



CAMPUS  
EMERGENCY  
RESPONSE PLAN



**Department of Public Safety  
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Greetings Butler Community:

Emergency preparedness is an important part of our daily campus routine, knowing how to respond to critical incidents is important to sustain Butler University and mitigate injury or loss of life. How we respond to any crisis, large or small, will have a lasting image for our institution.

Please take the time to consult this document and participate in training that the Department of Public Safety will be offering each summer to ensure our preparedness and response. For more information on this document and training, please feel free to contact me directly at (317) 940-9982 or via email at [bdhunter@butler.edu](mailto:bdhunter@butler.edu).

Thank you for taking the effort to be prepared and ensuring that Butler University continues to be a safe place for everyone.

Cordially,

Benjamin Hunter  
Director of Public Safety

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## SECTION 1

# INTRODUCTION

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## 1.1 Importance of Being Prepared

Butler University encourages every department, division, school and constituent of the University to take emergency preparedness seriously and plan. Pre-planning and training can ensure a faster response to help mitigate any emergency incident, large or small. The Campus Emergency Response Plan is more detailed, and the Butler University Response Team (BURT) student affairs manual compliments this document.

## 1.2 Butler Emergency Response Policy Group

The Emergency Response Policy Group (ERP) will be chaired by the director of public safety and meet at least twice annually during the academic year. The ERP will assist in guiding the director on the Butler University Campus Emergency Response Plan and its subsequent chapters.

## 1.3 Role of Public Safety Division

The director of public safety shall ensure an annual review and update of the Butler University Campus Emergency Response Plan, and publish the updated plan after consultation with the Emergency Response Policy Group. The revised plan shall be sent to all department and division coordinators, senior administrative group and published on the public safety division's web page.

The director of public safety shall offer annual training to division/department coordinators on the overall Butler University Emergency Response Plan and template for division/department plans. The training will be provided in accordance with best practices, local, state and federal laws.

## 1.4 Responsibility of University Departments and Divisions

As required in section two, all University departments and divisions shall adopt, update and submit individual plans to the department of public safety on an annual basis. The template for the department/division plan shall be provided by department of public safety, as approved by the Emergency Response Policy Group. An annual publication of those division/department plans shall be submitted to the senior administrative group and kept on file with the Butler University Police Department.

University divisions/departments not submitting plans will receive annual reminders to comply and expected to adhere to a basic plan submitted to their division/department until compliance.

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## SECTION 2

# CAMPUS EMERGENCY RESPONSE PLAN

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## 2.1 Policy Statement

Butler University organizes, coordinates and directs available resources toward an effective response to, and recovery from, emergencies. The effectiveness of this effort is dependent on the development of individual unit plans. The University, therefore, expects colleges, divisions and individual departments to develop detailed emergency plans as outlined in this manual. This policy includes a chain of command establishing the authority and responsibilities of campus officials and staff members, and requires that colleges, divisions, and individual departments designate emergency coordinators with the authority to make modifications in emergency procedures and to commit resources for emergency preparedness, as necessary. This plan is composed of two specific components: The Butler University Emergency Response Plan and The Butler University Operational Unit Emergency Response Plans.

The Butler University Emergency Response Plan establishes and outlines the University's response to an emergency and sets minimum standards for the creation of Operational Unit Emergency Response Plans.

Operational Unit Emergency Response Plans outline department-specific responses to an emergency and should exist for each unit of the University. These plans must be designed to promulgate strategies for protecting people and programs and for coordinating recovery efforts to allow for continued operation of the University.

### 2.1.1 Purpose

The emergency response procedures outlined in this manual are to enhance the protection of lives and property through effective use of University resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the president, or his/her designee(s) may declare a state of emergency, and these contingency guidelines may be implemented. There are two types of emergencies that may result in the implementation of this plan. These are (1) a large-scale disorder, and (2) a large scale natural/man-made disaster.

### 2.1.2 Scope

These procedures apply to all Butler University personnel and buildings and grounds owned and operated by the University, and include those peripheral areas surrounding the University.

## 2.2 Definitions

### 2.2.1 Category One Emergency

A Category One event affects only one department or division of the University and does not require a response beyond the capability of that operational unit or division working with the University police.

### 2.2.2 Category Two Emergency

A Category Two event requires a coordinated response by multiple operational units or divisions of the University. The Emergency Operations Center may be opened.

### 2.2.3 Category Three Emergency

A Category Three event is catastrophic in scale, affects the community surrounding the University and requires a response beyond the University's internal capabilities. The entire Emergency Management Team mobilizes at the Emergency Operations Center.

**2.2.4 Campus Response Units**

University divisions that may be required to provide direct assistance during an emergency; these divisions must develop emergency response plans specific to the areas under their control including the potential request for direct assistance. They are: operations, finance, student affairs, University advancement, and information resources (Unit Emergency Recovery Team and Business Continuity Team)

**2.2.5 Emergency Operations Center**

A physical location at which the Emergency Management Team convenes to establish and carry out strategies and tactics, deploy resources and initiate the recovery process.

**2.2.6 Emergency Operations Team**

A group of individuals who assess the scope of a potential emergency, incident or situation.

**2.2.7 Emergency Operations Team Director**

Butler University Director of Public Safety/Chief of Police or designee

**2.2.8 Emergency Preparedness Policy Group**

Individuals responsible for policy development, implementation and review, and training of University personnel on emergency response planning and implementation.

**2.2.9 Evacuation**

The process of moving horizontally or vertically in a facility for the purpose of exiting and relocating to a predetermined rally point.

**2.2.10 First Responder**

Emergency response personnel who are trained to provide initial medical and safety needs during an emergency.

**2.2.11 Incident Command**

A specific method for coordinating and managing both simple and complex emergency responses by utilizing a top-down command structure.

**2.2.12 Lock Down**

The process of securing all entrance locations of all campus controlled facilities for the purpose of preventing entry.

**2.2.13 Operational Unit**

A college, department, administrative service center or operational entity.

**2.2.14 Operational Unit Emergency Response Plan**

A document that outlines unit-specific responses to an emergency including direct assistance to other units and business continuity.

**2.2.15 Rally Point**

A predetermined location outside of a facility for individuals to meet and be accounted for after being evacuated from a facility.

**2.2.16 Shelter in Place**

The process of moving horizontally or vertically in a facility for the purpose of relocating to the safest location within the facility based on the type of emergency encountered.

### 2.2.17 Unit Emergency Response Coordinator (Unit Coordinator)

Individual assigned to serve as coordinator of operational unit response plan.

### 2.2.18 Unit Emergency Response Team Member

Trained individuals within specific department, division or college who have designated responsibilities to carry out in an emergency situation.

## 2.3 Assumptions

The University Emergency Response Plan is predicated on a realistic approach to problems likely to occur on campus during a major emergency or disaster. The following are general guidelines:

- An emergency or a disaster may occur at any time of the day, night, weekend or holiday, and with little or no warning.
- The succession of events in an emergency is not predictable, and therefore, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents within geographical proximity to Butler University, and therefore, City of Indianapolis, Marion County Disaster and Emergency Services, State and Federal emergency services may not be immediately available. A delay in off-campus emergency services may be expected (up to 48-72 hours).
- A major emergency may be declared by the Butler University president or designee if information indicates that such a condition is developing or is probable.
- Any incident which has the potential for adverse publicity concerning campus resources, and/or instrumentalities of the University should be promptly reported to the executive director of University Relations at ext. 9351 and the Butler University president at ext. 9900. During non-business hours report these incidents to the University police at ext. 9396.

