2. Prepares internal and external written and verbal communications. May prepare fliers, posters, memos or press releases; may place messages on email and voice mail. May establish telephone trees to communicate with appropriate audiences. Communicates with emergency media (Emergency Broadcasting System members).
3. Responds to media inquiries.
4. Coordinates communications as necessary with alumni, parents, prospective students and other appropriate audiences.

### **Senior Administrator in Charge (notified)**

1. Contacts rest of senior staff.

### **Senior Staff**

1. Contacts appropriate offices and individuals in their areas.

### **Dean of Students**

1. In cases involving students, contacts President as appropriate.
2. In some emergencies, contacts students, and families.

### **Counseling**

1. Contacts 911 in situations where life or health is endangered.
2. Coordinates care with Health Services if life or health are not endangered.
3. Conducts and supervises appropriate follow-up.

### **Student Life-Associate Dean of Students**

1. Coordinates shelter during emergency.
2. Supervises evacuation shelter if necessary.
3. Coordinates communications with and activities of Residence Advisors (RAs) and House Managers for Greek houses.

### **Dining Services**

1. Provides emergency food supplies to students and staff.
2. Develops list of emergency services personnel for Dining Hall.

## **EMERGENCY PLAN**

### **NATURAL ELEMENTS: SNOW OR TRAVEL WARNING**

1. Offices and operations of departments will remain open and maintain regular hours.
2. The decision to cancel classes rests with the Dean of the College. Cancellation of classes will be announced over the local radio station.
3. Campus Services alerts grounds crews to be on notice for plowing.
4. Dining Service alerts emergency services staff to be on notice.

## **EMERGENCY PLAN**

### **NATURAL ELEMENTS: EARTHQUAKE**

1. Campus Services assesses the possible damage to facilities and notifies the senior administration.
2. Senior administrators direct their staffs to deal with damage and make arrangements for temporary classrooms, housing etc. as needed.

## EMERGENCY PLAN

### NATURAL ELEMENTS: FIRE

1. Pull building alarms and evacuate the building moving everyone to a safe distance from the building. From outside the building call 911 and then 6000 for the Switchboard/Watchman.
2. The Fire Department assumes jurisdiction. Campus Services will assist in damage control as directed by the Fire Department, turning off gas lines, providing access to additional water sources, etc.
3. The Switchboard/Watchman contacts Campus Services, the building manager if he is not already on site, and the senior administrator for the area of the College.
4. After consultation with the Fire Department and Campus Services, the President (or senior officer in charge) advises as to the release of staff or cancellation of classes if necessary. If this occurs during the evening or the weekend the announcement will be made over the local radio station.
5. Campus Services monitors campus damage; secures burned area from elements or vandalism; coordinates clearing of debris.
6. Public Affairs prepares communications to internal and external audiences.

#### Things to know:

1. All fire alarms sound in the individual building, some of the alarms also trigger the Fire Department and Campus Security. It is best to always call 911 in a fire emergency.
2. If a fire is minor and appears controllable, after sounding the fire alarm, direct the spray of a fire extinguisher at the base of the flame.
3. On large fires, pull the alarm, then assist in the evacuation of the building, closing all doors if possible. Use stair wells to evacuate. Direct people to assemble at least 500 feet away from the building. Try to account for the people you know were in the building.
4. Before opening a closed door check for heat and smoke. If the door is hot do not open.
5. If you become trapped stay near the floor where the air is less toxic. Seal the bottom of the exit door and then open or break out a top and a bottom window to release smoke and bring in breathable air. Shout for help through the open window at regular intervals. Remain calm. Do not panic.

## **EMERGENCY PLAN**

### **NATURAL ELEMENTS: HIGH WINDS/TORNADO**

1. City sirens will signal a tornado warning or sighting. (Sirens are tested on Wednesday at 11:00 am.)
2. Take shelter immediately in lower floors and central areas of the building. Avoid elevators and areas with wide roof spans. Stay away from windows and glass cases.

In the event of high winds/tornado hitting the campus:

1. Campus Services will assist in assessing and repairing damage.
2. The President (or the senior administrator in charge) advises on the release of staff if high winds strike during working hours.
3. If high winds strike on weekend or evenings, the President (or the senior administrator in charge) contacts Public Affairs to alert media regarding canceling of classes and closing of campus.

