

INDIANA **TECH**

**CRISIS/
EMERGENCY/
SAFETY
MANAGEMENT PLAN**

**May 1, 2006
Updated January 22, 2010**

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SECTION 1 – PLAN OVERVIEW

Introduction & Purpose of Plan

This plan outlines the procedures to be used on campus in a crisis situation. It defines a number of crisis response teams, responsibilities of the various teams, communication channels, guidelines for a variety of emergency situations, and vital contact information for internal and external resources.

The plan does not encompass all types of crisis situations; however, the advanced planning done in its preparation and related training should help facilitate calm, quick, and thorough responses should a crisis situation arise.

Objectives

The objectives of the crisis management plan:

- Minimizing loss of life or injury
- Minimizing damage to property
- Meeting the vital human service needs of students and employees
- Protecting documents and records
- Restoring regular operations of the university
- Communicating accurate facts to constituents and the public
- Ensuring that the university's response is timely, effective, responsible and compassionate – and is perceived as such

First Point of Contact

The first point of contact in a crisis situation should normally be to Campus security x2230 (260-399-2805 (direct line) or 260-740-6642 (cell) from off-campus) AND 911 (if appropriate).

The Campus security department will immediately contact emergency personnel if appropriate AND appropriate Crisis/Emergency/Safety Team personnel. There will be one connected phone call to the Crisis Management Director using the Cabinet Phone Tree (see Appendix D). Then, depending on the type of emergency and the needed response, the Crisis Management Director determines next steps.

The exception to the above is Computer Emergencies. The first point of contact should be a high priority stat ticket or dial x2379.

Definition of a Crisis

A crisis is any situation or event that has a real or potential major impact on, or significant disruption to, the operations of the campus as a whole. Examples of such situations may include: environmental crises such as severe damaging storms, tornado touchdown, extreme snow and ice conditions, or earthquake; accidental crises such as campus-wide utility failure, large-scale building fire, or major explosion or chemical spill; or behavioral crises such as bomb threats, threatening criminal actions, violent demonstration, or hostage situations.

Generally a crisis does not include student or employee disciplinary incidents, an individual accidental injury, or isolated damages to facilities. Such situations will be handled through normal operating procedures unless there is some unusual aspect to the situation that would affect the entire campus and need to be handled as a crisis.

Crisis Governance

The president has designated a Crisis Management Team and individuals in key roles for helping the university respond to a crisis.

It is understood that if it is necessary to utilize off-campus emergency agencies to control the crisis, the university will request immediate assistance from local police and fire departments, the Allen County Emergency Management Team, the Indiana State Police and/or the Allen County Health Department. Once such assistance has been obtained, the university will delegate authority as appropriate to the senior command officers of these agencies.

Maintaining the Plan

The Crisis Management Plan will be reviewed and revised on a periodic basis – or any time deemed necessary by a significant change in university operations or structure.

Training sessions for appropriate employees, staff, and students will be conducted periodically to ensure the awareness of the plan and to test readiness and functionality of the plan.

All individuals assigned responsibilities with the Crisis Management Team are to keep at their disposal current detailed procedures to carry out their responsibilities.

Declaration of Campus State of Emergency

In a crisis situation, the president, the vice president of academic affairs, the vice president of finance & administration or the director of facilities management may declare a campus state-of-emergency. See page Appendix D for Cabinet Phone Tree.

When such a declaration is made, only registered students, faculty, staff, contracted service providers, emergency personnel, and authorized members of the media are authorized to be present on campus.

Crisis Command Post

When a crisis occurs, the crisis management director will notify the Command Post Support Response Team leader as to the need to set up and staff a Crisis Command Post. The **first choice of location for the command post will be the first floor conference room in Abbott Center**. If Abbott has been incapacitated by the crisis, the secondary location for the command post will be the JS Board Room in Andorfer Commons. At least one member of the Command Post Support Response Team will staff the command post at all times until the crisis period ends.

SECTION 2 – CRISIS TEAMS

Crisis Management Team & Leadership

Crisis Management Director:

VP of Finance & Administration – **Judy Roy**
First Alternate: President - Dr. Arthur Snyder
Second Alternate: VP of Academic Affairs – Dr. Elaine Pontillo

Facilities:

Director of Facilities Management – **Mike Townsley**
Alternate: Maintenance Technician – Justin Elder

Business Office: Controller – Shelly Studebaker

Alternate: AR Manager – Frank Kahn

Creative Services/Public Information:

Director of Marketing – **Janet Schutte**
Alternate: Director of Advancement Communication – Deb Agler

Student/Staff Support Services:

Associate Vice President Student Services – **Chris Dickson**
Alternate: Vice President Enrollment Management/Student Life – Allison
Carnahan

Command Center Support:

Director of Human Resources – **Chris Black**
Alternate: Assistant Director of Human Resources – Amy Jagger

Information Technology:

Director of Information Technology – **Jeff Leichty**
Alternate: Server Administrator – Mike Korreckt

Crisis Response Teams & Members

FACILITIES

Mike Townsley, Leader

Justin Elder, alternate

Gary Chunn

Tom Dague

COMMAND CENTER SUPPORT

Chris Black, Leader

Amy Jagger, alternate

Nancy Townsend

Jennifer Ross

Mike Peterson

BUSINESS OFFICE

Shelly Studebaker, Leader

Vicki Goltz, alternate

Frank Kahn

Phyllis Thieme

INFORMATION TECHNOLOGY

Jeff Leichty, Leader

Mike Korrekt, alternate

Dave Bulanda

Joel Esslinger

CREATIVE SERVICES/PUBLIC INFO

Janet Schutte, Leader

Deb Agler, alternate

Jeffrey Melton

Tessa Ward

Peter Nowak

STUDENT/STAFF SUPPORT SERVICES

Chris Dickson, Leader

Allison Carnahan, alternate

Mary Scudder

Jill Thomas

Craig Dyer

Building Coordinator Listing

Andorfer	Frank Kahn (x2290)	Alt. Jessica Inniger (x2317)
Abbott	Nancy Townsend (x2202)	Alt. Jennifer Ross (x2131)
Warrior Fieldhouse	Joy Heyman (x2138)	Alt. Jenn Gaff (x2284)
Cunningham	Doris Foss (x2363)	Alt. Barbara Perry (x2120)
Residence Halls	Chris Dickson (x2234)	
Schaefer Center	Jill Thomas (x2227)	Alt. Jeff Walker (2244)
Seitz	Cindy Meyers (x2274)	Alt. Alisa Perry (x2242)
Zollner	Carol Ford (x2216)	Alt. Dave Aschliman (x2102)

Duties:

A. Emergency preparedness

1. Maintain an up-to-date roster of employees working in the building
2. Know the location of fire extinguishers and first aid equipment in the building
3. Be familiar with the Crisis Management Plan and keep a copy of the plan readily available
4. Store bullhorn for emergency use. The bullhorn will primarily be used in the case of a tornado warning requiring building occupants to move to the designated safe location but may be used for other emergencies as deemed necessary. Periodically check the bullhorn to make sure the batteries are usable and the bullhorn is still in working order.

B. In an emergency and/or crisis

1. Call 911 if appropriate.
2. Call the Campus Security Office
 - a) ext. 2230
 - b) direct line (260)399-2805
 - c) cell phone # (260)740-6642.
3. In a crisis, contact the crisis management director for direction
4. Inform all employees working in the building of the emergency/crisis condition
5. Initiate building evacuation when appropriate and take attendance
6. Utilize emergency bullhorn as appropriate
7. Maintain emergency telephone communications with officials (from an alternate site if building evacuation is necessary)

Crisis Management Director Job Description

Role

The function of the crisis management director is to direct the university's response to the crisis. This includes mobilizing the crisis management leadership team and their respective response teams as appropriate and coordinating their activities.

Who

The VP of finance & administration (Judy Roy) is designated as the crisis management director. In the absence of the VP of finance & administration, the president (Art Snyder) will serve as the crisis management director. In the absence of the VP of finance & administration and the President, the VP of academic affairs (Elaine Pontillo) will serve in this capacity. In the absence of these three positions, the director of facilities management (Mike Townsley) will serve in this capacity.

Where

The Crisis Management Team will meet in the first floor conference room in the Abbott Center (alternate location will be the JS Board Room in Andorfer Commons).

Duties

The duties of the crisis management director include:

- A. Alerting and assigning duties to Crisis Management Team members as may be required to respond to the particular crisis
- B. Mobilizing Crisis Response Teams as needed and coordinating their activities
- C. Establishing a crisis command post with the assistance of the Command Center Support Team
- D. Assessing the nature and magnitude of the crisis
- E. Declaring and ending, when appropriate, a campus state-of-emergency
- F. Performing other related duties as may be needed by virtue of the crisis
- G. Calling the Crisis Management Team together periodically to brief any new members, make adjustments in members assigned to response teams, review supporting data, phone numbers, plan appendices for accuracy, and revise the plan if needed

Crisis Management Leadership Team Job Description

Role

The function of the Crisis Management Leadership Team is to advise and assist the crisis management director in managing the university's response in a time of crisis. Members of the team will oversee response teams charged with specific duties to assist in the crisis management effort. As directed by the Crisis Management Director, members will mobilize their respective response teams and proceed to the Command Post for consultation.