## 2.4 Types of Emergencies

Response plans shall be developed by the necessary departments/divisions for the following emergencies:

- 2.4.1 Tornado
- 2.4.2 Severe Weather/Snow
- 2.4.3 Fire
- 2.4.4 Medical Emergency
- 2.4.5 Utility Failure
- 2.4.6 Gas Leak
- 2.4.7 Violent Criminal Behavior
- 2.4.8 Civil Disturbance or Demonstration
- 2.4.9 Flood
- 2.4.10 Bomb Threat
- 2.4.11 Chemical Spill or Radiation Release
- 2.4.12 Water Contamination
- 2.4.13 Earthquake
- 2.4.14 Explosion on Campus
- 2.4.15 Active Shooter

*Please consult Section 7 for detailed information to assist you in preparing for these emergencies...*

## 2.5 Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the Butler University president or designee as follows: When conditions are present that meet the definition of a campus major emergency or disaster, the University police department, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, to safeguard persons and property and to maintain educational

facilities. Declaration of a campus state of emergency should be made in consultation with the coordinator of the Marion County Emergency Management Division. The Marion County Emergency Management coordinator can provide Butler University with assistance in obtaining outside resources, which will be required to successfully mitigate the human and financial impact of disasters and emergencies.

The University police department shall immediately consult with the Emergency Operations team director regarding the emergency and follow all directions as set forth in this response plan. Only those faculty and staff members who have been assigned emergency resource team duties, or issued an emergency pass by the University police department, will be allowed to enter the immediate disaster site.

When declaration of a campus State of Emergency (Category Two or Three Emergency) is made, the University reserves the right to allow only registered students, faculty, staff and affiliates (i.e., persons required by employment) authorized to be present on campus. Those who cannot present proper identification (registration, employee identification card or other I.D.) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with applicable Indiana criminal codes.

## 2.6 Emergency Contact List

Butler University Police Department shall retain updated emergency contact numbers from every Operational Unit Emergency Response Plan. An annual document will be published as an appendix to the Crisis Communication Plan. BUPD dispatch will have the latest copy on file for access, with additional copies forwarded to University Relations, the director of facilities, and the vice president of operations.

## 2.7 Incident Command Posts

When a major emergency occurs, or is imminent, it shall be the responsibility of the University police department to set up and staff an appropriate incident command post. The incident command post will be established in accordance with the guidelines listed by the Federal Emergency Management Agency (FEMA). The incident command post can be either a Field Incident Command Post or a General Incident Command Post:

- 2.7.1 Field Incident Command Post:** If the emergency involves only one building or a small part of the campus a Field Incident Command Post will be established as near to the emergency as reasonably possible.
- 2.7.2 General Incident Command Post:** If the emergency involves a large part of the campus, the Command Post is to be established in the basement conference room of the Butler University Police Department. If that site is unavailable, then the command post will be established in the data center, basement of COPHS.
- 2.7.3 Emergency Operations Center:** Upon activation by the Emergency Operations Team director or his designee, the operation team will meet in the basement of the Butler University Police Department – 525 W. Hampton Drive. The data center in the basement of COPHS is designated as the secondary Emergency Operations Center.
- 2.7.4 Emergency Operations Team**  
The Emergency Operations Team shall be directed by the director of public safety/chief of police or designee. The team shall consist of the following individuals or their designee:
- President
  - Provost and senior vice president for Academic Affairs
  - Vice president for Student Affairs
  - Vice president for Finance

- Vice president for Operations
- Vice president for Enrollment Management
- Vice president for University Advancement
- Director of Public Safety/Chief of Police
- Executive director for Clowes Memorial Hall
- Executive director for Information and Technology
- Director of Athletics
- Executive director of University Relations
- Executive director of Human Resources Management and Development

## 2.8 Campus Response Units

Some divisions and units shall develop emergency response plans that promulgate the procedures for protecting life and property. These plans must be in response to the types of emergencies identified in the University Emergency Response Plan. These plans shall include sections on preparedness, implementation and recovery. A copy of the plans shall be kept at the Emergency Operations Center. Those divisions and units are as follows:

- University Relations
- Student Affairs Division
- Purchasing Services
- Butler University Police Department
- Maintenance Services Department
- Building Services Department
- Environmental Programs
- Information Resources
- Human Resources Management and Development

## 2.9 Emergency Response Plan Coordinators

As directed by the Butler University Emergency Response Plan, each building will have a designated **emergency response plan coordinator**, who should be a full-time member of the University, and who is familiar with the colleges and divisions in the building, and the physical layout of the facility. For notification purposes, a primary and secondary person should be identified. The specific duties are as follows:

- Coordinate emergency training for all operational *Unit Coordinators*.
- Maintain copies of Operational Unit Emergency Response Plans and ensure periodic updates.
- Collect necessary paperwork from *Unit Coordinators*.
- Maintain emergency equipment for their designated area.

### 2.9.1 Operational Unit Coordinators

As directed by the Butler University Emergency Response Plan, each department will have a designated operational unit coordinator, who should be a full-time member of the University, and who is familiar with his/her specific department, and the physical layout of the department. For notification purposes, a primary and secondary person should be identified. The specific duties are as follows:

- Coordinate departmental efforts in drafting the operational unit plan.
- Coordinate emergency training and communications for all department members.
- Maintain copies of Operational Unit Emergency Response Plan and ensure periodic updates.
- Maintain emergency equipment for their department.

## 2.9.2 Operational Unit Emergency Response Plan

Individual deans and directors are responsible for ensuring their colleges and areas have current emergency plans in place, and that all individuals within their respective area, including faculty, staff and students, are familiar with emergency procedures and contacts. As directed by the president, as part of their plans, deans and directors are responsible for assigning emergency preparedness and response duties to the appropriate faculty or staff member. All Operational Unit Emergency Response Plans must be kept current and must be updated as faculty, staff, and programs change. Plans should be available in both hard copy and electronic formats. Members of the Emergency Preparedness Policy Group will assist in developing and training those assigned emergency preparedness and response duties. The Operational Unit Emergency Response Plan will include:

- Listing of individual **Emergency Response Team Members**, including contact information
- Location of individual rally points
- Evacuation procedures and routes
- Area checklists and reporting instructions
- Evacuation plans for students with disabilities
- Phone tree information for contacting key individuals within an Operational Unit
- Listing of mission critical resources
- Listing of hazardous materials
- Listing of specific duties and responsibilities of **Emergency Response Team Members**:
  - Assist in evacuation/shelter-in-place procedures
  - Conduct cursory search of area of responsibility

## 2.10 Importance of Crisis Communication

A critical aspect of an organization's strength is its ability to communicate effectively in an emergency. This requires thoughtful proactive planning, which lays out the fundamental structure and systems for external and internal response to a wide variety of events and conditions. Since all possible scenarios cannot be planned for in detail, a well-developed plan requires detailing of responsibilities, procedures, and action plans that address general categories of emergencies and crises.

The responsibility of the director of public relations is to ensure all departments and appropriate staffs are informed of media procedures. This will be critical to successful implementation of the plan in the event of an emergency. Effective response will also depend on the following:

- Timely response to media requests
- Effective utilization of available resources, both internal and external
- Clear definition of roles and responsibilities of individual staff members and departments
- Carefully planned communications with all interested parties
- A relationship with media organizations that fosters their playing a supportive role in our communication efforts
- Periodic re-evaluation and update of this plan to incorporate administrative and organizational changes, as well as other changes which need to be considered in the plan, such as new buildings systems, new types of labs, etc.

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### 3.1 Policy Statement

A variety of crises necessitate the implementation of a communication plan. A crisis is broadly defined as a situation that affects or threatens to dramatically affect the lives, health and property of the campus community or which may adversely impact the operation, reputation or normal activities of the University. Careful preparation, planning and complete honesty may reduce the tarnishing effects of a crisis.

### 3.2 Formation of Emergency Operations Team

For all crisis situations, the director of public safety/chief of police is the first contact and assumes responsibility for notifying the vice president for operations. The VP for operations will then notify BUPD to send out an Instant Alert Plus message to the Emergency Operations Team, calling them together.

#### 3.2.1 Emergency Operations Team (EOT) Members include:

- President
- Provost and senior vice president for Academic Affairs
- Vice president for Student Affairs
- Vice president for Finance
- Vice president for Operations
- Vice president for Enrollment Management
- Vice president for University Advancement
- Director of Public Safety/Chief of Police – *Team Leader*
- Executive director for Clowes Memorial Hall
- Executive director for Information and Technology
- Director of Athletics
- Executive director of University Relations
- Executive director of Human Resources Management and Development

Individuals who work in areas affected by the crisis may also be asked to serve on the Emergency Operations Team.

