

Campus Emergency Response  
and  
Safety Procedures  
for the  
Crown Point Campus

2013



UNIVERSITY of  
SAINT FRANCIS™

Crown Point

These procedures are to be followed in emergency situations. Staff, faculty and students should become familiar with these procedures and respond accordingly in the event that an emergency situation does occur.

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## REPORTING AN EMERGENCY

In an emergency situation call 911 first.

Security at Franciscan Point:

Main Desk (219) 662-5555

Security Cell (219) 669-0804

When your call is answered state that this is an emergency call.

Tell the 911 operator:

- Your name
- Your location
- The nature of the emergency
- The phone number you are calling from

Do not hang up until you are told that no further information is needed.

Upon arrival the security officer will assess the emergency and initiate the appropriate level of response. Provide help only if requested by the responding officer, if no help is requested, keep out of the way.

## SAFETY POLICIES

Fire starting materials such as gasoline, charcoal starter, treated charcoal and fireplace starters are not to be kept in offices, classrooms and any other unauthorized areas.

Emergency exits are not to be blocked or have combustible materials stored in the area.

Open flames (candles, lanterns, incense etc.) are not permitted in offices and other unauthorized areas.

All buildings on campus are smoke free.

The speed limit on campus is 15 miles per hour.

Fire lanes and handicapped spaces are clearly marked; do not use these spaces unless authorized.

No firearms are to be used, carried or stored on campus.

No fireworks are to be used, carried or stored on campus.

## FIRE

When an alarm sounds, take it seriously. If there is no immediate danger call 9-911 and report the reason for calling, giving the exact address including building name. Answer any questions the dispatch operator might have and then leave the building.

If it is not safe to stay inside, evacuate the building immediately, activating an alarm pull station as you leave. To help isolate the fire pull all doors closed on your way out of the building.

If it is a small fire and you have been properly trained, get the nearest fire extinguisher and use as directed by the manufacturer.

Once you have evacuated, move away from the building, report to the designated area, stay together as a class and allow response personnel and their equipment access to the scene.

Every department will have a pre-designated evacuation site to report to so all department personnel can be accounted for.

**DO NOT GO BACK INTO THE BUILDING UNTIL INSTRUCTED TO DO SO.**

## MEDICAL EMERGENCIES

In cases of medical emergencies call 9-911, identify yourself, your exact location and the emergency situation. Follow all instructions given by the dispatcher and do not hang up until you are told to do so.

The facility is equipped with a defibrillator (AED). Just left of Student Lounge room 128. Follow manufactures instructions.

Do not attempt to move a victim. Remain calm and help reassure the victim. Unless you are trained, do not attempt to provide first aid.

Remain available at the scene to provide the investigating officer with any requested help or information.

In case of a psychological emergency (suicide attempt, disorientation, panic) call 9-911. Give the officer/Operator your location and provide any information you have concerning aggressive behavior, weapons or drugs.

## UTILITY/MECHANICAL EMERGENCIES

If utility or building problems such as a gas leak, call 911. If electrical power failures occur during business hours call utilities company, NIPSCO: 1-800-464-7726

Unless you are authorized, do not attempt to operate gas valves or electrical panels or boxes. If necessary, evacuate the area and wait until qualified personnel arrive.

During a power outage, remain calm and remain in your classroom until instructed otherwise.

In the event of a power outage the building will be closed to visitors.

When a building is evacuated, for any reason, remain outside until instructed to go back.

## BOMB THREATS/PHONE THREATS

Stay calm, listen carefully to the caller, be polite even if the caller is abusive or angry.

Try to keep the caller on the line, DO NOT PUT THE CALLER ON HOLD OR TRANSFER THE CALL.

Write down details such as any back ground noises, emotional state of caller, any accent or voice irregularities, description of explosive device (if given) and any instructions.

Notify -9-911 immediately or signal a colleague to make the call.

When an officer arrives they will secure the scene.

Discuss the threat only emergency personnel.

In addition to specific threats also report any obscene or harassing calls to Police.

### WRITTEN THREATS

Keep anyone from handling all materials.

Call 9-911 immediately.

Write down all details about the delivery of the letter.

Do not discuss the threat with anyone except the police.

## CRIME PREVENTION

Potentially anyone can become a victim of crime and likewise everyone can help prevent crime. The following are steps to take to help maintain a safe campus environment.

- Do not leave anything of value in sight in your vehicle. Before leaving your car, secure your valuables and lock the doors.
- Be aware of your surroundings. Whether driving or walking scan the area around you. Be aware of any persons in the immediate vicinity; make a mental note of their features and what they are wearing.
- When walking or jogging at night use the lighted walkways and do not wear earphones. Stay alert to your surroundings.
- Do not walk alone after dark. If you do not have a companion, call Franciscan Saint Anthony Health operator 9-738-2100 for an escort.
- If you see any suspicious persons please call Franciscan Saint Anthony Health Security at 9-738-2100. Give the location and as detailed of a description of the person as you can.
- Do not block doors open. Classrooms, labs, offices are available to those with the proper access level. Blocking a door provides access to whoever happens by.

## TORNADO AND OTHER SIREN WARNINGS

The Lake County Emergency Management Agency or the Department of Homeland Security will activate the warning siren not only in the event that a tornado has been spotted but also for severe thunder storm activity, chemical spills, national threats, etc. When you hear the siren, turn to a local radio or TV station.

Security monitors the National Weather Service bulletins during times of severe weather. A tornado warning is issued when a tornado has been sighted or is indicated on radar. In the event of a warning the following precautions should be taken immediately:

- If you are in a building, stay there. If outdoors, get to the nearest building.
- Go to an interior room or hallway without windows.
- Stay away from windows and outside walls. It is best to lie low with hands covering the back of the head to reduce the risk of neck injury. If possible take a blanket or pillow for greater protection.
- Stay away from large, open rooms like gymnasiums and auditoriums and rooms with windows.
- Do not use elevators. If the power goes out you will be trapped.
- Do not stop to open windows. This will not reduce any damage.
- If you are caught outside, move away from the tornados path at a right angle. If there is no time to escape, lay down in a ditch, culvert or other low point and cover your head.

After a tornado has passed if there are any personal injuries, property damage or utility problems please call 9-911. Do not attempt to move any victims, stay away from downed power lines.

## TORNADO SHELTER AREAS

The following are suggested safe areas for shelter when severe weather strikes. Proceed to a room on the lowest level if you have time. The best situation is a room with no windows. Avoid the use of elevators in case of a power outage.

- Interior Hallway