Who: (see chart on page 7)

Where

Conference Room on the first floor of Abbott (alternate location will be the JS Board Room in Andorfer)

Duties

- A. Pre-crisis responsibilities
 - 1. Keeping a current copy of this Crisis Management Plan at home and in the office
 - 2. Notifying the crisis management director of any needed revisions to the Crisis Management Plan
 - 3. Attending periodic review meetings
 - 4. Making sure response team members know and understand their responsibilities
 - 5. Maintaining appropriate resources for use by the response team to use in a crisis

- B. During a crisis
 - A. Mobilizing his/her response team as directed by the crisis management director
 - B. Keeping response team members informed about the nature of the crisis
 - C. Providing oversight and direction to his/her response team as needed
 - D. Keeping the crisis management director well informed as events develop

- C. Post-crisis responsibilities
 - 1. Seeing that all resources and operations pertaining to his/her response team are restored to normal status
 - 2. Reviewing how well the Crisis Management Plan worked and updating the plan as needed

Facilities Response Team

Role:

The Facilities Response Team is responsible for taking immediate action to minimize injury and loss of life, minimize damage to property, and for working to immediately analyze and restore regular operational systems.

Who: (see chart on page 7)

Where:

B&G break room

Duties:

The duties of the Facilities Response Team include:

- A. Taking immediate and appropriate action to protect life and property and to safeguard records as necessary
- B. Notifying and coordinating activities with emergency service providers, outside contractors and governmental agencies as necessary
- C. Establishing an initial perimeter around the site to control access and traffic
- D. Providing fire prevention services as needed
- E. Providing equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection
- F. Providing vehicles, equipment, and operators for movement of personnel and supplies
- G. Obtaining the assistance of utility companies as required
- H. Furnishing emergency power and lighting systems as required
- I. Monitoring campus emergency warning and evacuation systems
- J. Ensuring the crisis management director is kept well informed of events as they develop

Business Office Response Team

Role:

The Business Office Response Team is responsible for taking immediate action to safeguard the assets of the university and to work to immediately analyze and restore regular operations of business services.

Who: (see chart on page 7)

Where:

First floor conference room in Seitz Center

Duties:

The duties of the Business Office Response Team include:

- A. Contacting legal counsel for advice and service
- B. Working with financial institutions as deemed necessary for continuity of financial affairs
- C. Arranging for off-site storage of necessary records and supplies
- D. Securing alternate office and/or classroom space as needed
- E. Securing supplies and/or equipment as needed
- F. Maintaining and/or restoring financial services
- G. Securing alternate housing for students as needed
- H. Arranging alternate food service as needed
- I. Ensuring the Crisis Management Director is kept well informed of events as they develop

Creative Services / Public Information Response Team

Role:

The Creative Services/Public Information Response Team is responsible for providing information to all affected parties in a crisis, including students, faculty, staff, Board of Trustees, and the media.

Who: (see chart on page 7)

Where:

Creative Services Office

Duties:

The duties of the Creative Services/Public Information Team include:

- a) Ensuring a timely flow of accurate information to the public and the media from one chief university spokesperson –the director of marketing, the president, or another individual named by the crisis management director
- b)
- c) Preparing a brief initial statement that can quickly be handed, faxed, or dictated to news media as well as being posted on the university’s Web site. Allowing this statement to stand until more information is available for preparation of more detailed remarks and then updating the statement periodically as new information warrants.
- d) Responding to calls from media and others requesting information while avoiding impromptu verbal responses
- e) Making arrangements for direction and reception of media visiting the campus with parking and meeting locations determined by the specifics of the situation
- f) Dispatching a photographer or members of the Creative Services staff to the scene for documentation if appropriate
- g) Communicating details to the public regarding information about chapels, funerals, and memorial services
- h) Communicating details to the public regarding donations being accepted related to vital human services
- i) Advising the crisis management director of media reports related to the crisis
- j) Scheduling news conferences for the media as approved or directed by the crisis management director

- k) Assisting the Student/Staff Support Services Response Team in developing messages to inform the campus, parents, donors, neighbors, and other constituents about the crisis and its resolution
- l) Providing the members of the Board of Trustees with information and updates on the crisis as directed

Student / Staff Support Services Response Team

Role:

The function of the Student/Staff Support Services Response Team is to coordinate the flow of information to the campus community and to assist the crisis management director in assuring the campus community that the university is responding quickly, sensitively, and appropriately to the human dimensions of the crisis.

Who: (see chart on page 7)

Where:

Andorfer Conference Room B242

Duties:

The duties of the Student/Staff Support Services Response Team include:

- A. Setting up an information station for students, faculty, and staff to receive information and updates on the crisis situation
- B. Continually providing updates regarding the campus situation to students, faculty, and staff
- C. Arranging the format and program for any campus-wide meeting(s) during and immediately following the crisis
- D. Planning and implementing strategies to assist students and employees in coping with the shock associated with the crisis
- E. Informing resident directors, resident assistants and campus ministries coordinators of the nature of the crisis and assisting them in meeting student needs
- F. Assisting outside emergency agencies in providing first-aid as needed
- G. Making arrangements for transportation of students and staff to get medical attention as needed

- H. Providing comfort and assistance to the next of kin of any members of the campus community injured or killed in the crisis. Information required about the victims will include
 - 1. full name, age, student year, program of study
 - 2. local and home address
 - 3. parents/guardians/spouses names, address, phone number
 - 4. the position or function, if any, regarding the student's involvement in the crisis
- I. photo of student/staff (consult with family prior to releasing)
- J. Serving as primary liaison between the university and the families of any persons injured or killed
- K. Notifying next of kin of students or faculty and staff of death, serious injury, or other developments that warrant notification of family or relatives. This must be performed in a sensitive and factual manner. The team must:
 - 1. Verify information about those involved in the crisis
 - 2. Make prompt, sensitive and appropriate notification to next of kin (after proper consultation with county coroner's office, hospital, or appropriate authority and the crisis management director)
- L. Handling any other details that may be related to family concerns, funerals, medical care, travel, accommodations, or other areas in which the university should offer assistance
- M. Mobilizing appropriate personnel to assist the families
- N. Ensuring that the crisis management director is kept well informed of events as they develop

Command Post Support Team

Role:

The Command Center Support Team is responsible for providing supportive services to the crisis management director in a time of crisis. This includes assisting in the immediate communication of the crisis to members of the Crisis Management Team and the establishment of a Crisis Command Center.

Who: (see chart on page 7)

Where:

Location will be Abbott Center Conference Room A, if available. Secondary location will be the J S Boardroom on the first floor of Andorfer Commons.

Duties:

The duties of the Command Center Support Response Team include:

- A. Staffing a Crisis Command Center, including the routing of incoming calls and inquiries.
- B. Immediately checking with the crisis management director as to where additional staffing support is needed. Dispatching staff to supplement the staff of other response teams as needed. Recruiting additional staff from around the campus to assist in the time of crisis as needed
- C. Alerting building coordinators of the crisis and relaying instructions to them
- D. Establishing separate facilities for use by outside emergency teams and media including service for telephone and equipment as appropriate
- E. Providing assistance to the crisis management director as needed
- F. Making sure that resource materials are readily available at the Command Center, including multiple copies of the Crisis Management Plan, roster of currently enrolled students, employee roster, telephone directories, floor plans, etc.
- G. If a field command post is needed, arranging for the following equipment to be available:
 - 1. Two portable hand radios with back-up batteries
 - 2. Portable public address system
 - 3. Two cellular phones
 - 4. Campus phone directory and local phone directory
 - 5. Copy of Crisis Management Plan
- H. Securing and distributing supplies to meet other basic needs, such as clothing, blankets, medical supplies, etc.
- I. Arranging for the receipt of donations and coordinating with the Creative Services/Public Information Response Team any communication to the public regarding donations being accepted.
- J. Ensuring the crisis management director is kept well informed of events as they develop

Information Technology Response Team

Role:

The Information Technology Response Team is responsible for taking immediate action to safeguard the technological assets of the university and to work to immediately analyze and restore technology services that support the operations of business services.

Who: (see chart on page 7)

Where:

First floor conference room Zollner Engineering Center.

Duties:

The duties of the Information Technology Response Team include:

- A. Assessing the impact of the crisis on technology infrastructure
- B. Securing replacement equipment to restore full service
- C. Restoring critical applications and systems for business operations
- D. If necessary, securing offsite backups for system restoration
- E. Assisting Command Center Support Team with technology, including computers and telecommunications
- F. Ensuring the crisis management director is kept well informed of events as they develop

SECTION 3 - PROCEDURES

Evacuation Procedures

Building Evacuation

- A. All building evacuations will occur when an alarm sounds and/or upon notification by campus security, building coordinator, maintenance staff, senior leader or crisis management director.
- B. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- C. Once outside, move to a clear area designated for the building (must be at least 500 feet away). Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- D. DO NOT return to an evacuated building unless told to do so by campus security, building coordinator, maintenance staff or senior leader.
- E. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the building coordinator to account for all building occupants.

Staff (including RAs) and campus security are responsible for guiding all building inhabitants to the following meeting places:

- **Abbott** – grassy area south side of fire pit near Abbott
- **Andorfer Commons** – west parking lot near outside basketball courts
- **Evans-Kimmell** – Abbott parking lot next to Abbott building
- **Kalbfleisch** – parking lot on north side of Andorfer Commons
- **Oropeza Hall** - Abbott parking lot next to Abbott building
- **Pierson** – south side of Andorfer Commons near Scully Square area.
- **Schaefer** – grassy area south side of fire pit near Abbott
- **Yergens-Rogers** – west parking lot of Yergens-Rogers Hall
- **Cunningham, Fieldhouse, Zollner, Seitz**, – Zollner parking lot northeast of Zollner building

Campus Evacuation

- A. The crisis management director is responsible for announcing any evacuation of all or part of the campus.
- B. All students, staff and campus guests are to immediately vacate the site in question and relocate as directed.