Once convened, the Emergency Operations Team will complete the initial Crisis Assessment Checklist (see Section 5/Appendix A) and develop a communication plan for the public relations staff to execute.

### 3.3 Incident Management Meeting Locations/Assignments

A minimum of five working locations may be required during a crisis. This plan recognizes that no two critical incidents are the same and discretion is left with the team leader, the director of public safety, to determine how many locations/assignments are needed.

### 3.3.1 Location #1/Emergency Operations Team Headquarters

First Choice	Second Choice	Who Reports	Assignments
Butler University Police Department Basement conference room	COPHS Data Center	Emergency Operations Team	Strategies, media, response

### 3.3.2 Location #2/At the Scene of the Emergency

First Choice	Second Choice	Who Reports	Assignments
Scene of Emergency	N/A	BUPD, director of Public Safety, director of Public Relations	Scene management, PIO, media inquires

### 3.3.3 Location #3/Communications Work Room

First Choice	Second Choice	Who Reports	Assignments
Jordan Hall #140 University Relations Office	HB317 Conference Rm	Associate director of Public Relations, University Relations secretary, directors of Print and Web Marketing Communications, CSE staff, if needed.	Field calls to the University about incident, draft/send external/internal communications, and post information on Butler web page.

### 3.3.4 Location #4/Media Work Room

*Should a crisis occur at Butler that draws a large number of media representatives, they will be asked to stage and work from an assigned media work room.*

First Choice	Second Choice	Who Reports	Assignments
Clowes Hall Krannert Room	AU326	Associate director of Public Relations	Collect questions to be answered

### 3.3.5 Location #5/Student Call Center

*Should a crisis hit Butler or the country (e.g., 9/11) that would inhibit the use of cell phones, students would be able to contact family members from an assigned call center.*

First Choice	Second Choice	Who Reports	Assignments
Ruffalo Cody Call Center: JH55	TBD	Dean of Student	Support

### 3.4 Target Internal/External Audiences

- Campus community (students, faculty, staff)
- Parents
- Area schools, daycares, churches
- General public
- Media
- Trustees
- Alumni

### 3.5 Communication Methods

The following communication methods may be used in a crisis situation to relay critical information to our target audiences. The content for all messages will be determined by the Emergency Operations Team or EOT team leader, if the team has not yet assembled.

#### 3.5.1 Instant Alert Plus

Delivers voice and text message alerts to email, home, cell and/or work phones. Messages can be sent to email addresses only or all devices.

#### 3.5.2 InformaCast

Delivers voice and text message alerts through campus CISCO IP phones.

#### 3.5.3 Butler University Website

Messages about the crisis situation may be posted on the homepage [www.butler.edu](http://www.butler.edu) in two locations – under top-level navigation and under “news.”

#### 3.5.4 All-Campus Email

Messages reach Butler email addresses and can be sent to the following groups: Everyone, faculty, staff or students.

#### 3.5.5 All-Campus Voicemail

Messages reach office phones, dorm/apartment phones or Greek house phones and can be sent to the following groups: residence halls, GreekHouses, faculty/staff.

#### 3.5.6 Campus Operator

Messages can be recorded on the main campus phone line (800) 368-6852.

#### 3.5.7 Crisis Information Line (located in University Relations office)

Messages may be recorded on the crisis information line by a member of the public relations staff. This number may be included in emails, media statements and on the Butler website.

#### 3.5.8 Local Media

The local media may be utilized to communicate information to Butler’s neighbors and the larger Indianapolis community. A strategy for approaching the media will be determined by the Emergency Operations Team. Any information released to the media will be monitored by the PR staff and quickly corrected when errors are made.

#### 3.5.9 Parent Notify Listserv

This email listserv may be used to communicate with parents throughout a crisis situation.

### 3.5.10 Nortel Backup Phones

Nortel backup phones may be utilized to relay important information from one department to another when the CISCO IP phones are inoperable. A list of department's with Nortel backup phones and their numbers can be found in section VI.

## 3.6 Guiding Principles for Crisis Communications

In a crisis, Butler University will endure by reacting quickly, showing compassion and taking responsibility.

### 3.6.1 Tell the Truth, the Whole Truth and Nothing but the Truth

Telling the truth is always the right thing to do and the one way to ensure that little to no damage will come to the credibility of the University. Frequently, not telling the truth leads to two major problems:

- The truth will always come out. The exposure of the dishonesty increases the impact of the crisis and causes the individuals and the institution to lose all credibility.
- The rumor mill. Although honest information is the only way to communicate in a crisis situation, official channels of communication do not always tie up loose ends. In these situations, the "rumor mill" often becomes the trusted source for information. Work with Ice Miller LLP to make sure as much information as possible can be released without jeopardizing possible litigation or forthcoming investigation. The lawyers shouldn't have the final say in what goes out, but they may help avoid an inadvertent slip.

### 3.6.2 Communicate Quickly

Gather accurate, thorough information and communicate that information as it becomes available. Waiting to go public about a crisis until every detail pertaining to the situation has been investigated could intensify the incident.

### 3.6.3 Speak with One Voice

In crisis situations, all messages must be 100 percent accurate and consistent. In most cases, the spokesperson should be the person possessing the most direct knowledge of the crisis. The public relations office will assist the spokesperson in preparation and advice, as well as offer comments to the media when needed.

## 3.7 Important Phone Numbers

### 3.7.1 Emergency Resources/Contact phone numbers

<b>Agency/Resources</b>	<b>Phone Number</b>
American Red Cross – Marion County Chapter	(317) 684-1441
<b>Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)</b>	(317) 226-7464
<b>Crisis and Suicide Line</b>	(317) 251-7575
<b>Environmental Emergencies</b>	(888) 233-7745
<b>Federal Bureau of Investigations (FBI)</b>	(317) 639-3301
<b>Indiana Department of Environmental Management (IDEM)</b>	(317) 233-7745
<b>Indiana Emergency Response Commission</b>	(317) 232-3830
<b>Indiana Poison Control Center</b>	(800) 222-1222
<b>Indiana State Department of Health</b>	(317) 233-1325

<b>Indianapolis Metropolitan Police Department - North District</b>	(317) 327-6100
<b>Indianapolis Fire Department - Administration</b>	(317) 327-6041
<b>Marion County Health Department</b>	(317) 221-2000
<b>Marion County Local Emergency Planning Committee</b>	(317) 252-3230
<b>National Response Center (Hazardous Spills)</b>	(800) 424-8802
<b>Road Information</b>	(317) 232-8300
<b>U.S. Marshall Service</b>	(317) 226-6566
<b>U.S. Secret Service</b>	(317) 226-6444
<b>Hospitals:</b>	<b>Phone Number</b>
<b>Clarian North</b>	(317) 688-2042
<b>Methodist</b>	(317) 962-2000
<b>St. Vincent</b>	(317) 338-2442
<b>Wishard</b>	(317) 630-8485

### 3.7.2 Nortel backup phone locations

<b>Building</b>	<b>Extension</b>	<b>Location</b>
Jordan	5751	Telecom Room (Basement Jordan)
<b>Holcomb</b>	5760	HB150 - Computer Room
<b>University Police</b>	5702	Chief's office - second floor
<b>University Police</b>	5703	Assistant Chief's office - second floor
<b>University Police</b>	5701	BUPD Main Phone
<b>Resco</b>	5747	Resco Main Office
<b>Ross</b>	5748	Ross Main Office
<b>Schwitzer</b>	5749	Schwitzer Main Office
<b>University Terrace</b>	5750	UT - Main Office
<b>Health Center</b>	5752	Health and Counseling Center
<b>Atherton</b>	5753	Student Affairs
<b>Clowes Memorial Hall</b>	5754	Clowes coat room
<b>Clowes Memorial Hall</b>	5755	Clowes Command Center
<b>Facilities</b>	5756	Facility and Maintenance Conference Room
<b>Gallahue</b>	5758	GH294/Second floor copy room
<b>Hinkle</b>	5759	Men's Basketball office
<b>Irwin</b>	5762	Circulation desk
<b>Jordan</b>	5763	President's Office
<b>Jordan</b>	5764	Vice President of Operations office
<b>Jordan</b>	5765	University Relations office
<b>Jordan</b>	5766	LAS Dean office
<b>Lilly</b>	5767	JCFA Dean office
<b>Pharmacy</b>	5768	COPHS Dean office
<b>Robertson</b>	5769	Robertson Sitting room

## 3.8 Aftermath Component

Following any crisis, appropriate action must take place to ensure that members of the university community, and others as necessary, receive needed information and assistance to help bring closure to the

crisis as well as relief from the effects of the event. Attention also should be placed on identifying and implementing measures to improve the action plan used during the crisis. Some examples include:

- A public meeting should be scheduled to communicate details of the incident and events to all interested members of the university. The timeliness of this meeting is critical.
- Immediately following a crisis, it is imperative that the university be sensitive to the needs of faculty, staff, students and guests who may have been personally affected by the disaster. Messages may be sent to provide comfort to the campus community.
- Depending upon the nature of the crisis, services and assistance may have been rendered by agencies, companies and/or individuals from outside the university. The University Relations department should ensure that applicable follow-up information is forwarded to appropriate persons, as well as thank you letters.
- The Emergency Operations Team shall meet within days following a crisis to review the actions taken and determine the effectiveness and efficiency of the response.

