Dear Butler Community Members:

Emergency preparedness is an important part of our daily campus routine. Knowing how to respond to critical incidents is crucial to sustaining Butler University and mitigating potential injury or, more seriously, loss of life. How we respond to any crisis—large or small—can have a lasting impact upon 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 preparedness and proper response. For more information on this document and trainings, please feel free to contact John Conley, Chief of Public Safety, at 317-940-8740 or jmconley@www.butler.edu.

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

Sincerely,

James M. Danko
President, Butler University
STATEMENT ON EMERGENCY PREPAREDNESS

To the Butler Community:

Emergencies and disruptive incidents can be unpredictable and affect University operations at any time. To protect the safety and security of our students, faculty, and staff, while minimizing disruptions, the entire University community must take steps to prepare itself for such events. This Emergency Response Plan addresses the University’s response by taking an all-hazards approach. While this plan is a fundamental component in the preparedness process, individuals and University units must make reasonable efforts to prepare for emergencies. (See appendix B for “Building Your Area’s Plan”)

Divisions, departments, and offices should familiarize themselves with information in this plan. Individuals should familiarize themselves with the Emergency Guidebook and other preparedness resources available from the Butler University Police Department or at www.butler.edu/bupd.

Working together, we can continue to make Butler University a safe community through our diligence and preparedness.

Kathryn Morris  
*Provost and Vice President, for Academic Affairs*

Bruce Arick  
*Executive Vice President, and Treasurer*

Frank Ross  
*Vice President for Student Affairs*

Claire Aigotti  
*General Counsel*

Stephanie Judge Cripe  
*Associate Vice President Marketing and Communications*

Melissa Beckwith  
*Vice President Strategy and Innovation*
## RECORD OF CHANGES

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## BASE PLAN

1. Introduction
   - Purpose
   - Scope
2. Method of Operations
   - Overview
   - Roles and Responsibilities
   - Emergency Management Structure
   - Initial Actions
   - Continuing Actions
   - Recovery Operations

## APPENDICES:

- Appendix A: Emergency Guidebook *(held separately from Base Plan)*
- Appendix B: Building Your Area's Plan
- Appendix C: Training Plan
- Appendix D: Planning for Those with Special Needs
- Appendix E: Rally Point and Shelter in Place Locations
INTRODUCTION

PURPOSE

The Butler University Emergency Operations Plan describes how the University responds to emergencies, addresses all types of hazards, and establishes policies, methodology, and responsibilities designed to effectively and efficiently address the needs of Butler University during an incident or event. It is intended to be a “living” document that will reflect the continually evolving environment with each update. The primary objectives of the plan are to:

• Contribute to the protection of life, property, and the environment
• Contribute to the safety of students, faculty, staff, and visitors
• Minimize disruption of University operations and activities
• Effectively manage the response operations to an emergency affecting the University
• Effectively work with internal resources and external partners during emergency operations
• Restore the University to normal operations

SCOPE

This plan applies to all Butler University divisions, departments, and offices. This plan addresses coordination and management of emergency preparedness, response, recovery, and mitigation operations.

Concepts in this plan apply to any incident when the health, safety, or security of students, faculty, staff, or visitors is threatened. Since Butler University is vulnerable to a variety of natural and man-made hazards, this plan takes an all-hazards approach. The concepts in this plan can be used for all incidents that may affect University operations.

Butler University embraces the individual differences of our students, faculty, staff, and visitors. Some members of the community have access and functional needs which may require certain accommodations. Divisions, departments, and offices will plan for people with access and functional needs during emergency preparedness, response, recovery, and mitigation efforts.

The Office of Public Safety / BUPD developed this Emergency Operations Plan in collaboration with University representatives and stakeholders. The roles and responsibilities of identified parties are included in this plan. Training exercises will be conducted on a regular basis to ensure University capabilities. The Office of Public Safety / BUPD is responsible for conducting training exercises to assist in Butler’s preparations for, responses to, and recovery from incidents that may affect the University.

The Office of Public Safety is responsible for the maintenance of this plan. It will be reviewed on an annual basis and updated as needed. Each division, department, and office mentioned in the plan is responsible for informing the Office of Public Safety of updated information as appropriate. Revisions may be made based on operational and regulatory changes, best practices, and corrective actions identified through exercises, emergency activations, and assessment processes.
METHOD OF OPERATIONS

OVERVIEW
University divisions, departments, and offices respond to emergencies by using pre-established standard operating procedures. When incidents increase in magnitude, additional resources and coordination may be required to support emergency response and recovery efforts.