University Housing Evacuations

Indiana Tech has a responsibility to provide adequate student housing and account for students who have entered into a university housing contract and reside in university provided housing. In the event that one or more of the residential facilities require being evacuated, the following procedure is an outline for accommodating the displaced students.

Short-Term Evacuation is defined as evacuation of a facility for 48 hours or less. Any evacuation of a residential facility anticipated to last longer than 48 hours is considered **Long-Term Evacuation**. In either case, all residents of the housing facility shall be temporarily housed or “staged” in the Andorfer Commons Conference Rooms and/or Recreation Center. Depending on the situation causing the evacuation, additional areas of the staging area should be allocated for medical assistance and/or counseling resources. In addition, the locker rooms located in the Schaefer Center Gymnasium and Wellness Center will be utilized for personal hygiene. If the Andorfer Commons is unavailable, an alternate building will be designated in cooperation with the Director of Facilities Management and the Director of Crisis Management.

In both short term and long term evacuations, the director of university housing will provide and maintain a roster of evacuees. That roster will be made available to the university switchboard and to the crisis management team as well as the university security staff. This directory is primarily for accountability and communications but not for dissemination to the general public.

Short-Term Evacuation: In the event that a short term evacuation must occur in one or more of the residence halls, the primary response will be to utilize the facility as temporary sleeping and eating facilities as well as a preparation and distribution of the roster evacuees. Students who choose to forgo the temporary arrangements provided by the university due to other available accommodations will still be required to register their contact information and temporary location prior to departure.

Long-Term Evacuation: If the evacuation is long term, the short term plans will be used as a staging process until displaced students can be relocated to an adequate long term temporary housing location. If there are available options remaining in other campus housing facilities, those vacancies will be utilized first and priority will be to utilize those vacancies for residential students without their own form of transportation. Other long term temporary housing solutions include local hotels, other universities with housing facilities, nearby apartment complexes, Red Cross provided emergency shelters, etc. Once again, students who choose to forgo the temporary arrangements provided by the university must register their contact information and temporary location prior to departure. As students are moved from the staging area, the evacuee roster must be updated with corrected contact information and provided to the above mentioned parties.

The cost of food and housing for the displaced students during either short term or long term evacuations is the responsibility of the university except if the student opts to forgo the university provided solution. Residential Life staff as well as an increased security officer presence should be utilized to provide supervision in the short term and long term housing options. Students wishing to obtain personal items left behind in their rooms of the evacuated building may do so only under escort by an appropriate university staff or security officer if the facility is safe to enter and are expected to patiently await a reasonable amount of time for accommodation of their request.

Medical & First Aid Services

Emergency Telephone Numbers: 911

Medical Emergencies

1. If serious injury or illness occurs on campus, quickly assess the scene for safety and immediately dial 911. Give your name and describe the nature and severity of the medical problem and the campus location of the victim. Whenever possible and available, a faculty or staff member should remain with the victim and send a second person for help.
 2. Call Indiana Tech campus security (X2230 or direct line (260)399-2805 or cell (260)740-6642) and report the situation. Campus security will contact the director of student life.
 3. In case of minor injury or illness, first aid/CPR trained and certified personnel should quickly perform the following steps:
 - a. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM** except if the scene is no longer safe.
 - b. Ask victim, “Are you okay?” and “What is wrong?”
 - c. Check breathing and give artificial respiration if necessary
 - d. Control serious bleeding by direct pressure on the wound
 - e. Continue to assist the victim until help arrives
 - f. Look for emergency medical I.D., question witness(es) and give all information to the paramedics
- *Only trained and certified personnel should provide first aid treatment (i.e. first aid, CPR). Whoever provides first aid treatment should document their steps.**
4. In cases involving loss of bodily fluids, appropriately trained staff should be contacted for cleaning and proper disposal of materials.
 5. Campus security will document the occurrence.

SECTION 4-
WEATHER
EMERGENCIES

Tornado

Severe Thunderstorm—characterized by high winds and dangerous lightning and thunder.

Tornado Watch - Means conditions are favorable to the development of tornadoes. Be alert to worsening conditions and be prepared to take shelter.

Tornado Warning—Means a tornado has actually been sighted or indicated on radar. The local signal is being sounded. **Take shelter immediately** and keep in mind:

- A. Go to an interior hallway or room on the lowest floor of the building or to a designated shelter area
- B. Stay away from windows, to avoid flying debris
- C. AVOID auditoriums, gymnasiums and other large rooms, if possible

In case of a tornado watch, Security will issue an electronic message to all Ft. Wayne Campus (incl students).

In case of a tornado warning, Security will issue an electronic message to all Ft. Wayne Campus (incl students). In the case of a warning, moving to a safe area is **mandatory**.

Building Coordinators will be responsible for directing people to safe areas. Each building coordinator will be equipped with a bullhorn which has a loud audible siren. The alarm signal may be used to notify the building of the emergency after which the voice option may be used to direct people to the appropriate location. The alarm signal and bullhorn should primarily only be used for a tornado warning if the warning is issued for or includes the central part of Fort Wayne.

If this occurs in the evening, Security will notify all other security officers via radio.

Designated safe areas by building:

Dorms:

Evans-Kimmell – 1st floor in front of corresponding room

Kalbfleisch – Basement or 1st floor hallway

Oropeza Hall - 1st floor in front of corresponding room

Pierson – 1st floor in front of corresponding room

Yergens-Rogers – 1st floor in front of corresponding room

Other Buildings:

Abbott – Admissions area (in common area with all office doors closed) OR 1st floor restrooms

Andorfer – Basement area

Cunningham – 1st floor in hallway away from atrium area

Fieldhouse – Lower level corridor

Schaefer – Basement of Andorfer (connecting building)

Seitz – Cellar or 1st floor hallway by restrooms

Zollner – Basement in hallway

Snow and/or Ice Emergency

Winter weather in Indiana is very unpredictable, and occasionally severe weather will create an unsafe condition, which requires the university to cancel classes. The decision to cancel classes is determined by individual campuses throughout the state. In Fort Wayne, where classes are conducted during the day and evening, a situation could arise where classes could be canceled in the morning, but could be conducted on schedule in the evening or vice versa. Students should read and/or listen to cancellation reports carefully.

Students need to understand that classes are likely to be held even during times when driving conditions are not ideal. We encourage you to slow down and use caution even if that means arriving late for class. If conditions in your area are severe, use your own discretion when deciding whether to attend class.

In the event that classes are canceled employees are still expected to report to work. However, the university does not expect employees to take unnecessary risks to report or remain at work. See the Indiana Tech Policies and Procedures Manual section 8.06 for more details regarding this.

The Allen County Board of Commissioners also has created three levels of snow and/or ice emergency that may be declared in unincorporated Allen County: This information may be helpful to employees when deciding whether to report or remain at work during severe weather.

Level I: All motorists are asked to stay off roadways unless absolutely necessary.

Level II: Only emergency travel is allowed. Drivers may be ticketed and vehicles may be towed if on the roads. County Government offices are closed.

Level III: All travel is prohibited except for authorized vehicles. County Government offices are closed.

Cancellation information for CPS

Whenever possible, the **Indiana Tech College of Professional Studies** will decide whether to cancel classes no later than:

Monday through Thursday – 3:00 pm

Saturday – 7:00 am

Sunday – 3:00 pm

Where do I check for this information?

1. Call 800-288-1766. Then dial the weather information line at extension 2411. This will provide information on weather cancellations for all campuses and campus extensions. Please listen carefully as classes are often cancelled in some locations, but not others.
2. Log on to our Website (www.indianatech.edu)
3. Check your Indiana Tech e-mail. We will send broadcast e-mail messages to students when there are weather cancellations. Please note that you must have activated your Indiana Tech e-mail to have access to these messages, but all active students have been assigned an account. (You can set your account to automatically forward messages to your preferred e-mail provider.)
4. Watch TV stations WANE 15, 21 ALIVE or listen to WAJI 95.1 FM

Cancellation information traditional college

1. Call 260-422-5561. Then dial the weather information line at ext. 2411. This will provide information on weather cancellations for all campuses and campus extensions. Please listen carefully as classes are often cancelled in some locations, but not others.
2. Log on to our Website (www.indianatech.edu)
3. Check your Indiana Tech e-mail. We will send broadcast e-mail messages to students when there are weather cancellations. Please note that you must have activated your Indiana Tech e-mail to have access to these messages, but all active students have been assigned an account. (You can set your account to automatically forward messages to your preferred e-mail provider.)
4. Watch TV stations WANE 15, 21 ALIVE or listen to WAJI 95.1 FM

SECTION 5

NATURAL

DISASTERS

Earthquake

1. IF INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. IF OUTDOORS, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energized. Know your assembly points.
3. 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 the shelter it offers.
4. If an emergency exists, activate the building alarm. If the alarm fails to go off in the building, report the emergency by telephone.
5. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
6. After the initial shock, evaluate the situation, and if emergency help is necessary, call 911. Protect yourself at all times and be prepared for after-shocks.
7. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
8. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by campus security, building coordinator, maintenance staff or senior leader.
9. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the building coordinator to account for all building occupants.