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SECTION 4

# PANDEMIC EMERGENCY PLAN

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## 4.1 Pandemic policy and protocols

Definition of pandemic incident for purposes of this policy will be the severe outbreak of a virus that affects a significant population of Butler University staff, faculty and/or students. Common viruses and pandemic events could include:

- Influenza: *“An influenza pandemic (or global epidemic) occurs when a new influenza virus subtype appears, against which no one is immune. This may result in several simultaneous epidemics worldwide with high numbers of cases and deaths.”*<sup>1</sup>
- Noroviruses: *“a group of related, single-stranded, nonenveloped viruses that cause acute gastroenteritis in humans.”*<sup>2</sup>

It’s crucial to be able to make clear and timely decisions, essential to know who is in charge of specific activities and how those roles might change if a limited outbreak changes into a small pandemic. Butler University recognizes that this level of preparedness requires a high level of cooperation and commitment from all areas within the university.

The general expectation is that administrators and appropriate staff at Butler University will work to ensure the safety of our campus population and take necessary steps to mitigate risks associated with the spread of any known virus.

Declaration of a campus pandemic emergency shall be the decision of the university president upon recommendations of the senior administrative group.

## 4.2 Leadership and Incident Command of a pandemic outbreak on campus:

To ensure continuity of planning, medical services, and mitigation Butler University recognizes that leadership roles will need to be defined in the case of a pandemic outbreak on campus. The president of the university shall have final decision authority, but will rely on the following administrators in a unified command to facilitate operational decisions:

Campus Incident Command			Vice President of Student Affairs		
<b>Faculty</b>	<b>Staff</b>	<b>Students</b>	<b>Visitors</b>	<b>Athletics</b>	<b>Groups</b>
Provost	Executive Director Human Resources	Dean of Student Life	Director of Conference Services and Events	Executive Director of Athletics	Dean of JCFA

<sup>1</sup> World Health Organization: WHO Checklist for Influenza pandemic preparedness planning, 2005.

<sup>2</sup> CDC: Center for Disease Control and Prevention, 2009.

<b>Clowes Hall</b>	<b>Campus Operations</b>	<b>Communications</b>			
Executive Director of Clowes Hall	Vice President of Operations	Director of Public Relations			

- 4.2.1** *Incident Commander*, the Vice President of Student Affairs who serves as the Chief Medical Officer for Butler University will assume incident command and report directly to the university president during a declared campus pandemic emergency. He or She will oversee a unified command in making appropriate decisions which will consist of the Provost, Executive Director of Human Resources, Dean of Student Life, Director of Conference Services and Events, Executive Director of Athletics and the Dean of JCFA.
- 4.2.2** *Faculty*, the university provost will brief and work with the vice-president of student affairs on all matters related to faculty and academic affairs during a declared campus pandemic emergency.
- 4.2.3** *Staff*, the executive director of human resources will brief and work with the vice-president of student affairs on all matters related to employment, to include:
- University employment matters including mass sick time use;
  - Workman’s compensation claims and;
  - Any additional employment matters related to a declared pandemic incident.
- 4.2.4** *Students*, the dean of student of life will oversee all matters related to student health during a declared pandemic emergency. This includes matters related to:
- Operation of the university Health Services Center;
  - Housing of students on campus;
  - Contract services, in consideration of regular university policies, of outside vendors supplying needs for student housing.
- 4.2.5** *Visitors*, the director of conference services and events will oversee all matters related to outside conference events drawing attendance to the university;
- Will work with university relations in communicating visitor health safety issues to the Indianapolis community, including cancellation of any planned event;
  - Any communication shall be in accordance with the *Butler University Crisis Communication Plan*.<sup>3</sup>
- 4.2.6** *Athletics*, the university athletic director will oversee all matters related to university sporting events, or other contracted use of athletic facilities. This includes matters related to:
- Campus scheduled sporting events, home or away;
  - Cancellation of sporting events due to illness.
- 4.2.7** *Groups or university contracted constituents*, the dean of JCFA will oversee all matters related to university contracted not-for-profits housed on campus.
- 4.2.8** *Clowes Memorial Hall (CMH)*, the executive director of CMH will oversee all matters related to Clowes. This includes:
- Cancellation of productions scheduled for CMH;

<sup>3</sup> Butler Crisis Communication Plan, section IV, revised 2009.

- Housekeeping and sanitation of CMH;
- Employment and contract matters pertaining to CMH;
- Recovery plans from a pandemic incident related to CMH.

**4.2.9** *Campus Operations*, the vice president of operations will oversee facility, safety, and housekeeping matters related to a pandemic incident, to include:

- Preparing housing facilities at the request of dean of student life for sick students;
- General housekeeping and sanitation matters throughout the university;
- Supervising the Director of Public Safety on security issues pertaining to a pandemic incident on campus.
- Identifying contract services for maintenance, housekeeping, or police services in the case of mass sick time due to illness in any of these divisions.

**4.2.10** *Communications*, the director of public relations will oversee matters related to:

- Campus-wide communications;
- Web announcements on pandemic emergencies, and;
- All media inquires on pandemic emergencies.

## 4.3 Assumptions/Stakeholders

Butler University has a pandemic plan/protocol, complimentary to the Campus Emergency Response Plan due to the complexity of this type of medical crisis. Components of this plan are meant to be consistent with local, state, and federal pandemic response plans/protocols.

Basic assumptions should include, but not be limited to the following:

- An influenza pandemic will occur simultaneously in communities throughout Indiana and across the United States;
- The Butler University Health Center will have an overwhelming amount of students reporting flu-like symptoms;
- Effective outpatient care may reduce the amount of resources utilized by the Butler University Health Center;
- There may be a delay or shortage of vaccine and antiviral medications;
- A large percentage of the Butler University work force may be too ill to report to work, compromising critical operations for the university;
- Supplies and equipment may be in short supply, or on back-order;
- A pandemic event may be too large for Butler University to expend resources on and require assistance from local, state or federal agencies.

### 4.3.1 Butler University Stakeholders

Butler University enrolls, employs and hosts many individuals and groups. Careful consideration should be given to protecting and communicating to stakeholders during a declared pandemic emergency. Key stakeholders have been identified as:

*4.3.1.1 Greek houses:* Butler University recognizes that 14 Greek houses are located on private property surrounding the University. The houses have inherent responsibilities to maintain the health of Butler University students. During any declared pandemic emergency, the dean of student life or designee will ensure proper communication with Greek houses and collaboration of resources if feasible.

4.3.1.2 *Off-campus housing:* Butler University recognizes that a significant population of students, faculty and staff live in off-campus housing within the Butler-Tarkington neighborhood. Any communication, including alerts or closure of campus, will be communicated through the executive director of University Relations or designee.

4.3.1.3 *Campus housing:* Students living on campus may be potentially exposed to a public health threat during a declared pandemic emergency. Careful consideration shall be given to finding resources to mitigate identified risks.

4.3.1.4 *University employees:* Key to the operation of campus and academic programs is the workforce for Butler University. In consultation with the incident commander during a declared pandemic emergency, resources shall be directed to mitigate identified risks.

