In an emergency, call the University Police Department:
911 from a campus phone
317-940-9999 from a cell phone

For more information on how to be prepared, visit:
www.butler.edu/BUsafe
This Emergency Guidebook provides members of the University community limited information on how to respond in cases of emergency on or near campus. Campus safety is a responsibility we all share.

› **Plan ahead.** The time to think about what you would do in an emergency is *now*. Please take a few minutes to read through these procedures and consider how you would respond.

› **If you see something, say something.** Report crimes, suspicious behavior, and safety concerns to the University Police Department. Program 317-940-9999 into your cell phone.

› **Update/Subcribe to Dawg Alert.** Dawg Alert is the best and quickest way to get information in an emergency. Emergency situations develop and change very quickly. Dawg Alert keeps you informed as things change. Log in to your my.butler.edu account to update your information (My Info tab).

For more detailed information on how to be prepared, visit www.butler.edu/BUsafe.
EMERGENCY CONTACTS/RESOURCES

University Police Department

Emergency.......................................................................................................... 911
Emergency (from cell) ....................................................................... 317-940-9999
Non-Emergency................................................................................317-940-BUPD

Note: Dialing 911 from a campus phone calls BUPD; they have direct contact with ambulance service and fire departments.

Off-Campus Emergencies.......................................................................................... 911
Environmental ..........................................................................................317-940-6408
.......................................................................................... 317-270-3532
Facilities Management ............................................................................. 317-940-9393
Disability Services ................................................................................... 317-940-9308
Student Health Services ........................................................................... 317-940-9385
Counseling and Consultation Services .................................................... 317-940-9385
Victim’s Advocate .....................................................................................317-910-5572
Title IX Coordinator .................................................................................. 317-940-9249
REPORTING A CRIME

All crimes should be reported to the University Police Department by calling:

- 317-940-BUPD (non-emergency)
- 317-940-9999 (emergency from cell phone)
- 911 (emergency from office phone)

If you witness a crime in progress, call the University Police Department immediately. Give your name, location, and phone number. Do not hang up until the dispatcher tells you to do so. Remain at the location until an officer contacts you unless it is not safe to do so.

For more information on criminal incidents on and near campus, visit www.butler.edu/bupd/daily-crime-log.
STUDENT (OR PERSON) IN DISTRESS

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, call the University Police Department at:

› 317-940-9999 (from a cell phone)
› 911 (from an office phone)

Counseling Services can be reached at 317-940-9385 for non-emergency situations.

For more information on Health and Wellness at Butler, please visit: www.butler.edu/campus-life/health-wellness.
Immediately report utility failures during regular work hours, Monday through Friday, to the Facilities Service Center at 317-940-9393. If it is after normal business hours, contact the University Police Department at 317-940-BUPD.

**Gas Leaks:**
- Evacuate the area immediately. Do not switch on any lights or smoke in the immediate area.

**Power Outages:**
- Some facilities have emergency generators that will maintain limited power.
- Follow directions from facilities, resident advisors, or University Police personnel.
Quickly determine the best way to protect your life. Take decisive action.

**RUN**
- If you have an escape route, attempt to evacuate.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

**HIDE**
- Hide in an area out of the shooter's view.
- Block entry to your hiding place and lock doors.
- Silence cell phones.

**FIGHT (As a last resort!)**
- Attempt to incapacitate the shooter.
- Act with physical aggression; commit to your actions.
- Throw items at the shooter, if possible.

Call 911 from a campus phone or 317-940-9999 from your cell phone when it is safe to do so. Remember, when calling 911, know your exact location and state you are on the campus of Butler University. Please visit www.butler.edu/bupd/active-shooter-response for additional training and information.
It’s nearly impossible to lockdown a campus. However, in cases of an imminent threat of violence, University Police may initiate a lockdown on all or part of campus. Some exterior doors will lock automatically. Emergency responders and Butler officials will lock others manually. The goal is to limit exposure of students, faculty, staff, and visitors to threats by preventing dangerous persons from entering campus buildings.

If a lockdown is ordered:

› Stay inside or seek shelter inside immediately.
› Take shelter in a lockable room, if possible.
› Close windows, shades, and blinds, and avoid being seen from outside the room, if possible.
› Monitor @DawgAlert or @ButlerUpolice via Twitter or your Butler email for further updates and instructions.
› Report any emergency or unusual condition to the University Police Department.
› Use discretion when admitting anyone into a secured building.
› Use your best judgment and take decisive action to avoid a threat.
Shelter in Place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous material release.