Fire

Upon receiving a call or noticing a fire or smoke, the following guidelines should be followed:

1. Pull fire alarm if not already activated and exit the facility. Pull stations are always located by main exit doors.
2. Call 911 and report the fire. Call campus security (x2230 or direct line 260-399-2805 or cell 260-740-6642) to report the fire.
3. Campus security must have a current emergency contact list. The recommendation is to utilize the mobile phone outside the campus security office. Campus security should contact the following people:
 - a. Securitas Site Supervisor (x2230 or direct line 260-399-2805 or cell 260-740-6642)
 - b. Director of Facilities (x2246 or 260-740-6643)
 - c. Coordinator of Custodial Services (x2297 or 260-385-2770)
 - d. Associate Vice President Student Services (x2234 or 260-403-4140)

If the following buildings are involved, additionally need to contact the following:

Andorfer Building: Director of Andorfer Commons
Zollner Building: Director of Information Technology

4. The director of facilities (or coordinator of custodial services as secondary person in charge) must make one connected phone call according to the following protocol agreed to by the cabinet:
 - a. President
 - b. VP of Academic Affairs
 - c. VP of Finance & Administration
5. The cabinet member who receives the contact from director of facilities makes the one connected call from the following list of Creative Services people in order of preferred contact:
 - a. Director of marketing
 - b. Marketing specialist
 - c. Graphic designer
6. The cabinet member is responsible for:
 - a. Contacting VP of Finance & Administration for insurance purposes
 - b. Determining whether the Emergency Crisis Team should be activated
 - c. Calling anyone else deemed necessary
7. Campus security should obtain keys relevant to the involved building and proceed outside to meet the fire department.

8. Staff (including RAs) and campus security are responsible for guiding all building inhabitants to the following meeting places:

- **Abbott** – grassy area south side of fire pit near Abbott
- **Andorfer Commons** – west parking lot near outside basketball courts
- **Evans-Kimmell** – Abbott parking lot next to Abbott building
- **Kalbfleisch** – parking lot on north side of Andorfer Commons
- **Oropeza Hall** - Abbott parking lot next to Abbott building
- **Pierson** – south side of Andorfer Commons near Scully Square area.
- **Schaefer** – grassy area south side of fire pit near Abbott
- **Yergens-Rogers** – west parking lot of Yergens-Rogers Hall
- **Cunningham, Fieldhouse, Zollner, Seitz,** – Zollner parking lot northeast of Zollner building

Campus security, in conjunction with other management personnel, will inform students/faculty/staff when they may return to the buildings.

Explosion / Air Craft Crash On Campus

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
2. If necessary, or when directed to do so, activate the building alarm. CAUTION: If the alarm fails to go off, report the emergency by phone to the security office.
3. After the effects of the explosion and/or fire have subsided, call 911 and notify the Security office (x2230 or direct line 260-399-2805 or cell 260-740-6642). Give your name and describe the location and nature of the emergency.
4. When the building evacuation alarm is sounded or when told to leave by university officials, walk quickly to the nearest marked exit and ask others to do the same.
5. Assist the handicapped in exiting the building. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
7. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by Campus security, crisis management team member or senior leader.

8. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the building coordinator to account for all building occupants.

**SECTION 6 –
TERRORISM/
THREATENING
DISASTERS**

Bomb Threat

It is important to mention that all bomb threats should be taken seriously and they are prohibited by law. If violators are identified, they will be criminally prosecuted.

The average bomb threat lasts only eight (8) seconds. Therefore the following four questions are extremely important.

Indiana Tech employee procedure

For bomb threat reported directly to you.

1. **Where is the bomb located?**
2. **What time will it go off?**
3. **What does it look like?**
4. **What is your name?**

5. Immediately after the caller hangs up and if the bomb is located in your facility, you should immediately exit the building and activate the manual fire pull station as you exit. **DO NOT HANG UP YOUR PHONE.** Leave it off the cradle on the desk.
6. It is important **not** to mention the bomb threat to other employees as this may create a panic situation.
7. Go immediately to the nearest facility and dial 911 and have someone else in the facility contact Campus security at ext. 2230. Be prepared to provide as much detail as possible.
8. If the threat is **not** in your building and the caller has identified a different facility or location immediately contact Campus security at ext. 2230, again be prepared to provide as much detail as possible.
9. Do not re-enter the facility until it has been determined to be safe by Campus security or the facilities manager.

Campus security procedure
For bomb threat **NOT** reported directly to you.

1. Instruct caller to evacuate the building immediately and ask whether emergency personnel have been notified. If not call 911 and report the threat.
2. If 911 were called, go immediately to the effected area and direct people to the designated evacuation assembly point.
3. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and wait for emergency vehicles to respond.
4. Do not allow anyone to re-enter the facility until it has been determined safe by the facilities manager.

Campus security procedure
For bomb threat reported **directly to you and in the facility you're posted in.**

1. **Where is the bomb located?**
2. **What time will it go off?**
3. **What does it look like?**
4. **What is your name?**
5. Immediately after the caller hangs up and if the bomb is located in your facility, you should immediately exit the building and activate the manual fire pull station as you exit. **DO NOT HANG UP YOUR PHONE.** Leave it off the cradle on the desk.
6. It is important **not** to mention the bomb threat to other employees as this may create a panic situation.
7. Go immediately to the nearest facility and dial 911. Be prepared to provide as much detail as possible.
8. Return to the effected facility and keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and wait for emergency vehicles to respond.
9. Do not re-enter the facility until it has been determined to be safe by Campus security or the facilities manager.

Campus security procedure

For bomb threat reported directly to you, but not in the facility you're posted in.

- 1. Where is the bomb located?**
- 2. What time will it go off?**
- 3. What does it look like?**
- 4. What is your name?**

5. Immediately after the caller hangs up you should contact the Campus security officer posted at the effected location or a member of the Indiana Tech staff and instruct them to activate the manual fire pull station. **DO NOT HANG UP YOUR PHONE.** Leave off the cradle on your desk.
6. Call 911 and report the threat to the authorities. Be prepared to provide as much detail as possible.
7. Go immediately to the affected area and help direct people to the designated evacuation assembly point.
8. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and wait for emergency vehicles to respond.
9. Do not allow anyone to re-enter the facility until it has been determined safe by the facilities manager.

Chemical or Radiation Spill /Aerosolization

1. Any spillage of hazardous chemical or radioactive materials should be reported immediately to Security (x2230 or direct line 260-399-2805 or cell 260-740-6642). Security will notify the director of facilities or the custodial services coordinator. Be specific about the nature of the involved material and exact location. The maintenance office will contact the necessary specialized authorized and medical personnel.
2. If an emergency exists, activate the building alarm and call 911.
3. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
4. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas. HVAC system air handlers should be shut down.
5. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to Campus security or maintenance staff. Required first aid and cleanup by specialized authorities should be started at once.
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
7. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by Campus security, crisis management team member or senior leader.
8. Following the evacuation, report to your designated assembly point and remain there until attendance can be taken by the building coordinator to account for all building occupants.

Room Contamination By Aerosolization

1. If possible, turn off all local fans or ventilation units in the area.
2. Alert others and evacuate the area immediately.
3. Close the door to the area and keep others out.
4. Call 911.
5. Notify maintenance office at extension 2246 or 260-740-6643 and request that the air handling system be shutdown.
6. Notify the building coordinator and assist him/her in noting who was in the area at the time of the incident.

How to Identify Suspicious Packages & Letters

Some characteristics of suspicious packages and letters include the following; however, these must be taken in the context of the mail processing setting.

- Package or letter may contain materials other than a letter, such as powder or liquid.
- Package or letter may bear restricted endorsements such as “Personal” or “Private”
- Package or letter may not have a return address, or one that is not legible.
- Addressee’s name or title may be inaccurate or it may be addressed to someone who is no longer at designated address.
- Letter may have excessive postage.
- Package or letter may feel rigid or appear uneven or lopsided.
- Package or letter may be sealed with excessive amounts of tape.

Suspicious letter or package emergency response procedure:

1. Do not handle any package that appears suspicious.
2. If the package is leaking liquid, powder or any other suspicious materials do not touch. Cover the suspected package with anything quickly available to minimize further contamination. Examples: cloth, jacket, trash can.”
3. Immediately notify nearby workers, leave the area, close and lock the doors, and keep others out of the area.
4. Go to the nearest sink and wash your hands with soap and water.
5. Contact emergency personnel by calling 911.
6. Contact Campus security at 2230 or direct line 260-399-2805 or cell 260-740-6642. Campus security will assist with securing the potentially contaminated area.
7. Contact Buildings and Grounds personnel at ext. 2246 or 260-740-6643 and instruct them to turn off the air handling system.
8. Restrict movement of potentially contaminated workers to minimize additional contamination to other people and or equipment.
9. Wait for emergency personnel to arrive for further instructions and possible decontamination procedures.

Facts About Anthrax & Other Biological Threats

- Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine aerosolized mist.
- ***Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
- For anthrax to be effective as a covert agent, it must be aerosolized (sprayed) into very small particles. This is difficult to do and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

Contingency Plan for Incidents Involving Hazardous Waste Materials

In order to reduce hazards to employees and property in the event there is an incident involving hazardous waste materials on campus, the University has developed the following contingency plan.