*Things to know:*

*Tornado watches are issued when atmospheric conditions are right for development of tornadoes. Be prepared to move to a safe place if the watch should be upgraded to a warning.*

## **EMERGENCY PLAN**

### **UTILITY: LOSS OF ELECTRICITY**

1. If electrical loss is discovered contact Campus Services (day) or Switchboard/Watchman (nights and weekends).
2. Campus Services will assess if the outage is long-term or serious in nature. If the outage is long-term or serious Campus Services contacts the Treasurer (or senior officer in charge) who then alerts the appropriate staff.
3. After consultation with Campus Services, President (or senior officer in charge) advises whether or not to release staff or other appropriate actions.
4. Campus Services coordinates restoration of power.
5. If electrical loss occurs on weekend or evenings and is deemed long-term, the Treasurer (or senior officer on call) contacts Public Affairs to alert media regarding canceling of classes and closing of campus.
6. Public Affairs prepares communications to internal and external audiences.

### **UTILITY: LOSS OF GAS SUPPLY**

1. If gas is reported leaking, or gas supply seems cut off, contact Campus Services (day) or Switchboard/Watchman (nights and weekends).
2. Campus Services dispatches staff whose first responsibility is the safety of those in vicinity. Building evacuations may be necessary and should be done on the advice of Campus Services.
3. If loss of gas supply occurs on weekend or evenings and is deemed long-term, Campus Services notifies the Treasurer. The Treasurer (or senior officer in charge) contacts appropriate senior staff and Public Affairs to alert media regarding canceling of classes and closing of campus.
4. Campus Services coordinates the restoration of the gas supply.

### **UTILITY: LOSS OF WATER SUPPLY/WATER CONTAMINATION**

1. If water supply is cut off or water is contaminated by chemical or natural elements, contact Campus Services (day) or Switchboard/Watchman (nights and weekends).
2. Campus Services assesses situation and contacts either the building managers and department chairs of the areas involved or if the problem is campus-wide, the Treasurer who alerts the rest of the senior staff.
3. Senior staff will notify their staffs and work with Public Affairs to alert the media regarding closing of campus or closing of the campus if necessary.
4. Campus Services will coordinate the recovery of the water supply to the campus.

## **EMERGENCY PLAN**

### **UTILITY: LOSS OF COMMUNICATION**

1. If phone system outage occurs, contact the Computer Services Help Desk in person or via email. After hours, contact security/watchman who can page on-call Computer Services staff via cell phone.
2. In the event of failure of the on-campus phone switch, switch by-pass phones are located in Computer Services, the Lilly Library photocopy room, and the house phone for each fraternity and dormitory. These phones will provide outside lines in the event of on-campus system failure.
3. Computer Services will assess the extent of the outage and contact either the building managers and department chairs of the areas affected, or if the problem is campus-wide, the Treasurer (or senior staff in charge) who alerts the rest of the senior staff.
4. Computer Services coordinates repair/recovery of communications system, including temporary services, such as rerouting incoming calls to a messaging system.

## **EMERGENCY PLAN**

### **UTILITY: LOSS OF COMPUTER SYSTEMS**

1. If computer systems outage occurs, contact Computer Services Help Desk. After hours, leave a message and on-call staff will be paged.
2. Computer Services will assess the extent of the outage, and notify affected offices and departments.
3. Computer Services coordinates repair/recovery of computer systems.

## **EMERGENCY PLAN**

### **HUMAN NATURE/MEDICAL: ACCIDENTAL OR NATURAL DEATH OF STUDENT OR EMPLOYEE**

*Contact 911 and then the Switchboard/Watchman.*

#### **If deceased is a student:**

1. The Switchboard/Watchman contacts the Dean of Students (or senior officer in charge) who contacts Family, President, Director of Counseling, [who contacts roommate(s)], Associate Dean of Students (who contacts RA or house president), Public Affairs, (whose staff prepare the internal and external statements).
2. Dean of Students should work with family to plan memorial service or other acknowledgements of loss.
3. President should contact family to express community sympathy.
4. Counseling should work with roommate(s) or immediate friends to manage grief and should advise on community counseling needs.

#### **If the deceased is an employee and death occurs on campus:**

1. The Switchboard/Watchman contacts the appropriate senior administrator, who contacts family and alerts the other senior administrators. Senior administrators contact their staff as is appropriate.
2. The senior administrator should approach family to determine wishes for a memorial service.
3. President should express sympathy to family.