**If a Shelter in Place is ordered:**

› If outside, seek shelter in the nearest building, preferably in an interior room with few windows.
› Allow access to others seeking shelter.
› Close all exterior doors, windows, and any other openings to the outside.
› Avoid overcrowding by selecting several rooms, if necessary.
› Monitor Twitter via @ButlerUpolice and/or @DawgAlert, text messages, and email for updates and further information.
› Report any emergency or unusual condition to University Police.
› Do not leave the building until receiving the “all clear” from a uniformed official, Dawg Alert, or email communication.
› Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
› If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
› Leave the building via the nearest exit. Alert others as you leave.
› Do not use elevators. Assist those needing assistance.
› Feel doors before opening; if the door is hot, do not open it.
› If safe to do so, close doors and windows as you leave.
› Report the fire to University Police by calling 317-940-9999 once outside.
› If trapped, keep doors closed and place cloth under them to keep smoke out. Signal for help by hanging an object out of the window to attract attention.
› Remain at least 500 feet outside of the building and await further instructions. Notify emergency responders of anyone trapped, especially anyone with a disability who cannot evacuate.
› Do not go back into the building for any reason until an authorized University official deems it safe to re-enter.
› Plan ahead with your department and have a rally point identified at which to meet and conduct a head count.
Bomb threats usually come by telephone. If you receive a bomb threat, remain calm and obtain as much information as possible from the caller.

› Attempt to ask when the bomb will explode and what will cause it to detonate. Ask where it’s located and what it looks like.

› If you receive a bomb threat by a caller, ask them their name and location.

› Notify the University Police Department immediately by calling 911 from a campus phone or 317-940-9999 from a cell phone.

› Describe the caller’s voice, any background noises you heard, and the exact wording of the message.

› Do not touch suspicious packages.

› Follow instructions from first responders and be prepared to assist them in a search of the building.

› Did you know that BUPD has an explosive detection K9 in partnership with the Indianapolis Metropolitan Police Department? Visit www.butler.edu/bupd for more information.
Do not open any suspicious items. If you have opened a package and notice something out of place, remain calm and call 911.

Do not move the letter or package or examine it further.

Keep others out of the area and close it off to stop entry.

If possible, limit the use of two-way radios and cell phones near the suspicious items.

If the package is leaking a substance or powder and you came into contact with it, keep your hands away from your eyes, nose, mouth, or any part of your face. Do not touch others.

Wash your hands and arms from the elbow down with soap and hot water.

Do not attempt to clean or cover anything that might have spilled from a suspicious package.

Follow all instructions given by emergency responders.
Notify the University Police Department by calling 911 from an office phone or 317-940-9999 from a cell phone.

Do not attempt to clean up the spill.

Remove yourself and others from the area and close off entry.

If anyone has contact with the hazardous material, they should be isolated and await treatment by emergency personnel.

Activation of the fire alarm and immediate evacuation of the building must be undertaken if the spill poses an immediate danger to life or health such as the threat of an inhalation hazard from a toxic substance release, or a spill of a highly volatile compound or flammable solvent which could result in the threat of a fire, or presents an oxygen-deficient condition.

Provide first responders with information about the spill, chemical, and the spill area.

Do not re-enter the building until first responders provide an “all clear.”
One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors on campus.

**Dawg Alert:** Important emergency alerts, notifications, and updates are sent to all registered devices, including cell phone and email accounts when there is an immediate threat to the safety of the University community. Students, parents, and employees may opt in to the Dawg Alert system through my.butler.edu → My Info → Dawg Alert. (Parents will need to have their student log in and add their contact information; parents cannot have their own account.)

**University website:** Critical information is posted on the University’s website and may be viewed both internally and externally.

**Email:** Broadcast emails are sent to Butler students, faculty, and staff.

**Twitter:** Please follow @DawgAlert and/or @ButlerUpolice.

**Telephone:** Broadcast voicemails are sent to faculty, staff, and RAs, and can be accessed both on and off campus through individual voice mail accounts.
Pre-Planning Is Important. If you may need assistance evacuating in an emergency, you should pre-plan and notify the Office of Student Disabilities at 317-940-9308. This office works with the Department of Public Safety regarding the living arrangements and class schedules of disabled students. Disabled employees who have concerns regarding their ability to evacuate should contact the Department of Public Safety directly for assistance in pre-planning.

- Evaluate your need to identify yourself as someone who requires assistance during an evacuation. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.

Evacuation Procedures

- Attempt a rescue evacuation only when a disabled person is in immediate danger and cannot wait for professional assistance.
- Ask others leaving the building to notify emergency responders that a disabled person needs assistance in evacuating. Give the specific location.
- If waiting for rescue is not an option, ask the disabled person how you can best assist them and whether he/she requires any special considerations or items that need to come with the individual. Keep in mind that you may need to clear debris in order to safely evacuate.
- Do not use elevators unless told to do so by emergency responders.
- Service animals should also be evacuated and should remain with disabled handlers.

For more information on Student Disability Services, visit www.butler.edu/disability.
The University Police have a direct connection to emergency medical services; please notify BUPD of any emergency medical situation immediately so EMS can be dispatched.

 › Do not move a seriously injured person unless there is a life-threatening situation.

 › Call the University Police Department at 317-940-9999 (cell phone) or 911 (office phone).

 › Give your name, exact location, and call-back telephone number.

 › Give as much information as possible regarding the nature of the injury or illness and whether the victim is conscious, breathing, etc.

 › Do not hang up until directed to do so by the emergency operator.