## 4.4 Action Steps during a Pandemic Emergency

Butler University shall take the following actions during a declared pandemic emergency to ensure the health and safety of students, faculty, staff and visitors to campus:

### 4.4.1 Communication

Advise sick students, faculty, and staff to stay at home or their assigned residence halls until at least 24 hours after they no longer have a fever. (100 degree Fahrenheit or 38 degrees Celsius) or signs of a fever (chills, feel very warm, flushed appearance, or sweating). This should be determined without the use of fever-reducing medications.

Assigned Task	Incident commander: VP of Student Affairs
Responsible for communication	University Relations, director of Public Relations
Method of delivery	Instant Alert Plus Campus-wide emails Blackboard University Facebook page University Twitter account

*Additional communication should be considered for the following:*

- Students, faculty and staff with a higher risk of getting the flu should consider getting early treatment with antiviral medications.
- Discourage sick members of the public from attending institutional sponsored events until they are fever free for at least 24 hours.
- Encourage students, faculty, staff and visitors to cover their mouths.

### 4.4.2 Contact with students who are identified as sick

Butler University will devote a reasonable amount of resources to maintaining contact with students who are identified as sick with flu-like symptoms and are housed on-campus.

Assigned Task	Health Services and Residence Life coordinators
Responsible for communication	Health Services director and Residence Life director
Method of contact with identified students	1) Phone calls 2) Emails

#### 4.4.3 Cleaning procedures

Butler University will establish regular schedules for cleaning of restrooms, surfaces and items that are likely to have frequent hand contact such as desks, door knobs, keyboards, or counters.

Assigned Task	Director of Housekeeping Services
Responsible for clean and healthy campus environment	Vice President of Operations
Method of Operation	Use of identified cleaning chemicals/products to kill viruses leading to the spread of flu strands or norovirus.

*Additional responsibilities for Director of Housekeeping:*

- Maintain adequate supply of hand sanitizer stations throughout campus for use, locations to be determined by the vice president of operations.
- Work to ensure all housekeeping staff is equipped with adequate PPE (Personal Protection Equipment) and trained in its use.
- Oversee storage and disposal of medical and non-medical wastes throughout campus.
- Consult a third party vendor for contacted housekeeping in case of staff contacting flu-like symptoms, causing widespread absences.

#### 4.4.4 Food Services protocols

Butler University will follow pre-establish protocols for food service during a pandemic emergency on campus.

Assigned task	Dean of Student Services
Responsible pre-established food serving protocols during a declared pandemic emergency	Aramark Food Services
Method of Operation	Dean of Student Services would work with Aramark to cease self-service food stations to mitigate spread of virus.

*Additional protocols on food service may include:*

- Food service delivery if warranted to identified students.
- Limited hours of operations to reduce spread of virus.
- Warning signs and additional hand sanitizer stations established.

### 4.5 Campus Housing Isolation Protocols

The dean of Student Services will establish influenza-like isolation protocols on an annual basis to be included in the pandemic emergency plan.

#### 4.5.1 2009-2010 Protocol

Health Services (HS)	Student reports to Health Services (HS) in person or contacts by phone. Meets criteria for ILI.	
Residence Life Office (RLO)	The student presents RLO w/documentation of ILI diagnosis from an external health care provider.	RLO sends email to Vicky Rosa (vrosa@butler.edu) re: student name, phone number for tracking purposes.
	Student is able to go home	Health Services (HS) gives the student a mask and instructions about when to return; facilitates student arranging transportation home.
		HS gets a contact phone number and email on the release form in order to follow up as needed. Student is instructed to contact HS if conditions change for the worse.
	Student cannot or will not go home	HS will fax ill student's release to RLO (ext. 8228). Student affairs staff will deliver faxes as they are discovered in the AU 200 copier. HS will also scan the release and send to Karla (kcunning@butler.edu) and Sherry (slwillia@butler.edu). RLO will keep a master list of isolated students, their temporary locations, date checked in/out, student's phone number, emergency contact number.
		HS gives student mask and flu kit supplies.
Residence Life Office		Based on fax info, if student in Greek house, Becky Druetzler notified to her phone, ext. 6590. (Cell if after hours: 797-9389). Needs student name, Greek group, location of isolation space assignment.
Student		If student cannot isolate in their current living situation and isolation space is needed, the student contacts RLO during office hours 940-9458.
		After office-hours student contacts central staff duty phone 650-7104. If no response, call BUPD, ext. 9396 to get a hold of director of Residence Life (RL). RL staff will direct current hall residents to the RLC/SA of their current building; Greek students will be directed to UT staff.

HS	<b>Important info to gather from student</b>	Complete the release to include student's cell phone number (or best number to reach them); current residence; emergency phone number. To the best of their knowledge at the time, decipher the student's plans for isolation.
	<b>Important info for HS to share with student</b>	1) Conditions for return to community activity. 2) Self-care instructions. 3) What to do if condition worsens. 4) Where to find "after-hours" care information on the HS website. 5) RL staff will contact them about isolation room assignment. 6) Give sick tray forms 7) Leave your phone on/vibrate so you can be reached if needed. 8) Alert your family of your new room assignments. 9) Linens for room and what to bring. 10) <b>Give copy of "If the Flu Got You" flyer.</b>
		<b>Linens:</b> If to UT Apts, linens/blanket/plastic bag will be provided. BYO towels/pillow and hygiene items. At check out, linens are to be bagged and returned to front desk along with room key and key fob.
		If assigned to current residence bring your own linens/blankets/towels/pillow. Plastic bag given at room check in so that linens can be transported through hall. Students advised to launder in warm/hot water before returning to their own bed.
		For those that authorized on the release form, faculty notification letter will be sent letting student's professors know he/she will be out for three to five days.
<b>Student Affairs Office</b>		Releases are shared daily with Jermaine Van Hannegeyn in SA. He will initial the release after faculty notification is sent and return to RLO.
<b>Residence Life Office</b>		RLC or SA in building is notified of student needing an assignment. Student's cell phone shared with hall staff. Student is told where to report.
	<b>Students assigned to their current residence hall.</b>	Hall staff checks student in. Room/space assignment made on site. Pull room key. Provide plastic bag for them to use to bag linens.
		Sick tray forms offered. Discuss with student if friends will be able to deliver meals for them.
		Hall staff will designate bathroom stall and sink for ill individuals to use. [Sign: This sink/stall is only to be used by students with flu symptoms] (Inform Coco's staff to clean these areas daily)
		Instruct student on how to check out of space when recovered to include return of key and importance of bagging linens.

		RLC will check in with ill students daily either by email, phone call (use phone number on release) or personal visit. Call BUPD IF concerned that emergency medical response is warranted.
		Upon student's check out, the RLC will inform RLO of vacancy. Carefully handle any items coming from recovering student (wipe off key). Instruct student to wash their linens/towels in warm/hot water before using again. Inform Coco's staff that sick space/bathroom needs to be cleaned.
	<b>Students assigned to UT apartments.</b>	Hall staff checks student in. Room/space assignment made on site. Checks student into room.
		Hall staff monitor food/water supplies in apartments. Hall staff can replenish as needed.
		RLC will check in with ill students daily either by e-mail, phone call (Use phone number on release), or personal visit. Call BUPD if concerned that emergency medical response is warranted.
		When students leave: Return key and bagged linens, etc., to hall desk.
		Hall staff alerts RLO of vacancy.
		Carefully handle any items coming from recovering student; wipe off key; key fob, limit contact with linens.
<b>Student Affairs Office</b>		Once a week delivery/pick-up of linens will occur on Wednesdays. If we move to two days/wk the schedule will be Tuesday and Fridays. Call Jeremy Votaw (317) 371-6890 to meet driver. (Our contact is Skip @ Superior Linens (765) 744-2641. Initially, Sally Click will be the contact to order.)

## 4.6 Vaccination Resources

The director of the University health services will coordinate campus vaccination orders, supplies, delivery and schedule. Butler University will coordinate resources around identified needs to ensure vaccinations, if available, can be administered. Methods of distribution may include:

- POD: Points of distribution may be entered into with the Marion County Health Department for regular distribution of vaccines or during a pandemic emergency.
- Announced hours of vaccine distribution will be coordinated by the director of University health services.