## **EMERGENCY PLAN**

### **HUMAN NATURE/MEDICAL: DEMONSTRATIONS**

1. Contact Switchboard/Watchman, who notifies senior administrator in charge of the area (or senior officer in charge) and the police if necessary.
2. The senior staff notified will assess the situation and decide on appropriate action.
3. Campus demonstrations shall be allowed as long as they do not pose threat of harm to students, employees or visitors or impede business of the College.

## **EMERGENCY PLAN**

### **HUMAN NATURE/MEDICAL: DRUG/ALCOHOL ABUSE/POISONING**

1. Assess seriousness of situation and call 911 if victim is unconscious, having difficulty breathing, out of control and a potential danger to self or others or otherwise medically unstable. Then call the Switchboard/Watchman who will contact the appropriate senior administrator.

If the victim is conscious but ill or disoriented contact the Switchboard/Watchman who will contact the Dean of Students if the victim is a student, or the appropriate senior staff if the victim is an employee or visitor. They will notify family members, physician or supervisor as appropriate.

2. College physician monitors care given to students by medical personnel.
3. Counseling supervises follow-up with student victims and friends.
4. In the case of food poisoning the College physician will contact the County Health Department, as well as issue an alert to the campus if necessary.

## **EMERGENCY PLAN**

### **HUMAN NATURE/MEDICAL: DANGEROUS EMOTIONAL BREAKDOWN/IRRATIONAL BEHAVIOR**

#### **Student**

1. Contact Switchboard/Watchman who notifies Dean of Students, Associate Dean of Students or a member of the senior staff. The Dean of Students assesses the situation and decides on appropriate action. If the situation becomes threatening to victim or others contact 911.
1. Dean of Students or Director of Counseling monitors follow-up. The Dean of Students notifies, if appropriate, family, President, Associate Dean of Students, who contacts RAs or House president if appropriate.

#### **Adult**

1. Contact the Switchboard/Watchman who notifies the appropriate supervisor. The supervisor assesses the situation and decides on appropriate action. If the situation becomes threatening to the victim or others contact 911.
2. The supervisor notifies, if appropriate, family, office or departmental staff and other senior staff.

## **EMERGENCY PLAN**

### **HUMAN NATURE/MEDICAL: INFECTIOUS DISEASES**

1. College physician and the Dean of Students should be in immediate contact if infectious, potentially fatal, disease is reported to the Health Center or if a student is taken to the hospital.
2. Dean of Students should notify the rest of the senior staff and will take action under guidance from the College physician and the County (State) Health Department in minimizing the risk to the Campus.
3. Public Affairs works with the College physician to prepare medical alerts for potential patients; coordinates communications with media.
4. College physician works with County Health Officer to assure appropriate care is provided to campus residents. College physician monitors care given to patient. Updates Public Affairs on patient's condition.
5. Associate Dean of Students may be called upon to establish quarantine center in vacant rooms or areas of the residence hall.
6. Dean of Students contacts patient's family.
7. Director of Counseling may be called upon to provide assistance to patient's friends and classmates.

## EMERGENCY PLAN

### HUMAN NATURE/MEDICAL: ILLNESS OR INJURY

*(This situation would be considered an emergency if the illness or injury were life-threatening or if the situation involved several people.)*

Assess situation. If condition is life-threatening or if those who discover the situation are unsure, call 911.

#### Student

1. If situation is serious, contact Switchboard/Watchman who will notify the Dean of Students, or family.
2. Dean of Students contacts family, if appropriate, and President and other individuals on campus.
3. If student is transported to the hospital, the Switchboard/Watchman should contact the Dean of Students.
4. Residence Life works with Counseling to attend to concerns of roommate(s) and friends.

#### Adult

1. If the individual is an employee, Switchboard/Watchman contacts the employee's supervisor and the appropriate senior administrator. The senior administrator directs their staff to take appropriate actions.
2. The employee's supervisor contacts employee's family.
3. Public Affairs is prepared to respond to questions from the media, or if the situation warranted, would prepare internal information materials.

## **EMERGENCY PLAN**

### **HUMAN NATURE/MEDICAL: THREATENED SUICIDE**

Student

1. Assess situation. If threat is serious, seek assistance from professional staff (Counseling or Dean of Students) even if the name of the student remains confidential.
2. Consider nature of threat. Has there been any previous suicide attempt? Does the student have a plan? Are the means available? Is the person feeling hopeless? Has there been a recent radical change in student's life style? Has there been a recent traumatic event?
3. Take threat seriously. Contract with student for time. When threat is serious, do not leave student alone.
4. If roommate(s) and friends have been involved, resident assistants coordinate follow-up care.