 › Return to the victim; administer first aid, if you know how; and keep the victim as calm and comfortable as possible.

 › Remain with the victim. A University Police Officer will respond immediately to your location/scene and will summon additional medical personnel, if necessary.
A **tornado watch** is issued by the National Weather Service when tornadoes are possible in the area.

A **tornado warning** is issued when a tornado has been sighted, or indicated by weather radar, in the area.

› Monitor local TV stations, @DawgAlert, or @ButlerUpolice via Twitter or Butler email, Dawg Alert text messages, and weather websites for severe weather updates.

› Be prepared to take shelter on the lowest level of your building or residence hall if a tornado warning is issued.

› **DO NOT PULL THE FIRE ALARM** to alert others of a tornado warning.

› Stay away from windows and exterior doors.

› Move to an interior hallway for shelter.

› Wait for an “all clear” notification prior to returning to your work area, classroom, or living room.

› If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or if there is no time to get indoors.

For more information on what to do during severe weather, please visit www.butler.edu/BUsafe.
If you find you are a victim of sexual assault, dating violence, domestic violence, or stalking, it is important to do the following:

1. **Seek safety first.** Your safety is paramount. Call 911 if you are in the midst of any kind of emergency, immediate harm, or threat of harm. Law enforcement can escort you to a safe place, hospital, or victim advocate.

   **Note:** Faculty, staff, and students are encouraged to call the University Police to report all crimes in progress.

2. **Seek medical attention if you are injured.** There are several resources on and off campus that will provide you with treatment. See listed resources for additional information.
   - Center of Hope at Methodist at 317-962-4673
   - Center of Hope at St. Francis at 317-848-7351
   - Center of Hope at St. Vincent at 317-338-3756
   - Julian Center at 317-251-7575
   - Legacy House Victim Services at 317-554-5272
   - Planned Parenthood of Indiana at 317-925-6747
   - Eskenazi Hospital at 317-630-6180

3. **Preserve evidence.** Evidence is very important to proving the incident or may be helpful in obtaining a protection order. If the evidence is preserved and documented in the beginning of the reporting process, it can be used if you decide to proceed with some type of administrative or criminal action. If you choose not to take action, the evidence can be destroyed.

4. **How to make a report.** You have various options open to you when it comes to reporting. This is a personal decision based on your situation and needs. Following are your options:
   - Making a report to any of the following will give you various resources and assist you in notifying the appropriate contacts for an administrative or criminal process:
     - Report to University's Victim Advocate at 317-910-5572.
     - Report to University's Title IX Coordinator at 317-940-9249.
     - Report to University Police Department at 317-940-BUPD.
     - Report to University's Counseling and Consultation Services, and Health Services.
     - Report to Campus Security Authority or Responsible Employee.

For detailed information on rights and options—including how to maintain confidentiality—for victims of sexual assault, dating violence, domestic violence, and stalking, visit [www.butler.edu/sites/default/files/victimsrightsandoptionsbrochure_web.pdf](http://www.butler.edu/sites/default/files/victimsrightsandoptionsbrochure_web.pdf).

For more information on the University's Title IX process, visit [www.butler.edu/titleix](http://www.butler.edu/titleix).
It's important to ensure all faculty, staff, student, and visitor injuries are documented for risk management purposes, even minor injuries. University supervisors are required to fill out incident reports and forward to Human Resources for injuries to faculty and staff.

**Workplace Injury/Illness**

- Employee and Student Incident Report forms can be found here: www.butler.edu/hr/forms
- Non-Employee Incident Report forms can be located here: www.butler.edu/bupd/non-employee-incident-investigation-form

**Building Damage**

- Notify University Facilities during normal office hours at 317-940-9393.
- Notify University Police after normal business hours at 317-940-BUPD.

**Vehicle Damage/Accidents**

- On campus, notify University Police.
- Off campus, notify the local law enforcement agency in that jurisdiction and request a crash report. Do not just exchange information.
- If confused on what to do, call University Police. The dispatcher will assist you regardless of your location.
The Butler campus map, located at map.butler.edu, contains information you may need in case of an emergency, including the locations of automated external defibrillators, code blue phones, evacuation rally points, and shelter in place locations. This information can be seen by turning on the safety section of the map at map.butler.edu. To print a map, follow the steps below:

**Generate Printed Campus Map**

› Visit map.butler.edu.

› In the upper right corner, click **GENERATE PRINT MAP**.

› Follow the steps along the left hand side of the screen.

› **Step 1:** Check the box next to the Safety category.

› You can then check/uncheck the following subcategories:

   › Automated External Defibrillators

   › Code Blue Phones

   › Evacuation Rally Points

   › Shelter in Place

   › Butler University Police Department

› **Step 2:** The settings default to a page size of Letter and Landscape orientation.

› **Step 3:** The dotted red line on the map shows the printable area. Use the + and - buttons in the upper right corner to zoom in and out to your desired area.

› **Step 4:** The print options default to PDF, gridlines, and full color.

› **Step 5:** Click the blue **GENERATE PRINT MAP** button.