### 4.6.1 Security of distribution site and storage

The director of health services will consult the director of public safety and facilities to ensure site security and proper storage. Facilities will work to ensure proper security of approved storage is in place for vaccine supplies on campus. The director of public safety will work to provide site security if a mass vaccination POD is established on the Butler University campus.

## 4.7 University Health Services

The director of health services will establish medical protocols for evaluating students with flu-like symptoms during a pandemic emergency. Butler University recognizes that the depth of a pandemic emergency can overwhelm on-campus medical personnel. The director of health services will ensure that Health Services staff has the following resources:

- Current and best practices in dealing with any strand of the flu.
- Proper PPE and training to mitigate any exposure to viruses.

## 4.8 Public Safety During a Declared Pandemic Emergency

The director of public safety/chief of police will ensure proper steps to secure the Butler University campus if warranted by the vice president of Student Affairs in case of a pandemic emergency. The public safety director will have an internal plan addressing business continuity to fully staff police and security personnel during a pandemic emergency.

### 4.8.1 Transportation of students

Primary transportation of students during a pandemic emergency will be the responsibility of the Butler University Police Department. The director of public safety may institute the following modes of transportation depending on run volume:

- Normal BUPD vehicle escorts to the Health Center with sanitation policies to ensure vehicles are cleaned.
- One transport vehicle identified for health transports to the Health Center. BUPD will work to identify a transport van via current University resources, or identify a lease option for use.

**Note:** Students needing transported to a hospital will be transported by ambulance.

### 4.8.2 Calls to University about pandemic emergency

The director of public safety will establish an informational telephone tree to ensure calls regarding any pandemic emergency are routed to the proper person at Butler. This communication phone tree will be established in partnership with University Relations and placed active on BUPD's telephone system and the main Butler switchboard line at the request of the vice president of Student Affairs. Three areas of concern have been identified for routing of phone calls during a pandemic emergency:

- Calls from parents regarding any pandemic response – routed to Student Affairs.
- Calls regarding symptoms/signs of flu-like viruses – routed to Health Center.
- Calls from media on Butler's protocols for any pandemic emergency – routed to University Relations.

**Note:** Established phone line for publication is: (317) 940-6999.

## **4.9 Marion County Emergency Management Support**

The director of public safety and health services will coordinate additional support from the Marion County Emergency Management Office. Butler University recognizes that if a full scale pandemic emergency occurs in Marion County or throughout the State of Indiana resources may be limited.

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SECTION 5

# CRISIS ASSESSMENT CHECKLIST

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## 5.1 Ready to Assess

The Crisis Assessment Checklist is designed to be used as a planning tool. Butler University recognizes that some critical incidents are fast paced and ever changing. Use of this checklist should primarily be used as a training tool, but can work well if the Emergency Operations Team (EOT) has support in a command post during the incident.

<b>Consideration</b>	<b>Answer/Resource</b>
<b>What is the subject matter of the crisis?</b>	
<b>Who identified the situation?</b>	
<b>When was the situation reported?</b>	
<b>Has the event resulted in death or significant loss to the University?</b>	
<b>What manner has the lost occurred?</b>	
<b>What probable cause exists?</b>	
<b>What containment has been done?</b>	
<b>Who should we notify and communicate with about the current crisis?</b>	
<b>Has the University received any media inquires, who, how many, and what was relayed?</b>	
<b>Should campus safety plans (i.e., secure facilities, shelter in place) be activated?</b>	
<b>What legal and ethical issues exist?</b>	
<b>Who is our spokesperson?</b>	
<b>What is the plan for assisting those affected by the crisis?</b>	

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# INSTANT ALERT

## 6.1 Instant Alert Plus

In the event of a campus emergency, weather-related delay or closing, Butler University will activate the emergency notification tool, Instant Alert ® Plus. This system gives Butler administrators the ability to reach students, faculty and staff on and off campus via text messages, voice and email alerts.

### 6.1.1 Helpful tips for entering your contact information

- Go to [my.butler.edu](http://my.butler.edu).
- Login with your Butler username and password.
- Students should use the following navigation once in [my.butler.edu](http://my.butler.edu)
  - Self-service → Student Center → Instant Alert Plus (located in Personal Information Section)
- Faculty and staff should use the following navigation once in [my.butler.edu](http://my.butler.edu)
  - BU Campus Solutions → BU Self Service → Use → Instant Alert Plus
- The following information can be added to your profile:
  - Six email addresses. Your Butler email is a default and cannot be changed or removed from your profile.
  - Three phone numbers.
  - One text message number or SMS (it is no longer necessary to enter the provider address).
- Click “Save” before exiting the page.

*Students, you're encouraged to add your parent's contact information to your profile.*

## 6.2 Frequently Asked Questions

### 6.2.1 What is Instant Alert Plus?

Instant Alert Plus gives University administrators the ability to reach students, faculty and staff on and off campus with a clear, consistent message. This system will broadcast information to any communication device – work phone, cell phone, home phone, email and PDAs. It can send up to 150,000 30-second phone calls and 125,000 text messages in 15 minutes.

Instant Alert Plus complements the tools the University already has in place to communicate during emergencies and weather-related delays and closings. These tools include: InformaCast voice and text message phone alerts, web alerts on [www.butler.edu](http://www.butler.edu), all-campus email and voicemail alerts and announcements through the news media.

### 6.2.2 How does Instant Alert Plus differ from InformaCast?

They are both emergency notification tools. The difference is Instant Alert Plus can send messages to any phone – work, home or cell – while InformaCast can only send messages to a Cisco IP phone. Cisco IP phones are located in all the faculty/staff offices and in each residence hall office.

During an emergency both Instant Alert Plus and InformaCast will be activated to ensure the Butler community is notified of the situation.

### **6.2.3 Who is eligible to sign up for emergency notifications?**

All undergraduate and graduate students, and full-time and part-time faculty and staff can sign up.

### **6.2.4 I'm a new student, when can I enroll?**

Students entering in the fall can enroll starting Aug. 1. Students entering at the start of the spring semester can enroll starting Jan. 1.

### **6.2.5 How long will my information stay in the system?**

A student's information will stay in the system until graduation or he/she is no longer enrolled at Butler. Faculty and staff who have left the University will be removed automatically shortly after their departure. Since adjunct faculty come on and off payroll they will remain in the system until they personally remove their information.

If at any time you don't want to receive Instant Alert messages just delete the information in your profile. Please know your Butler email is a default and cannot be removed from your profile. You will continue to receive messages at this address even after you remove your other contact information.

### **6.2.6 Who should I contact if I forget my password?**

Contact the Help Desk at 940-4357 between the hours of 8 a.m. and 5 p.m., Monday–Friday.

### **6.2.7 Can I enter my parents' or spouse's contact information to my profile?**

Yes. You may enter contact information for parents or spouses in the phone and email fields. Please note that during any emergency, all the numbers/emails in your profile will be contacted.

### **6.2.8 Will my cellular phone automatically receive text messages?**

You will receive a text message only if you enter information into the text message/SMS field.

### **6.2.9 Is there a charge for signing up?**

While there is no charge for signing up for Instant Alert Plus, your cell phone provider may charge a fee for delivery of text messages based on your current calling plan.

### **6.2.10 Other members of the Butler community received an emergency notification message, but I did not.**

First, check to see that your contact information is current. If your contact information is up-to-date and you are still experiencing problems, call 940-4357.

### **6.2.11 Can Butler affiliates sign up for Instant Alert Plus?**

Most affiliate groups are not included in the system. If you fall into this category make sure your supervisor has your contact information. Supervisors will receive emergency notifications and are expected to ensure all of their staff is informed.

**6.2.12 What if my cell phone is off when an emergency notification goes out?**

It is important to list a local phone number in case your cell phone is not operational.

**6.2.13 How often will I receive messages?**

You will receive a message anytime there is an emergency. The University also plans to conduct a full test of the system once each semester. However, the University reserves the right to conduct additional testing based on upgrades to the systems. The campus community will be notified about tests before they are conducted.