## **EMERGENCY PLAN**

### **HUMAN NATURE/MEDICAL: ATTEMPTED OR ACTUAL SUICIDE**

1. Contact 911 then Switchboard/Watchman.
2. If victim is a student, Switchboard/Watchman contacts the Dean of Students. If the victim is an employee, the supervisor and the appropriate senior administrator are contacted.
3. The senior administrator contacts Public Affairs, whose staff prepare appropriate internal and external communications in the event of a suicide.
4. Dean of Students or the senior administrator contacts family, and if appropriate contacts President.
5. Counseling, in coordination with Associate Dean of Students, develops follow-up plan for roommate(s) and friends.

## **EMERGENCY PLAN**

### **CRIMINAL ACTIVITY: ASSAULT**

*(This situation would be considered an emergency if the assault were life-threatening or if the situation involved several people.)*

Assess situation. If condition is life-threatening or if those who discover the situation are unsure call 911 and the Switchboard/Watchman.

1. If patient is transported to the hospital, Switchboard/Watchman should contact Dean of Students (or Associate Dean of Students) if patient is a student or the supervisor and senior officer if the patient is an employee.
2. Dean of Students contacts family, if appropriate, and President.
3. Senior officer or supervisor advises patient of the right to file charges in campus, criminal and civil arenas.
4. Associate Dean of Students works with Counseling to attend to concerns of roommate(s) and friends.

## **EMERGENCY PLAN**

### **CRIMINAL ACTIVITY: BOMB THREAT/SUSPECTED OR ACTUAL BOMB**

1. Contact 911 and then the Switchboard/Watchman who contacts the appropriate senior staff or the senior officer in charge.
2. Crawfordsville Police will have control of search.
3. Crawfordsville Police may recommend evacuation of building if imminent danger to human life is posed. If imminent danger is not posed, evacuation is recommended but it shall be the decision of the President or the senior staff in charge of the area to evacuate building.
4. At conclusion of crisis, Crawfordsville Police indicate clearance for residents of building. Senior staff work with Public Affairs to report outcome.

## **EMERGENCY PLAN**

### **CRIMINAL ACTIVITY: HOSTAGE**

1. Contact 911 and then the Switchboard/Watchman who will contact the appropriate senior administrator.
2. The senior officer notified contacts the rest of the senior staff as appropriate.
3. Law enforcement authorities assume command of the situation and may request assistance from campus officials, such as Counseling and Dean of Students. If hostage situation involves students, Dean of Students will notify families under advice of law enforcement authorities.
4. At conclusion of crisis, Crawfordsville Police indicate clearance for residents of building. Senior administration works with Public Affairs to report outcome.

## **EMERGENCY PLAN**

### **CRIMINAL ACTIVITY: MURDER**

*Contact 911 and then Switchboard/Watchman.*

#### **If deceased is a student,**

1. Switchboard/Watchman contacts:  
Dean of Students or senior officer in charge who contacts family  
President  
Director of Counseling (who contacts roommate(s))  
Associate Dean of Students (who contacts RA or house president or manager)  
Public Affairs (whose staff prepares the internal and external statements.)
2. Law enforcement authorities coordinate investigation and may recommend partial evacuation of crime scene. Senior staff and Campus Services works with law enforcement agencies to establish security measures if murderer is not apprehended.
3. Dean of Students should work with family to plan memorial service or other acknowledgements of loss.
4. President should contact family to express community sympathy.
5. Counseling should work with roommate(s) or immediate friends to manage grief and should advise on community counseling needs.
6. Associate Dean of Students prepares for grief among students, relocates roommate or others who reside in area of crime, and coordinates safety and security measures with Police if murderer is not apprehended.

#### **If the deceased is an employee,**

1. Switchboard/Watchman should contact:  
Supervisor who contacts family  
Senior administrator who contacts rest of senior staff who notify their staff to take appropriate actions.
2. The senior staff should approach family to determine wishes for memorial service.
3. President should express sympathy to family.
4. Senior staff may need to relocate co-workers temporarily if law enforcement authorities secure crime scene.