Scope of the Plan

This plan will be implemented if a fire, explosion, or release of hazardous waste which threatens public health or the environment occurs at Indiana Tech.

Emergency Response Actions Facility Personnel Will Take

Spill Procedures

The following procedures should be followed in the event of a hazardous materials spill:

1. If possible, shut off any sources of ignition and/or the source of the spill without endangering yourself.
2. Evacuate the immediate area, closing the doors behind you.
3. If building evacuation is necessary, pull the fire alarm.
4. Call the Emergency Phone Number, 911.

Be prepared to provide the following information:

Your name,
the specific location of the spill,
the name of the substance spilled,
and the quantity spilled.

5. Wait outdoors for Police Services and/or the Indiana Tech Security or representative to arrive, and identify yourself to them.

Fire/Explosion Procedures

The following procedures should be followed in the event of a fire or explosion:

1. Pull fire alarm.
2. Call 911.
3. Proceed to the nearest available exit by following exit signs.
4. Close doors (unless there is a natural gas leak) as you leave.
5. Do not smoke or use elevators while exiting.

6. Do not return for any reason once you are clear of the building.
7. Assemble with other building occupants at the designated area.
8. Once the building or area is considered safe the Indiana Tech representative in charge will announce re-entry is permitted.

Emergency Coordinator Responsibilities

Hazardous materials emergency coordinators are members of the crisis management team. When an emergency has been identified involving hazardous materials, they should be contacted immediately for evaluation of the situation.

Emergency Coordinator Duties

The following is a listing of the emergency coordinator's duties during a fire, explosion, or chemical spill involving hazardous waste:

1. Available 24 hours a day to respond to an emergency within a short period of time.
2. Responsible for coordinating all emergency response measures.
3. Familiar with:
 - all aspects of the facility's contingency plan.
 - all facility operations and activities.
 - locations and characteristics of wastes handled.
 - location of all hazardous waste records within the facility.
 - facility layout.
4. Authority to commit the resources needed to carry out the contingency plan.

Emergency Coordinator Procedure

The emergency procedures which the emergency coordinator will follow in the case of a fire, explosion, or chemical spill:

1. Activate internal facility alarms and communications systems.
2. If needed, notify Fort Wayne Fire Department, Rescue, and Police Services through at 911. If a release has occurred, identify the source, character, amount and extent of any released materials by record review or chemical analysis.
4. Assess the hazards to human health and the environment, considering all direct and indirect effects.

5. If it is determined that the facility has had a fire, explosion or release which could threaten human health or the environment outside the facility:

a) Determine if local evacuation may be necessary, and if so, notify the appropriate local authorities and be available to assist local authorities with evacuation measures;

b) notify the National Response Center (800-424-8802) with following information:

- Emergency Coordinator's name and telephone number;
- Facility name and address;
- Time and type of incident;
- Quantity of material(s) involved to the extent known;
- Extent of any injuries;
- Possible hazards to human health and the environment outside the facility;

6. Take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous waste at the facility. These measures will include, where applicable, stopping processes and operations, collecting and containing released waste and removing or isolating containers;

7. If the facility stops operations in response to a fire, explosion, or chemical release, the emergency coordinator will monitor for leaks, pressure buildup, gas generation or ruptures in valves, pipes or other equipment, wherever this is appropriate;

8. Immediately after the emergency, the emergency coordinator will provide for treating, storing, or disposing of recovered waste, contaminated soils, or surface water, or any other material that results from a release, fire, or explosion at the facility; and

9. Ensure that in the affected areas of the facility, no waste that may be incompatible with the released material is stored until the cleanup procedures are completed and all emergency equipment is cleaned and restored to a usable condition.

Post Emergency Procedures

After the Emergency Coordinator has evaluated the situation and determined that an adequate cleanup of the affected areas is complete, she/he must do the following:

1. Notify IDEM

2. Maintain on file with the contingency plan the time, date, and details of any incident that requires implementing the contingency plan; and

3. Within 15 days after the incident, submit a written report on the incident to the IDEM. The report must include:

- Name, address, and telephone number of the owner;
- Name address and telephone number of the facility;
- Date, time, and type of incident;
- Name and quantity of material(s) involved;

- Extent of injuries, if any;
- Assessment of actual or potential hazards to human health or the environment, where this is applicable; and
- Estimated quantity and disposition of the recovered material that resulted from the incident.

Recordkeeping

A record of all reported hazardous waste emergencies is kept on file at the office of buildings and grounds. This includes the date, name of staff or faculty member reporting the incident, the name and amount of material involved, and what action was taken.

The contingency plan will be reviewed and if necessary amended whenever:

1. Applicable regulations are revised;
2. The plan fails in an emergency;
3. The facility changes in a way that materially increases the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents, or changes the response necessary in an emergency; or
4. The list of emergency coordinators or equipment changes. Contingency Plan Revisions

**SECTION 7 –
HUMAN
THREATS/
CRISIS**

Hostage Situation

1. Call the police: 911
2. Notify Campus security at ext. 2230
3. Notify Crisis Management Team and activate Command Center.
4. Stay calm and avoid taking risks that would endanger your safety and well-being or that of others. Should gunfire or discharged explosives hazard the campus, take cover immediately using all available concealment.
5. Keep track of the following along with any other noteworthy information that may be of help to the police:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of person(s) involved
 - d. Description of property involved
6. Assist police officers as requested when they arrive on site.
 - a. Prepare for an evacuation of potential witnesses.
 - i. Utilize an inside location that is secure and on opposite side of campus from hostage situation.
 - ii. Arrange for additional Indiana Tech staff to assist with directing witnesses to secure location.
 - iii. Contact dining hall staff regarding light refreshments or any alteration to meal service as well as consideration for meals for emergency responders.
 - b. Obtain building rosters, class rosters, or residence hall rosters to assist with student accountability.
 - i. Once evacuees have been isolated, utilize Student/Staff Support Team to account for students and staff listed on the roster.
 - ii. Attempt to locate anyone not accounted for by utilizing emergency contacts, cell phones, etc. but using appropriate wording as to not alarm guardians or parents.
 - iii. Communicate the names of any unaccounted for people to the Crisis Management Team command center.
 - iv. Evacuees should remain at the location until the emergency responders have obtained necessary information from each person.
 - c. Prepare a location for parents to wait if any arrive on campus.
 - i. Location should preferably be near witness evacuation location.
 - ii. Contact dining hall staff for light refreshments.
 - iii. Do not use Chapel.
 - iv. Be able to communicate the names of safely evacuated students to appropriate parents utilizing the rosters.

Violent or Criminal Behavior

1. Call the police: On-Campus: 911
2. Notify Campus Security at x2230 or direct line 260-399-2805 or cell 260-740-6642. Campus Security will notify the director of facilities management at extension 2246 or 260-740-6643 and the Associate Vice President Student Services at extension 2234 or 260-403-4140.
3. Stay calm and avoid taking risks that would endanger your safety and well-being or that of others
4. Keep track of the following along with any other noteworthy information that may be of help to the police:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of person(s) involved
 - d. Description of property involved
5. Assist police officers as requested when they arrive on site
6. Should gunfire or discharged explosives hazard the campus, take cover immediately using all available concealment

Violent Crime Involving a Student

I. Violent Crimes Involving Students – Initial Response

In the instance that a student is involved in or victim of a violent crime, the appropriate officials from the university will respond to the situation. Contact Campus security first at extension 2230 or direct line 260-399-2805 or cell 260-740-6642. Campus security will notify the following individuals as appropriate:

- In every instance, the appropriate law enforcement officials will be notified immediately (i.e. police & ambulance).
- In every instance, Campus security will notify the director of facilities management and the associate vice president student services. They in turn will alert any further members of the crisis management team as appropriate.
- The director of marketing will serve as the contact person for responding to the media. If at all possible, the name of the student(s) involved should be protected out of respect of the victim(s).
- Safety for the victim/campus community will serve as a primary focus for the initial response. If a situation should occur in a public atmosphere (i.e. in hallways, or other common areas of campus), Campus security and appropriate staff will be responsible for diffusing the situation and clearing the area of persons not actually involved with the incident. University officials may also be asked to assist law enforcement officials in clearing any areas.

- The associate vice president student services or a designee will follow victim to the hospital with any necessary information that will expedite the check-in process at the hospital.

II. Violent Crimes Involving Students – Parental Notification

In the instance that parents are to be notified, the contact person will be the associate vice president student services or a designee in their absence. As severity of incident dictates, the victim should be given the opportunity to notify his/her parents. Parents may be notified on the judgment of the associate vice president student services or designee if victim is incapacitated and as the severity of the crime dictates. The associate vice president student services or designee then initiates the following procedures:

- Inform the vice president of enrollment/student life and president of the university, updating the condition of the student.
- Provide contact information to the parents/guardians of victim.
- Offer assistance to victim after initial incident including contact information and counseling services provided by the university.
- Determine an effective way of notifying the campus community in cooperation with the director of marketing.

III. Violent Crimes Involving Student – Response of the University (Media)

- The Director of Marketing will develop a plan for providing information to the media. Considerations to keep in mind include:
 - Contacting university legal counsel
 - Who will be the contact person for the media
 - What information to provide – keeping the respect of the family in regards to confidentiality issues.