**6.2.14 Will I receive information other than emergency alerts and weather-related emergencies, delays and closings?**

No. Currently, the University only intends to use the notification system for emergency situations and weather-related emergencies, delays and closings.

**6.2.15 What steps are taken to ensure the information I submit is secure?**

The contact information submitted is protected by multiple layers of physical and technological security. Access to that data is limited to authorized University staff in the Butler's police department, Information Resources and University Relations.

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## SECTION 7

# BEING PREPARED

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## 7.1 Types of Emergencies to be Prepared for on Campus

Being prepared is essential to mitigate or recover from a crisis hitting Butler University. The types of emergencies that departments/divisions should be prepared for are the following:

## 7.2 Tornado

The State of Indiana is among the leaders in the number of tornadoes experienced each year, based on land area percentages. Also, the state ranks high among others in the number of casualties annually. The highest frequency of tornadoes in Indiana occurs in April, with June a close second. Due to these facts, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado, and to respond in the event a tornado has been spotted or the campus is struck.

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

7.2.2 *Tornado Warning:* A tornado warning indicates that a tornado has been sighted and that all persons should seek appropriate shelter immediately. Tornado warnings are typically 45 minutes in length.

7.2.3 *Procedures:* In the event of a tornado warning the communications and warning system used by the city of Indianapolis and Marion County will activate. Sirens located in various parts of the city and county are used to alert citizens of a tornado warning. These sirens can be heard in and around most campus locations.

In the event that conditions become conducive for a tornado:

- The Butler University Police Department will assign one officer to monitor and track the storm.
- When a warning sounds all persons should move to the basement of the building they occupy or at least to an inner area on the first floor (in an area where there are no windows, e.g., hallways, etc.)
- When the warning is over, the Butler University Police Department will notify persons in each building by phone or in person.

In the event any part of the campus is struck by a tornado:

- The Butler University Police Department will immediately implement the incident command system.
- Protect money by locking all registers and safes.
- Lock all areas that have money.

If the Incident Command Center is set up, a representative from the construction and maintenance emergency response team will report to the incident command to facilitate any questions concerning the incident from emergency response teams.

The Butler University Police Department will notify all outside emergency services needed such as ambulance, fire department, etc.

## 7.3 Severe Weather

### In the event of a threat of severe weather:

- The Butler University Police Department will assign an officer to monitor the progress of the severe weather when alerted by the Marion County Emergency Management office.
- Test of the emergency generators and fluid levels are conducted on a regular basis.
- Check all HVAC units to make sure that all access panels are secure
- Check all first aid kits to make sure they are supplied.
- Ensure all roof drains are free and clear of debris.
- Review evacuation procedures.

### In the event severe weather is detected on campus:

- Close and lock all cash registers.
- Close and lock all areas containing money including safes.
- Shut down all computers and electrical equipment that might be damaged.
- Evacuate the building if the safety of the faculty/staff, students and visitors are threatened.
- The decision to evacuate a building will be announced by BUPD.
- Meet at a predetermined location away from the building.
- Check all areas of the building to make sure everyone is evacuated

### In the event of property damage resulting from severe weather:

- The Butler University Police Department will establish control of security around the affected area.
- Only authorized persons may enter the area after it is declared safe to enter.

### If the roof is leaking:

- Cover with plastic any property that may be damaged
- Place trash cans under leaking areas
- Elevate property off the floor to at least 12 inches
- Rope off damaged areas.

### If there is water in the building:

- Notify the Butler University Police Department
- Building services will be notified to facilitate cleanup of the area
- Document all expenses

## 7.4 Fire Incidents

In all cases of fire, The Butler University Police Department must be notified immediately! BUPD will contact the fire department.

- Dial 911 immediately
- During a fire alarm in any building, you are required to evacuate immediately.
- If you become trapped in the public area of a building during a fire, find a room, preferably with a window available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your locations.

- If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, take your shoes, clothing and room key and go to the nearest exit. (Shout and pound on doors as you leave.)
- Know the locations of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
- If a minor fire appears controllable immediately contact the Butler University Police Department (they will notify the fire department). Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- If an emergency exists, notify the Butler University Police Department and activate the building alarm. Caution, the building alarm only rings in some buildings— you must also report the fire by phone.
- On large fires that do not appear controllable, immediately notify the Butler University Police Department (they will notify the fire department). Then evacuate all rooms, closing all doors to confine the fires and reduce oxygen - Do not lock doors!
- Protect money by closing and locking all registers and safes (if time permits).
- Lock all areas that have money (if time permits).
- When the building evacuation alarm is sounded to signal that an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building! Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.
- Do not return to an evacuated building unless told to do so by a university official.

## 7.5 Medical Emergency

In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Give your name, describe the nature and severity of the medical problem and the campus location of the victim. In case of minor injury or illness, provide first aid care. Only trained personnel should provide first aid treatment (i.e., first aid, CPR).
- Keep the victim still and comfortable.
- Ask the victim, “are you ok?” and “what is wrong?”
- Check breathing and give CPR if necessary.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical I.D., question witness(es) and give all information to the paramedics.

The Butler University Police will make all the appropriate notifications, as well as all the proper telephone calls to the emergency agencies.

## 7.6 Utility Failure

In the event of a major utility failure:

- Immediately dial 911.
- If an emergency exists, activate the building alarm. Caution: The building alarm may be local, therefore it may ring only in the building, and you must also report the emergency by telephone.

- All building evacuation will occur when an alarm sounds continuously and/or when an emergency exists.
- Assist the disabled in exiting the building! Remember that the elevators are reserved for disabled persons.
- Do not use elevators in case of fire.
- Once outside move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes and hydrants clear for emergency crews.
- If requested, assist the emergency crews as necessary.
- A campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
- If you are trapped in the elevator, use the emergency phone to notify the Butler University Police Department. If the emergency phone does not work, turn on the alarm.
- Do not return to an evacuated building unless told to do so by a University official.

## 7.7 Gas Leak

In the event of a gas leak:

- Immediately dial 911.
- Evacuate the building if the safety of faculty, staff and students is threatened.
- Open doors to promote cross-ventilation
- The Butler University Police Department will establish a safe perimeter. All persons except those needing to enter will be restricted.
- The emergency response team representative will stand by to answer any questions the fire department may have.
- Do not return to the building unless a university official gives an all clear.

## 7.8 Violent or Criminal Behavior

In the event of violent or criminal behavior

- Immediately dial 911 and report the following to the dispatch operator.
  - Nature of the incident
  - Location of the incident
  - Description of person(s) involved
  - Description of property involved
  - Any weapons involved
  - Welfare of the person
  - Report suspicious situations or persons to BUPD

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

### 7.8.1 What to do if taken hostage:

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.

- Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Don't make mistakes, which could negatively impact your well being.
- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat that captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer questions from the police on the phone. Be patient, wait. If medications, first aid, or rest room privileges are needed by anyone, say so.

The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

## **7.9 Civil Disturbance or Demonstration**

In the event that a demonstration blocks access to university facilities or interferes with the operations of the university:

- Demonstrators will be asked to terminate the disruptive activity by the vice president of Student Affairs or his/her designate.
- The vice president of Student Affairs or his/her designate will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion and possible intervention by civil authorities.
- Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
- After consultation with the president, the vice president of Student Affairs and the chief of police, the need for an injunction and intervention from civil authorities will be determined.

### **7.9.1 VIOLENT, DISRUPTIVE DEMONSTRATIONS**

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent:

*During Regular Business Hours*

- In coordination with the vice president of Student Affairs, the chief of police will contact the Indianapolis Police Department.
- If advisable, the vice president of Student Affairs will alert the director of Marketing Communications who will then call a photographer to report to an advantageous location for photographing the demonstrators.
- The president in consultation with the vice president of Student Affairs and chief of police, will determine the possible need for an injunction.
- The Butler University Police Department will communicate with the Indianapolis Police Department as needed.

### *After Business Hours*

- Immediately notify the Butler University Police Department of any disturbance.
- The Butler University Police Department will investigate the disruption and notify the chief of police and the vice president of Student Affairs.