## **EMERGENCY PLAN**

### **CRIMINAL ACTIVITY: RAPE/SEXUAL ASSAULT**

1. Assess situation. Advise victim that help is available and suggest contacting Crisis Shelter (362-2030). If victim is seriously injured contact 911 and then the switchboard /watchman. Remain with victim until help arrives. The Switchboard/Watchman will contact a senior officer.
2. Advocate will encourage victim to regain control; victim is advised of options for campus, civil and criminal recourse.
3. Encourage victim to go to the hospital to treat injuries, prevent sexually transmitted diseases, and to gather legal evidence that victim can decide later to have used or not. Recommend that victim not shower, douche or change clothing.
4. Encourage victim to talk with police; victim can choose later whether or not to press charges.
5. The senior officer incharge will contact Dean of Students that rape/assault has been reported, but name of victim should not be revealed without permission of victim.
6. Dean of Students contacts Public Affairs and works with them to develop internal and external alerts if victim did not know alleged perpetrator and campus/regional community is endangered.

## **EMERGENCY PLAN**

### **CRIMINAL ACTIVITY: SNIPER**

1. Contact 911 and then Switchboard/Watchman who notifies the President or the senior officer in charge and building managers in the affected area.
2. Law enforcement authorities assume command of the situation and may request assistance from campus officials, such as Counseling and Dean of Students. If hostage situation involves students, Dean of Students will notify families under advice of law enforcement authorities.
3. At conclusion of crisis, Crawfordsville Police indicate clearance for residents of building. Counseling offers suggestions to emotional follow-up. Senior administration contacts Public Affairs to report outcome.

## EMERGENCY PLAN

### CRIMINAL ACTIVITY: THEFT

*This activity would qualify as a crisis if the victim were threatened by an unknown assailant (robbery) or if the theft was of College resources or property valued at \$1,000 or more--art work, computers, science equipment, other office equipment, books, or cash could be among the property stolen.*

1. Contact 911 and the Switchboard/Watchman who contacts appropriate senior staff, department chairs and building managers.
2. Crawfordsville Police assume on-site command of scene and advises on matters of evacuation of scene for review of evidence.
3. The department head in the office/area involved should provide an inventory of items stolen to law enforcement authorities; a copy of the report should also be sent to the Director of Purchasing for filing of insurance claims.
4. If the victim is a person and the campus community could be endangered, senior administrators should work with Police and with Public Affairs to issue a campus and community alert. Counseling should be alerted to advise on counseling needs for the victim and the campus community.
5. Campus Services will coordinate clean-up and installation of new locks or lock changes.

## EMERGENCY PLAN

### CHEMICAL CRISIS: HAZARDOUS CHEMICAL SPILL

*Improper or criminal release of hazardous chemicals could result in injury to individuals on campus or in the area. The Indiana Environmental Protection Agency has the equipment and expertise to dispose of hazardous materials, i.e.: volatile organics, explosive gases, explosive compounds, poisons and poisonous gases which are out of control or chemicals, substances, gases or poisons which are outdated, obsolete or in a state of deterioration or decomposition.*

1. Contact 911 and then Switchboard/Watchman who contacts the Chemical Hygiene Officer, building manager and department chairs in affected area and the appropriate senior administrator.
2. Evacuate the area. Seal off to prevent further contamination.
3. The Crawfordsville Firemen and Police, or EPA officials, shall be responsible for examinations, determination and disposition of hazardous material involved.
4. Senior Administration and Public Affairs prepare internal communications to alert staff to hazards.
5. If situation warrants, the President, Dean of the College or the senior officer in charge, decide whether to cancel classes and close the campus. Public Affairs should be contacted immediately to aid in communicating that information on campus and externally.
6. If campus is closed, the President, Dean of the College or senior officer in charge, will determine, on advice from the authorities handling the spill, when the campus may return to normal conditions. Public Affairs will be asked to communicate that information on campus and externally.

#### Notes:

#### Definitions:

1. Hazardous Material:
  - a. Hazardous materials are those chemicals or substances listed by the Indiana EPA as being subject to special inventory, storage and disposal requirements.
  - b. In general, any material that is flammable, corrosive, reactive or toxic is hazardous. If you are uncertain about a substance, consider it hazardous.
2. Spill: Spill of a hazardous material which requires efforts of more than the person who spilled it to clean or wipe it up immediately.
3. Release: Discharge of toxic fumes in a contained area.
4. Material Safety Data Sheets (MSDS): Forms which provide information regarding identity and specific chemical properties of hazardous materials. Copies of MSDS are kept in the Physical Plant and custodial rooms, the Chemistry Storeroom, and the Biology Office, Theater Technician's office, and the Art Department's Chair's office respectively.