IV. Violent Crimes Involving Student – Response of the University

In the instance of a violent crime committed by or against a student, the director of student life will coordinate a campus response for the campus. In these instances, the associate vice president student services should initiate the following:

- Initiate disciplinary procedures for student, who following the collection of pertinent information is deemed a danger to the campus community. This could include the suspension of the student following non-academic disciplinary procedures as outlined in the Student Handbook. If a student is asked to leave the university, the following procedures will be followed:

The associate vice president student services or vice president of enrollment/student life will immediately make the following call to university personnel who would most likely be involved with a student who may be a threat. (A probable list of personnel is provided. Others involved with specific students would be added.) This message will also go out in e-mail form to the same group.

(Student) has been dismissed from campus. He/she is not allowed to return to campus. I believe that there is a chance of danger to campus individuals so, if you see this student, you must call 911, Campus security (2230), Mike Townsley (2246) and Chris Dickson (2234) in this order. If you cannot get Chris, call Allison Carnahan (2206). An e-mail is being sent to you of what should be said and done if you see the student on campus.

The exact message for the police is this: a student, who was banned from the university, has returned to campus. We have been warned by the director of student life that he/she poses a significant risk of harm to staff and students. Can you send someone immediately?

Give location. Give other information requested—student’s name, director of student life’s name, etc.

Police can reach Campus security at 740-6642 and the associate vice president student services at 403-4140.

The associate vice president student services will then continue with the following procedures:

- Continue to follow up on the condition of victims involved
- Coordinate a report and investigation led by student life with cooperation of Campus security and others present at the incident
- Contact residential life staff to prepare for peer counseling of students living on campus affected by the crime. (Notification of roommate as appropriate with support services offered to roommate.)
- Coordinate any educational or support programs for student population through student life professionals.
- Follow up to make sure that all professors, coaches, classmates, teammates, advisors, academic department heads, and others related to the student’s academic and co-curricular status at the university are informed of any necessary information.

V. Violent Crimes Involving Student – Post Intervention Follow Up

Following the incident and judicial process of the university, the associate vice president student services will coordinate the following:

- Whenever possible, share outcome of investigation with the university.
- Continued support of victim via counseling and support of the university community through educational efforts.
- Informing university attorney with information regarding the incident.
- Coordinate necessary arrangements for the victim with regards to academic process (temporary leave of absence/retaking of classes/change of residence).
- Providing “front-line” staff & students with counseling and/or discussion groups.

VI. Violent Crimes Involving Student – Review of Policies

Following the incident and a sense of normalcy has returned to campus, The Crisis Management Team will review the entire response to the incident and evaluate the process. This committee will serve to make additions to the protocol and further develop a more effective response (if needed) for future incidents. The associate vice

president student services will also evaluate the circumstances surrounding the incident and make recommendations regarding prevention of future incidents.

Death of a Student

I. Death of a student on campus – finding the student response

In the instance that a student is killed on campus, the appropriate officials from the university will respond to the situation.

- In every instance, the appropriate law enforcement officials will be notified immediately (i.e. police, ambulance, and then Campus security).
- Regardless of the nature of the death (i.e. suicide, accidental death, or crime) the associate vice president student services and the director of facilities management will be notified. They will contact additional members of the crisis management team.
- The director of marketing will serve as the contact person for responding to the media. If at all possible, the name of the student should be protected until the parents are notified.
- Determine an effective way of notifying the campus community. In most cases, the official communication will come from the President of the university.
- Secure student's housing and belongings as well as networking accounts for any pending investigation until cause of death is determined or until the conclusion of investigation by authorities.

II. Death of a Student – Off Campus

In the instance that a student is killed off- campus, the appropriate officials from the university will respond to the situation.

- In every instance, the appropriate law enforcement officials will be notified immediately (i.e. police, ambulance, and then Campus security).
- Regardless of the nature of the death (i.e. suicide, accidental death, or crime) the associate vice president student services and the director of facilities management will be notified. They will contact additional members of the Crisis Management Team.
- The director of marketing will serve as the contact person for responding to the media. If at all possible, the name of the student should be protected until the parents are notified.
- Determine an effective way of notifying the campus community. In most cases, the official communication will come from the President of the university

III. Death of a Student – Notification of Parents

After the identity of the student is confirmed, the associate vice president student services will notify the parents of the incident and inform them of the university's response.

- The associate vice president student services will update the parents as to any pertinent information (location of the deceased, how the death occurred, offering ways the university can assist them, etc.)
- In the case that the associate vice president student services is unavailable, the vice president of enrollment/student life then becomes the contact person.

IV. Death of a Student – Response of the University (Media)

- The director of marketing will develop a plan for providing information to the media.
 - Considerations to keep in mind include:
 - Contacting university legal counsel
 - Who will be the contact person for the media
 - What information to provide – keeping the respect of the family in regards to confidentiality issues.
 - A news release will occur for all on campus occurrences and at the discretion of the president for off campus occurrences.

V. Death of a Student – Response of the University

In the instance of a death of a student, the associate vice president student services will coordinate a campus response for the mourning of campus. In these instances, the director of student life should contact the following:

- Campus Ministries to organize a special service for students to assist in the spiritual aspect of the situation.
- Residential life staff to prepare for peer counseling of students
- Coordinate any vigil support programs for students through Student Life Professionals.
- Communicate to all professors, coaches, classmates, teammates, advisors, academic department heads, and others related to the student's academic and co-curricular status at the university.
- Make sure that name is removed from mailing lists/email at the university.

VI. Death of a Student – Follow Up

After the initial event, the associate vice president student services will coordinate the following:

- Consider utilization of President's Club Suite for family of deceased use during stay in Fort Wayne.
- Make arrangement for students, staff & faculty to attend memorial service and/or funeral.
- The associate vice president student services will also serve as contact for family in any need of follow up.
- Work with Athletic Director and Student Life staff in regards to any necessary cancellation of scheduled events or competitions when appropriate.
- Upon conclusion of investigation and determination of cause of death, assist with the collection of belongings, closing of email and network accounts, forwarding of mail, removal from text caster notifications, etc.

- Coordinate with Business Office any refunds due to family.
- Payroll issuing final paycheck for student if employed on campus.
- Work with Academic/Athletic/Student Life Departments as well as Financial Aid Office on a possible memorial scholarship fund. Communicate to Institutional Advancement re: donation solicitation.
- If in the case of a senior, coordinate the conferring of a degree from the university. Consideration of conferring an associate's degree for sophomores will be determined by the Vice President of Academics.
- Coordinate any other campus activities related to the deceased such as candlelight vigil, FCA huddle or appropriate gathering for a non-athlete.
- Coordinate and provide counseling for any students, staff, faculty involved with the immediate response to the situation.
- Flags on campus should be lowered to half-mast until the end of the services.
- Financial aid adjustments to student account.
- Primary letter of notification and request of information will be sent from the Vice President of Enrollment/Student Life with a potential letter regarding possible conferral of degree sent from the Vice President of Academics.
- Document occurrence and details of university response for review at a later time.

VII. Death of Student – Review of Policies

Following the incident and a sense of normalcy has returned to campus, The Crisis Management Team will review the entire response to the incident and evaluate the process. This committee will serve to make additions to the protocol and further develop a more effective response (if needed) for future incidents. The associate vice president student services will also evaluate the circumstances surrounding the death and make recommendations regarding prevention of future incidents.

Suicide

Suicide Signs or Direct Requests for Assistance

- Signs:** Be aware that these signs are not necessarily directly related to suicidal tendencies or thoughts and may be a result of other problems or issues, nor are they all inclusive:
- Emotional:** dull, tired, sad, numb feelings, little or no pleasure derived from ordinarily enjoyable activities and people
- Behavioral:** irritability, excessive complaining about small annoyances, inability to concentrate, difficulty in making decisions, crying, excessive feelings of guilt, giving away personal belongings
- Physical** loss of appetite, insomnia or restless sleep, weight loss, headaches, indigestion, signs of abuse

Steps for direct requests for assistance or discussions with potential suicide situations

- 1) Assess the immediacy or severity of a person's potential for committing suicide. Begin and maintain documentation of your steps and discussions.
- 2) Assess the availability of others to help and communicate with the director of student life. Remaining steps should be continued by the director of student life or at minimum in his/her presence.
- 3) Discuss with the person some coping mechanisms available to deal with the problem.
- 4) Help the person determine a course of positive action by helping him or her assess the problem, brainstorm alternatives, consider consequences of each, identify a specific alternative, and determine a timetable; then schedule a second interview.
- 5) Get the person to agree not to kill him or herself for a stated period of time as a non-suicide contract. If the person refuses, get immediate help. Stay with the person until appropriate help has arrived.

Attempted Suicide

- 1) Assess the scene for any immediate danger to the person, yourself, and any other people around. Call 911 (if possible have second person place the call).
- 2) Contact Indiana Tech Campus security. Campus security will contact the associate vice president student services.
- 3) Stay with victim. First aid or CPR should be administered by a properly trained and certified person.
- 4) When victim is safe, document the occurrence.
- 5) The associate vice president student services will then begin steps for direct requests for assistance outlined above.

Suicide

- 1) Call 911. Call Indiana Tech Campus security. Campus security will call the director of student life. Do not touch or approach victim. Secure the scene as much as possible by keeping others away from the victim and surroundings.
- 2) When proper authorities arrive, cooperate with any questions they may have. Do not speak with the media. Upon completion, Campus security will document the occurrence.