The Vice President will:

- Report the circumstances to the president
- Notify key administrators

University Relations will:

- Arrange for a photographer
- Handle any media issues

The chief of police will,

- Set up an incident command center
- Engage the EOC
- If necessary, contact the Indianapolis Police Department

## **7.10 Flood**

In the event of a threat of flood:

- Elevate all property at least two feet off the floor.
- The Butler University Police Department will monitor the weather alerts
- An officer who is familiar with the geography will monitor the track of the flood
- The construction and maintenance response team will be notified, and a representative will report to the incident commander

In the event of a flood on Butler University property:

- Review water contamination procedures
- Make sure that all property is elevated above forecasted flood level

Review evacuation procedures:

- Evacuate a building if the safety of the faculty/staff, students and visitors is at risk
- The Butler University Police Department will be responsible for announcing an evacuation
- Check all areas of the building to make sure the building is evacuated
- Protect money/property if it doesn't threaten anyone's safety
- Close and lock all cash registers
- Lock all areas that have money
- Meet at a predetermined location outside the building

If there is any property damage as a result of the flood:

- Enter the building with caution. Snakes and other animals may have entered the building. Be sure that appropriate personal protective equipment is provided and worn.
- Inspect the building to assess damage and report to the EOC
- Document all expenses
- Make sure all damages are noted

## 7.11 Bomb Threat

In the event of a bomb threat:

- **DO NOT HANDLE THE OBJECT!**
- Clear the area and immediately call the Butler University Police Department at 911. The Butler University Police Department will make the appropriate notifications.

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

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

Keep talking to the caller and record the following:

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

**IMMEDIATELY notify the Butler University Police Department at 911 and report the incident.**

- The chief of police or his/her designee will determine if the building will need to be evacuated.
- The Butler University Police Department officers will conduct a detailed search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the Butler Police Department. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets or turn lights on or off.
- Assist the disabled person in exiting the building! Remember that elevators are reserved for disabled persons. Do not use elevators in case of fire. Do not panic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

The incident commander on the scene will notify the Indianapolis Police Department of the situation.

## 7.12 Chemical Spill or Radiation Release

In the event of a chemical spill or radiation release:

- Immediately report the incident to the Butler University Police Department at 911 and give the location, material(s) involved and the extent of any injuries.
- Activate the building alarm. Caution: The building alarm may be a local alarm and therefore might ring only in the building; you must also report the emergency by telephone.
- Evacuate the building and leave clear access for arriving emergency personnel.
- Assist the disabled in exiting the building! Remember that elevators are reserved for the disabled person's use. Do not use elevators in case of fire.
- If requested, assist emergency crews as necessary.
- A campus Emergency Command Post may be set up near the emergency site.
- Keep clear of the command post unless you have official business.
- Do not return to an evacuated building unless told to do so by a University official.

### 7.13 Water Contamination

In the event the local water department or Health Board has declared a “contaminated water” condition:

- Contact the Butler University Police Department so that the proper notifications can be made
- Wear disposable gloves at all times
- Wash dishes and cooking utensils in heated bottled water
- Use bottled water for drinking and cooking

### 7.14 Earthquake

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energized.
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for shelter it offers.
- After the initial shock, evaluate the situation and if emergency help is necessary call the Butler University Police Department at 911.
- Protect all money by locking registers and safes. Lock all areas that have money.
- If an emergency exists, activate the building alarm. Caution: The building alarm rings in some building - you must also report the emergency by telephone.
- When the building evacuation alarm is sounded walk to the nearest marked exit and ask others to do the same.
- Assist the disabled in exiting the building! Remember that elevators are reserved for disabled person use. Do not use elevators in case of fire. Do not panic.
- Damaged facilities should be reported to the Butler University Police Department and Construction and Maintenance Services.
- Once outside move to a clear area at least 500 feet away from the affected buildings(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless told to do so by a University official.

### 7.15 Explosion on Campus Including Aircraft Down

**In the event of an explosion or a downed aircraft (crash) on campus:**

- Immediately take cover under tables, desks and other objects, which will give protection from falling glass or debris.

- After the effects of the explosion and/or fire have subsided notify the Butler University Police Department at 911. Give your name and describe the location and nature of the emergency. The Butler University Police Department will notify the Indianapolis Fire Department and the other necessary agencies.
- If necessary, or when directed to do so, activate the building alarm. Caution: The building alarm rings only in some building - you must also report the emergency by telephone.
- When the building evacuations 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.
- Assist the disabled in exiting the building! Remember that elevators are reserved for disabled persons. Do not use elevators in case of fire.
- 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.
- If requested, assist emergency crews as necessary.
- A campus Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.

If an incident command post is established, a representative from Construction and Maintenance will report to the incident commander to help facilitate with any questions from the emergency response teams.

Do not return to an evacuated building unless told to do so by a university official.

## 7.16 Active Shooter

### Safety Guidelines for Armed Subjects, Active Shooter Situations

*Note:* Students, Faculty, and Staff are encouraged to view “Shots Fired on Campus, When Lightning Strikes” by visiting [www.Butler.edu/public-safety](http://www.Butler.edu/public-safety) - you will need to sign-in with your University login and password.

#### 7.16.1 Introduction

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

#### 7.16.2 Guidance to faculty, staff and students

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

- Be aware of your surroundings.
- Become attuned to your education and work environment.
- Predetermined mindset will help you take rapid and effective action.

#### 7.16.3 If an active shooter is outside your building

Proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call BUPD, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police, or a campus administrator known to you, gives the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

#### **7.16.4 If an active shooter is in the same building**

Determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

#### **7.16.5 If an active shooter enters your office or classroom**

Try to remain calm. Call BUPD, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a 911 call can be determined without speaking. If there is absolutely no opportunity for escape or hiding, it might not be possible to negotiate with an active shooter; attempting to overpower the shooter with force should be considered, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safe place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

#### **7.16.6 What to expect from responding police officers**

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

#### **7.16.7 Training**

The Department of Public Safety offers training courses based on the Center for Personal Protection and Safety's "*Shots Fired on Campus, when Lightning Strikes.*" Courses are offered throughout the academic year.

## SECTION 8

# ADVERSE WEATHER POLICY

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## 8.1 Background

Weather-related road conditions sometimes necessitate that the University consider delaying opening, canceling classes, closing or remaining open. This decision is made by the president based upon input from the vice president of operations and/or the public safety director.

When the campus remains open during adverse weather, employees must use their best judgment when it comes to commuting to and from the workplace. They should not endanger themselves nor ignore the statements of local officials about traveling during adverse weather. Staff and faculty should make every effort to notify their supervisor if they cannot get to work or plan to leave early.

If the decision is to delay, cancel classes or close, that information is communicated immediately to the campus community through local radio and television stations, the [www.butler.edu](http://www.butler.edu) homepage, email to butler.edu addresses, voicemail to campus residence hall and Greek houses, and voice and text message alerts through Instant Alert Plus. To receive notifications from Instant Alert Plus, students, faculty and staff must sign up at <http://my.butler.edu>.

## 8.2 Explanation of Delays, Canceled Classes and Closings

**8.2.1 Delay:** The University will open X amount of hours after 8 a.m. For example, a two-hour delay would mean the University would open at 10 a.m. and all classes before 10 a.m. would be canceled.

**8.2.2 Classes canceled:** Classes are canceled for the day but the University remains open. In the event of inclement weather, staff and faculty should use their best judgment when it comes to commuting to and from the workplace, and make every effort to notify their supervisor if they cannot get to work or plan to leave early.

**8.2.3 Closed:** The University is closed, classes are canceled for the day and only “critical staff” should report to work. It is a department heads responsibility to determine “critical staff” and notify employees of this requirement in advance.

Additionally, a closing means:

- Dining services remain open for students.
- Other services, like health and recreation, may be open but people should call ahead to check on facility hours.
- Public events at Hinkle Fieldhouse and Clowes Memorial Hall may go on as scheduled. The status of public events will be communicated on the [www.butler.edu](http://www.butler.edu) homepage in the News Section.

## Acknowledgements

This document has been created by the Butler University Public Safety department. Information contained in the Butler University Campus Emergency Response Plan has been approved by the University Emergency Response Policy (ERP) group.

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