## EMERGENCY PLAN

### Faculty/Staff Actions:

1. The instructor/administrator in charge of the area should evacuate all personnel and seal it off to prevent contamination of other areas. Campus Services personnel and emergency service agencies will assist with the evacuation, if needed.
2. Anyone who may have been contaminated by the spill is to avoid contact with others, remain in the vicinity, and provide identification to emergency personnel upon their arrival.
3. If a situation exists which endangers the safety of persons in a larger area, activate the building fire alarm and immediately evacuate the building.
4. Once outside, move to an area at least 500 feet from the building. Keep roads, fire lanes, hydrants and walkways clear for emergency personnel.

### HAZARDOUS MATERIAL EXAMPLES

Any material with the following characteristics is considered hazardous:

1. **Flammability:** Anything that has a flash point of less than 140 degrees Fahrenheit or which burns readily. Such material is usually marked with a red, diamond shaped label. On campus, paint thinners, gas and oils, and acetone are common examples.
2. **Corrosives:** Anything with a pH of less than 2 or greater than 12.5 or which corrodes steel at a rate greater than 1/4 inch per year. Such material is usually marked with a black and white diamond shaped label. Acids in Science Departments and strong cleaners in Physical Plant are common examples.
3. **Reactivity:** Unstable compounds, compounds that react violently with water, and compounds that give off toxic gasses when mixed with water. Such material is marked with a yellow, diamond-shaped label, and most likely to be encountered in the Science Departments.
4. **EP Toxicity:** Any material from which certain toxic substances will leach when the material is soaked in water under a standard set of conditions. Such material is marked with a white, diamond-shaped label. These are poisons or irritants and most common in the Science Departments.

## **EMERGENCY PLAN**

### **CHEMICAL CRISIS: RADIATION RELEASE**

1. Contact Switchboard/Watchman who notifies Radiation Safety Officer or his backup and the building manager and department chairs in the affected area. Evacuate the immediate area until the Radiation Safety Officer arrives.
2. The Radiation Safety Officer is responsible for evaluation, containment, evacuation and course of action for clean-up. He will work with appropriate personnel to supervise the medical assistance of any persons involved with radioactive materials.
3. The Radiation Safety Officer is charged with appropriate reports with external agencies.
4. If needed Public Affairs, in coordination with the Radiation Safety Officer, prepares appropriate internal and external notices.

## **EMERGENCY PLAN**

### **STRUCTURAL: COLLAPSE OF BUILDING, FLOOR, WALLS, CEILING**

1. Assess situation. If life threatening contact 911 and then Switchboard/Watchman who contacts Campus Services. If not life threatening call Campus Services and then evacuate the area.
2. If rescue is required the Crawfordsville police will have control of the emergency.
3. Campus Services in consultation with the local authorities work to stabilize the structure and protect collapsed area from elements or vandalism; coordinates clearing of debris.
4. After consultation with the local authorities and Campus Services on severity, President or the senior administrator in charge of the area, advises as to the release of staff or cancellation of classes as appropriate.
5. Public Affairs prepares communications to internal and external audiences in coordination with senior administration.

### **STRUCTURAL: EXPLOSION**

1. Contact 911 and then Switchboard/Watchman who will contact Campus Services and building managers, department chairs and senior staff responsible for the area affected by the explosion.
2. Crawfordsville Fire Department, will assume jurisdiction for an explosion that causes fire or that could emit toxic fumes.
3. Campus Services works with Fire Department to secure affected area.
4. After consultation with Fire Department and Campus Services on severity, President and senior staff in charge of area advises as to of release staff or cancellation of classes as appropriate.
5. Public Affairs prepares communications to internal and external audiences in coordination with senior administration.

**Fall 2006****Emergency Response****Step 1: Assure Human Safety**

- A. Assess seriousness of emergency.
- B. **Call 6000 (Switchboard/Watchman) for on campus help. If the emergency is life threatening dial 911 first.**
- C. Before help arrives, assure safety of the people in the building. Coordinate evacuation if the situation is life-threatening.

**Step 2: Minimize Damage of Facility**

- A. The Switchboard/Watchman will contact on-campus individuals responsible for the area of campus.
- B. If appropriate remove valuable records and equipment.