* In all of these situations, the associate vice president student services will contact the parents or family of the person involved.

Sexual Assault/Rape

- 1) Get the person to safety and call 911. Ideally, the victim should make the report but if unable or unwilling, attempt to get reassurance from the victim that you are going to place the call. This will ultimately be beneficial to the victim's emotional recovery. Encourage the victim to continue the reporting process.
- 2) Contact Indiana Tech Campus security. Campus security will contact the associate vice president student services.
- 3) Keep in mind the emotional status of the victim. If the attack occurred against a female, in most cases, the victim will be more comfortable receiving assistance from another female.
- 4) Do not let the victim shower, brush their teeth, bathe, douche, or destroy any of the clothing being worn at the time of the attack. Do not disturb the area of the attack until after an investigation has been completed.
- 5) After the authorities arrive and gather necessary information, the victim should be taken to a hospital emergency room for medical care during which an examination will occur. A change of clothes should be taken with the victim to change into after the exam. Additionally, someone should stay with the victim while at the hospital.
- 6) Assist the victim in obtaining appropriate counseling.
- 7) The first responder and Campus security will document the occurrence.

Indiana Tech Missing Student Procedure

The university is required by the Higher Education Opportunity Act to establish and follow a procedure for reporting and investigating reports of missing students who reside in campus residence hall facilities.

Definition

A **missing student** shall be defined as any student who has been reported absent from the university residence halls for more than 24 hours without any known reason.

Reporting Procedure

Reports of suspected missing students should be made to the security office. An incident report will be created for documentation purposes. In addition to the name of the person, the report should contain as much of the additional helpful information listed below as possible.

Investigation

When a report is received regarding a potential missing student, the following protocol will be initiated by the Associate Vice President of Student Life in cooperation with university security and housing staff:

- An investigation to determine the validity of the missing person report
- Attempt to call any provided cell phone number for the missing student
- Contact missing student's RA and roommates
- Contact appropriate class instructors for class attendance or coaches for athletes
- Contact missing student's missing person contacts

- Contact missing student's parents or legal guardian
- Check on technology tracking such as network activity, ID card access, and EZ labor payroll
- Contact the dining hall for last known usage of facility
- Contact the Vice President of Enrollment Management
- Make a determination of the status of the missing student for further procedures

This step of the procedure is to establish contact with the student who has been reported missing and proper language should be used until the validity of the report has been determined.

Response to Missing Determination

If the result of the investigation determines the student to be missing, the following protocol will occur within 24 hours:

- Notify the missing student's missing person contacts
- If the student is under 18, notify the student's custodial parent or guardian contained in university records
- Notify Fort Wayne Police
- Notify appropriate members of Crisis Management Committee and university staff
- Initiate whatever action deemed appropriate under the circumstances in the best interest of the missing student

Additional Helpful Information

Some additional information that may be helpful to gather before reporting is as follows:

- Description of person – age, build, clothes last seen in, facial hair, glasses, hair length and color, other identifying characteristics
- Length of time missing – last time seen, who were they with, last known destination, type of transportation
- Emotional state – any information provided on emotional state by last people who saw the person (stressed, stable, suicidal, etc.)
- Typical habits, hangout locations, and friends
- Physical state – sleepy, intoxicated, etc.

**SECTION 8 –
UTILITY
EMERGENCIES**

Water Leak Emergency

Contact Campus security and report exact location of ruptured water line.

Campus security Responsibilities

1. If leak occurs **after normal office hours**, Campus security should investigate and determine exact location of water leak.
2. If leak is determined to be inside the facility and the equipment has a visible water shut off, Campus security should attempt to turn off water supply and contact the facilities manager.
3. If leak is determined to be outside the facility, Campus security should contact the facilities manager and perform responsibilities as instructed.
4. If leak occurs **during normal office hours**, Campus security should immediately contact the facilities manager and perform responsibilities as instructed.

Facilities Personnel Responsibilities

1. Facility manager will assess situation and determine response based on the type and location of the leak.
 - Water main leak
Facilities will contact City Utilities water maintenance and service at 427-1247 or 911 and request them to shut off the water main.
The facilities manager will select appropriate contractor to perform the necessary repairs.
 - Water leak inside facility
Facilities personnel will determine the location of the leak and turn off the water supply as necessary.
The facilities manager will assess the situation and select either a maintenance technician or the appropriate contractor to perform the necessary repairs and the appropriate clean up.

Natural Gas Service Emergency

Natural Gas Main Rupture

1. Immediately call 911 and report location of gas leak. Do not use the telephone near the ruptured gas line.
2. Contact Campus security at extension 2230 and report exact location of gas leak. Do not use the telephone near the ruptured gas line.
3. Campus security should attempt to safely secure the area surrounding the rupture and wait for emergency vehicles to respond.
4. Campus security will contact facilities manager and report leak location.

5. Facilities manager will contact NIPSCO to report gas leak at 1-800-634-3524.

Natural Gas Leak in Facility

1. Immediately evacuate facility where leak has been detected and activate the manual fire pull station as you exit.
2. Immediately call 911 and report location of gas leak. **Do not use a telephone in the facility where the leak has been detected.**
3. Contact Campus security at ext. 2230 and report exact location of gas leak. **Do not use a telephone in the facility where the leak has been detected.**
4. Campus security should secure facility where leak was detected and contact facilities manager.
5. Facilities manager will contact NIPSCO to report gas leak at 1-800-634-3524.
6. Facilities manager will instruct maintenance technician to turn off the main gas supply to effected facility.
7. Emergency personnel and facility manager will determine when facility is safe to occupy.

Electrical Service Emergency

1. If the university experiences an electrical outage the following procedure should be followed.
2. Determine if the outage is campus wide, or is restricted to a specific facility.
3. If outage is caused by downed power lines, dial 911 and keep all personnel and vehicles clear of the area and wait for emergency response.
4. Contact the facilities manager for instructions.
5. If the outage is campus wide the facilities manager will contact American Electric Power at 1-800-311-4634 to determine the length of the outage and report findings using the following methods of communication.
 - a. Textcaster
 - b. Phones (phone system will operate for a short period of time)
 - c. Cellphones
6. If outage is restricted to a specific facility the facilities manager will contact either a qualified maintenance technician or electrician to facilitate the necessary repairs.

Campus Security Responsibilities

1. All Campus security officers should remain at their assigned posts and wait for information and instructions.
2. Communicate information and instructions to building occupants, especially other faculty, staff and administrators, so they can determine if the outage requires class dismissal or alteration of work assignments.
3. Campus security officers should continue to monitor radio traffic for further updates and remain visible at the main entrance of the facility.
 - a. UPS will maintain repeater for only a brief period supervisor should instruct radio users to switch to channel 2 until power has been restored.
4. Campus security should only leave assigned post if instructed to do so by immediate supervisor on duty.

Cafeteria Personnel Responsibilities

1. If necessary return all items that need refrigeration to the appropriate cooler or freezer immediately.
2. Close and secure all cooler and freezer doors. Doors must remain secured until power has been successfully restored.

Residence Life Staff Responsibilities

1. Resident Assistants will be notified and requested to assist in monitoring lobbies, hallways, and community areas inside the residence halls.

Facilities Personnel Responsibilities

1. Facility manager will assess outage and determine response based on type of outage.
 - Campus Wide Outage
Facility personnel will wait for power to be restored and reset equipment and systems as required.
 - Facility Specific Outage
Facilities will determine the cause of outage and perform repairs or call for service from the appropriate service provider.
 - Downed Power Lines
Call 911 and secure area surrounding downed power lines. Wait for emergency response and for utility company repairs.

**SECTION 9 –
COMPUTER
EMERGENCIES**

Virus Disruption

Faculty/Staff Responsibilities

Indiana Tech has anti-virus software on all computers; however, there are times when a new virus makes it past this protection. Please review the following actions to deal with a virus infection on your computer.

1. If you are notified that you have a virus WHICH HAS BEEN “CLEANED,” please close the window and continue to work normally. The anti-virus package has dealt with the issue appropriately.
2. If you are notified that a virus CANNOT BE “CLEANED,” please submit a High Priority ST@T Help Desk request or call the ST@T Help Desk line at x2369 and follow the High Priority selection.
3. Information Technology staff will review the situation and take the following actions appropriate to the virus threat:
 - a. **Minimal Risk:** *Machine infection rate is small/data damage does not exist*
 - i. Ensure virus updates are as current as possible and distributed quickly
 - ii. Clean infected machine(s)
 - b. **Moderate Risk:** *Machine infection rate is moderate and/or data damage exists*
 - i. Contact director of information technology
 - ii. Ensure virus updates are as current as possible and distributed quickly
 - iii. Clean infected machine(s)
 - c. **High Risk:** *Machine infection rate is moderate/high and/or data damage exists*
 - i. Contact director of information technology
 - ii. Director of information technology initiates contact with Crisis Management Team Lead
 - iii. Ensure virus updates are as current as possible and distributed quickly
 - iv. Clean infected machine(s)

Network Intrusion

Faculty/Staff Responsibilities

Indiana Tech has network Campus security measures in place; however, any computer connected to a network entails some level of risk. We take very seriously any attempt to bypass our Campus security measures.