**EMERGENCY TELEPHONE NUMBERS:**

| <b>Police and Fire Department</b>     |                | <b>911</b>  |                     |
|---------------------------------------|----------------|-------------|---------------------|
| <b>SENIOR OFFICERS of the COLLEGE</b> |                | <b>Name</b> | <b>Office Ext.</b>  |
|                                       |                |             | <b>Home Phone #</b> |
| President                             | Patrick White  | 6221        | 362-2236            |
| Dean of the College                   | Gary Phillips  | 6224        | 359-0289            |
| Treasurer                             | Larry Griffith | 6212        | (317) 736-9174      |
| Dean of Students                      | Thomas Bambrey | 6480        | 361-6022            |
| Dean for College Advancement          | Joseph Emmick  | 6152        | 364-0986            |
| Dean of Admissions                    | Steven Klein   | 6253        | 361-9348            |
| <b>PUBLIC AFFAIRS</b>                 |                |             |                     |
| Director                              | James Amidon   | 6364        | (765) 344-2008      |
| <b>SERVICE DIRECTORS</b>              |                |             |                     |
| Campus Services                       | David Morgan   | 6382        | 362-5609            |
| Computer Services                     | Brad Weaver    | 6308        | 362-6013            |
| Bon Appetit                           | Mary Jo Arthur | 6412        | (765)477-0341       |
| Student Housing                       | Michael Raters | 6289        | 362-1459            |
| Computer Network                      | Brad Weaver    | 6308        | 362-6013            |
| Telephone Communications              | Brad Weaver    | 6308        | 362-6013            |
| Counseling                            | Scott Cavins   | 6252        | (317)359-2875       |
| Health Service                        | Carol Lamb     | 6265        | 362-1220            |
| Physician                             | John Roberts   |             | 362-5789            |
| Physician                             | Scott Douglas  |             | 362-5789            |
| Security                              | Richard Webber | 6000        | 362-5834            |
| Human Resources                       | Catherine Metz | 6418        | 942-0210            |
| <b>SAFETY OFFICERS</b>                |                |             |                     |
| Chemical Hygiene Officer              | Julie Olsen    | 6206        | 362-6391            |
| Radiation Safety Officer              | David Polley   | 6219        | 362-5539            |
| Co-Chairs, Safety Committee           | Robert Horton  | 6476        | 866-1622            |
|                                       | Julie Olsen    | 6206        | 362-6391            |
| <b>EMERGENCY COORDINATORS</b>         |                |             |                     |
|                                       | David Morgan   | 6382        | 362-5609            |
|                                       | cell 366-2909  |             |                     |

|                                   |                      |      |                |
|-----------------------------------|----------------------|------|----------------|
|                                   |                      |      |                |
|                                   |                      |      |                |
| <b>DEPARTMENT SAFETY OFFICERS</b> |                      |      |                |
| Art                               | Douglas Calisch      | 6385 | 435-2147       |
| Biology                           | Eric Wetzal          | 6074 | (765) 477-1327 |
|                                   | Cindy Munford        | 6274 | 866-1813       |
| Chemistry                         | Richard<br>Dallinger | 6242 | 364-9208       |
|                                   | Patricia Barker      | 6207 | 339-4676       |
| Physics                           | Dennis Krause        | 6181 | 364-0585       |
| Psychology                        | Robert Horton        | 6476 | 866-1622       |
| Theater                           | James Gross          | 6177 | 364-0162       |
| Athletics                         | Jason<br>Hutchinson  | 6353 | 361-9451       |
|                                   | Mark Colston         | 6159 | 364-1908       |
|                                   | Brian Anderson       | 6190 | 361-9466       |
|                                   |                      |      |                |
| Campus Services                   | David Morgan         | 6382 | 362-5609       |
|                                   |                      |      |                |
| <b>BUILDING MANAGERS</b>          |                      |      |                |
| Armory                            | Thomas Bambrey       | 6480 | 361-6022       |
| Arnold House                      | Scott Crawford       | 6355 | (765)918-8899  |
| Athletics Complex                 | Vernon Mummert       | 6233 | 361-8815       |
| Baxter Hall                       | Melissa Butler       | 6312 | 362-3193       |
| Caleb Mills                       | Joseph Emmick        | 6152 | 364-0986       |
| Center Hall                       | Glen Helman          | 6334 | 362-0428       |
|                                   |                      |      |                |
| Chapel                            | William Placher      | 6262 | 362-8951       |
| Detchon Center                    | Gregory Redding      | 6129 | 361-9725       |
|                                   | Leslie Day           | 6239 | 364-1413       |
| FINE ARTS CENTER                  | Michael Abbott       | 6448 | 361-<br>5923   |
|                                   | George Belmore       | 6438 | 364-1177       |
| Forest Hall                       | Michele Pittard      | 6160 | (765) 474-5543 |
| Goodrich Hall                     | Dennis Krause        | 6181 | 364-0585       |
|                                   | J.D. Phillips        | 6431 | 361-0094       |
| Hays Center                       | Joseph Emmick        | 6152 | 364-0986       |
| Hays Hall                         | Eric Wetzal          | 6074 | (765) 477-1327 |
|                                   | Robert Olsen         | 6211 | 362-6391       |
| Hovey Cottage                     | Lucinda<br>Huffaker  | 6434 | 361-0459       |
| Kane House                        | Joseph Emmick        | 6152 | 364-0986       |
| Kingery Hall                      |                      |      |                |
| Lilly Library                     | John Lamborn         | 6327 | (317) 926-5532 |
| Maintenance                       | Craig Bell           | 6458 | 361-5951       |
| Malcolm X Institute               | Tim Lake             | 6384 | (260) 602-5264 |
| Sparks Center                     | Michael Raters       | 6289 | 362-1459       |
| Trippet Hall                      | William Doemel       | 6311 | 362-1494       |
| Student Housing                   | Michael Raters       | 6289 | 362-1459       |

| <b>DEPARTMENT CHAIRS</b> |                                  |              |                            |
|--------------------------|----------------------------------|--------------|----------------------------|
| Biology                  | Eric Wetzel                      | 6074         | (765) 477-1327             |
| Chemistry                | Scott Feller                     | 6175         | 364-0780                   |
| Physics                  | Dennis Krause                    | 6181         | 364-0585                   |
| Math & Computer Science  | J.D. Phillips                    | 6431         | 361-0094                   |
| Art                      | Greg Huebner                     | 6386         | 362-5264                   |
| Classics                 | Leslie Day                       | 6239         | 364-1413                   |
| English                  | Joy Castro                       | 6154         | (765) 918-3440             |
| Mod. Lang. & Lit.        | Greg Redding                     | 6386         | 362-9725                   |
| Philosophy & Religion    | Glen Helman                      | 6283         | 362-0428                   |
| Music                    | Larry Bennett                    | 6473         | 361-2988                   |
| Rhetoric Fall/Spring     | Todd McDorman<br>David Timmerman | 6183<br>6393 | 361-5807<br>(765) 463-3126 |
| Theater                  | Michael Abbott                   | 6448         | 361-5923                   |
| Economics                | Kay Widdows                      | 6321         | (765) 474-8196             |
| History                  | Stephen Morillo                  | 6309         | 364-9868                   |
| Political Science        | David Hadley                     | 6415         | 362-0599                   |
| Psychology               | Brenda Bankart                   | 6328         | 362-4436                   |
| Education                | Michele Pittard                  | 6160         | (765)474-5543              |

## **Contractors**

### Addendum to Emergency Action Plan

We include this addendum to apply to all contractors who work on the Wabash College campus. Wabash College expects that all contractors who work on campus will have an Emergency Action Plan that includes the following:

1. General procedures for how a disaster (e.g., fire, tornado, earthquake, etc.) will be communicated to employees and how employees should continue the communication of this information (i.e., who to tell).
2. Procedures for emergency evacuation, including evacuation sites at Wabash and exit routes from the building(s) in which contractors are working.
3. Procedures to account for all employees in the event of an evacuation.
4. Specific description of individuals who may be in charge of critical operations during an evacuation and specific procedures for these individuals (if applicable).
5. Documentation that all employees have reviewed the emergency action plan, who is responsible for such documentation, and where that documentation is kept.

### Addendum to Fire Prevention Plan

We include this addendum to apply to all contractors who work on the Wabash College campus. Wabash College expects that all contractors who work on campus will have a Fire Prevention Plan that includes the following:

1. Specific job titles of those who work with/around flammable and combustible substances and/or equipment as well as the equipment and substances under consideration.
2. Procedures for reducing the risk of ignition of flammable/combustible materials.
3. Job titles of those who are responsible for inspecting equipment to ensure fire safety.
4. Job titles of those responsible for the control, storage, and oversight of fuel sources and fuel source hazards.