Please take the following actions if you are made aware of any of the following:

- Unauthorized individuals having access to University confidential information
- Students/non-employees “boasting” about a network Campus security lapse being exploited
- Student data being stolen or misused

1. Immediately submit a High Priority ST@T Help Desk request or call the ST@T Help Desk line at x2369 and follow the High Priority selection.
2. In order to maintain confidentiality while researching the issue, do NOT discuss the incident with anyone else at the university.
3. Information Technology staff will follow-up and review the situation. The following actions will be taken appropriate to the level of intrusion.

a. Minimal Risk:

DEF: Intruder may have been on the network; however, they were blocked to only public information. No appearance of attempts to get to confidential data

- i. Technicians prepare short report and deliver to the director of information technology with as much information as is available.
- ii. Notify individual reporting the incident that research indicates that the breadth of intrusion was limited.

b. High Risk:

DEF: Intruder gained access to the administrative network and personal student information.

- i. Technicians prepare short report and deliver to the director of information technology with as much information as is available.
- ii. Director of information technology initiates contact with Crisis Management Team Lead.

SECTION 10 – APPENDICES

APPENDIX A

Emergency Assistance

On-Campus

1. **Emergency:** dial 911 from on-campus
2. **Campus security:** dial ext. 2230 or direct line 260-399-2805 or cell phone 260-740-6642
3. **Maintenance:** dial ext. 2246 or cell phone 740-6643
4. **Custodial Services:** dial ext. 2297 or cell phone 385-2770

Off-Campus

American Red Cross.....	480-8254
Allen County Sheriff	911 or 449-3000
AEP (outage)	800-311-4634
AEP (customer service).....	877-237-2886
Emergency Management/Civil Defense.....	449-7684
Environmental Emergencies.....	888-233-7745
Fort Wayne City Police/Emergency.....	911 or 427-1222
Fort Wayne Fire Department.....	911 or 427-1222
Fort Wayne Health Department	449-7561
Fort Wayne Street & Sanitation Department	427-1255
Fort Wayne Water Maintenance.....	427-1247
Indiana Poison Center	800-222-1222
Indiana State Police (Emergency only).....	432-8661
National Response Center (hazardous spills & releases)	800-424-8802
Parkview Hospital	373-6000
Lutheran Hospital	435-7211
St Joseph Hospital	425-3765
Verizon (local telephone)	800-483-5000
Nipsco (customer service).....	464-7726
Nipsco (gas leak).....	800-634-3524

APPENDIX B

Community Counseling Resources - Fort Wayne Campus

Information and Referral

First Call For Help

211 (free call from cell)
1-877-502-0700
744-0700

Excellent source of information on wide variety of services, support groups, etc.
This is an excellent source to start with if you don't know where to go for help.
Will take crisis calls. www.firstcallinfo.org

Personal Crisis

Access Center (of Parkview Behavioral Health)

373-7602

- Free assessments for individuals in crisis
- a doctor's referral is **not** needed
- call number for appointment
- every effort is made to see the person within 24 hours
- Best place to start for crisis intervention.

Parkview Behavioral Health

373-7500

1720 Beacon St.
(Inpatient and outpatient mental health services)
NO SLIDING SCALE

Park Center – Community Mental Health Center

481-2700

909 E. State Blvd.

24 Hour Emergency Services (of Park Center)

471-9440

Eating disorders: ask for Call Center
Park Center is a large comprehensive mental health center and would have services for most problems. Medical services are available for clients needing medication (i.e., antidepressants). Best place to start with mental health issues.

*fees on sliding scale

Catholic Charities 315 E. Washington Blvd. Counseling Services Available *fees on sliding scale	422-5625
Family & Children's Services 2712 S. Calhoun St. Counseling Services Available *fees on sliding scale	744-4326
Lutheran Social Services 330 Madison Counseling Services Available *fees on sliding scale	426-3347
Hope Center for Pregnancy and Relational Resources 3030 Lake Ave., Suite 20 Advocacy for pregnant women; not professional counseling No charge	422-3544
Fort Wayne Women's Bureau 3521 Lake Ave. Rape counseling Monday through Friday, 8 a.m. – 5 p.m. (appointment Only) Encourage decision-making, provide support, information, referrals, Business start up counseling No charge for initial meeting	424-7977
Rape Crisis Hotline Women's Bureau	426-7273
YWCA Shelter Battered Women – 24-hour Hotline	447-7233
National Women's Health Organization 2210 Inwood Dr. Unwanted pregnancy issues	471-5005
Center for Non-Violence 235 W. Creighton Provides education and support for non-violence	456-4112

Addictions – Substance Abuse

Park Center

481-2700

909 E. State Blvd.

*fees on sliding scale

Alcoholics Anonymous

471-6262

Self-help – not professional; helps individuals learn, once they have stopped drinking, to rebuild a life in which drinking is not the focus.

Narcotics Abuse 24 Hour Helpline and Treatment

1-800-711-6375

Planned Parenthood

423-1322

3914 W. Jefferson Blvd.

Birth Control

Pap Smears

STD Testing

Emergency Contraceptives

*fees on sliding scale

**A sliding fee scale means that clients are charged for services according to their ability to pay.*

Community Counseling Resources - Other Campus/Classroom Locations

FORT WAYNE AREA

Classroom Location

AUBURN
AVILLA
KENDALLVILLE

COLUMBIA CITY
HUNTINGTON
WARSAW

BLUFFTON

NEW HAVEN

Community Mental Health Center

Northeastern Center, Inc.
220 South Main Street, PO Box 817
Kendallville, IN 46755
260/347-2453
Jerry Hollister, CEO
www.northeasterncenter.org
serving Dekalb, LaGrange, Noble,
and Steuben counties

**The Otis R. Bowen Center for
Human Services, Inc.**
850 North Harrison Street
Warsaw, IN 46581-0497
574/267-7169
Kurt Carlson, MS, CEO
www.bowencenter.org
serving Huntington, Kosciuscko,
Marshall, Wabash and Whitley
counties

**Bluffton Counseling Services
(Park Center)**
1115 South Main Street
Bluffton, IN 46714
260/824-1071 or 1-866-654-1071

Park Center
909 East State Blvd.
Ft. Wayne, IN 46805
260/481-2700
Paul Wilson, CEO
serving Allen, Wells, and Adams counties
Services in Spanish

INDIANAPOLIS AREA

Classroom Location

Community Mental Health Center

ANDERSON

The Center for Mental Health
1100 Broadway, PO Box 1258
Anderson, IN 46015
765/649-8161
Richard DeHaven, CEO
www.cfmh.org
serving Madison county

CARMEL
FISHERS
INDIANAPOLIS

BehaviorCorp
697 Pro-Med Lane
Carmel, IN 46032
317/587-0500
Larry L. Burch, CEO
www.behaviorcorp.com
serving Marion (pike and
Washington Townships), Hamilton
and Boone Counties

CRAWFORDSVILLE

Wabash Valley Hospital, Inc.
2900 North River Road
West Lafayette, IN 47906
765/463-2555
Rick Crawley, CEO
www.wvhmhc.org
serving Jasper, Newton, Carroll,
White, Warren, Montgomery,
Tippecanoe, Benton and Fountain
counties

FRANKFORT
KOKOMO

**Howard Regional Health Systems
Behavioral Health Services**
3500 South LaFountain Street, PO
Box 9011
Kokomo, IN 46904-9011
765/453-8555
Chuck Clark, Vice President of BHS
www.howardregional.org
serving Clinton, Howard, and Tipton
counties

INDIANAPOLIS AREA cont.

Classroom Location

Community Mental Health Center

GREENFIELD
SHELBYVILLE
INDIANAPOLIS

Gallahue Mental Health Services
6950 Hillsdale Court
Indianapolis, IN 46250
317/621-7600
Eric C. Crouse, Ph.D., CEO
serving Marion (Lawrence and
Warren Townships), Hancock, and
Shelby counties

INDIANAPOLIS
MARTINSVILLE

The Center for Behavioral Health
645 South Rogers Street
Bloomington, IN 47403
812/339-1691
Denny P. Morrison, Ph.D., CEO
www.the-center.org
serving Lawrence, Monroe, Morgan,
Owen and Marion counties
Services in Spanish & variety of
other languages.

PLAINFIELD
INDIANAPOLIS
GREENWOOD

Adult & Child Mental Health Center
8320 Madison Avenue
Indianapolis, IN 46227
317/882-5122
Robert Dunbar, CEO
www.adultchild.org
serving Johnson county, Decatur, Perry and
Franklin Township of Marion County, Beech
Grove

INDIANAPOLIS

**Midtown Community Mental
Health Center**
850 North Meridian Street
Indianapolis, IN 46204
317/554-2704
Margie Payne, CEO
serving Marion County

INDIANAPOLIS AREA cont.

Classroom Location

Community Mental Health Center

MUNCIE

Meridian Services
240 North Tillotson Avenue
Muncie, IN 47304
765/288-1928
Hank Milius, CEO
www.meridiansc.org
serving Delaware, Henry, and Jay counties

ELKHART AREA

Classroom Location

Community Mental Health Cent

ELKHART

Oaklawn Psychiatric Center
2600 Oakland Avenue
Elkhart, IN 46517
574/533-1234
Harold C. Loewen, CEO
www.oaklawn.org
serving Elkhart county

SOUTH BEND

Madison Center and Hospital
403 East Madison Street
South Bend, IN 46617
574/234-0061
Jack Roberts, CEO
www.madison.org
serving St. Joseph and surrounding counties