Butler’s operations are guided by the National Incident Management System (NIMS), as established by the Federal Emergency Management Agency (FEMA). NIMS provides a nationwide template enabling federal, state, local, and private sector non-governmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from incidents regardless of cause, size, or complexity. Two components of NIMS are the Incident Command System (ICS) and Emergency Functions (EF). Consistent with NIMS, Butler’s operations incorporate the basic structure of the ICS, while making necessary adjustments and incorporating emergency support functions to meet the unique needs of the University. ICS is the model tool for command, control, and coordination of a response, and it provides a means to coordinate the efforts of the University and external partners as they work toward the common goal of stabilizing an incident and protecting life, property, and the environment. EFs organize University capabilities to coordinate internal emergency response and recovery operations.

ROLES AND RESPONSIBILITIES
The University has identified various divisions, departments, offices, and individuals that have a role in emergency preparedness, response, and recovery operations and that have specific responsibilities to meet the needs of an incident. Responsible parties are listed below, along with a brief description of their respective roles and responsibilities for the University, and will coordinate emergency efforts through the established organizational structure. As needed, the Crisis Management Team and Emergency Response Team will be activated and become responsible for overseeing the University’s strategic- and tactical-level activities during emergency response and recovery efforts. Butler’s divisions, departments, offices, and individuals not listed in this plan may be requested to participate in these efforts as needed.

1. **Office of the Provost:** The Office of the Provost and Vice President for Academic Affairs is responsible for the operations of the 10 colleges and schools. The deans of the colleges and schools report directly to the provost.

2. **Office of the Vice President for Finance and Administration:** The Office of the Vice President for Finance and Administration has primary responsibility for the management of Butler’s financial, physical, information technology, and human resources. This office includes the areas of Finance, Human Resources, Safety and Security, Information Technology, Operations, and Compliance.

3. **Office of the Vice President for Student Affairs:** The Office of the Vice President for Student Affairs is responsible for the management of a comprehensive portfolio of co-curricular programs and services that support student learning and well-being outside of the classroom.
4. **Office of Public Safety / BUPD**: The Office of Public Safety is a fully state-certified police department that works to ensure that the Butler University community works together to mitigate, prepare for, respond to, and recover from all hazards. This includes, but is not limited to, law enforcement; overseeing the University Emergency Operations Center; developing and implementing preparedness outreach programs; maintaining the Emergency Operations Plan; managing emergency communication systems, such as Dawg Alerts and Timely Warnings; participating in and conducting exercises; examining emergency and special event plans; and developing and managing internal resources and external partnerships. They also oversee fire and life safety, and Automated External Defibrillator (AED) program.

5. **Office of Environmental Management**: The Office of Environmental Management oversees hazardous materials management and industrial hygiene.

6. **Office of Human Resources**: University Human Resources will provide guidance and assistance to divisions, departments and offices with hiring, onboarding training, worker’s comp issues and claims, and any benefit items that are impacted or needed. They can direct us to health service providers for these issues.

7. **Office of Health Services**: Office of Health Services will coordinate with local, state, and federal health agencies when situations are deemed necessary. They will keep the Crisis Management Team updated on medical and health risks as well as any governmental requirements to address these issues.

8. **Emergency Functions (EF)**: Butler has organized University capabilities into 10 EFs that coordinate University emergency response and recovery operations. Each EF identifies primary and support divisions, departments, and offices that are responsible for ensuring operational capabilities. The Office of Public Safety will activate appropriate EFs to support incident needs.

9. **Risk Manager**: The Office of Risk Management is responsible for identifying, evaluating, training, and monitoring risks across the institution. This is accomplished through departmental collaboration, managing the portfolio of insurance and other means of assessment and risk transfer.

**EMERGENCY MANAGEMENT STRUCTURE**

The University’s Crisis Management Team and Emergency Response Team are responsible for overseeing the University’s strategic and tactical-level activities during emergency response and recovery efforts. Each member represents his or her division, department, or office and may task his or her respective unit emergency support functions and designated employees to assist in emergency response and recovery efforts. These groups may request assistance from external partners, service providers, and suppliers for additional support.
### CRISIS MANAGEMENT TEAM

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<thead>
<tr>
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<tr>
<td>Coordinator</td>
<td>Crisis Group Leader</td>
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<td>AVP—Marketing and</td>
<td>Legal</td>
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<td>Comm. Crisis</td>
<td>Provost</td>
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<tr>
<td>Communication Team</td>
<td>VP—Student Affairs</td>
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<td>VP—Finance</td>
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### EMERGENCY OPERATIONS TEAM

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<tr>
<td>VP Student Affairs</td>
<td>VP Finance and Admin</td>
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<td>Avp—Information Technology</td>
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<td>Risk Manager</td>
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### RESPONSE TEAMS

| BUPD 1) 2) 3) | HR 1) 2) 3) | Information Technology 1) 2) 3) | Operations 1) Environ. Mgt. 2) 3) | Marketing and Comm. 1) 2) 3) | Health Center 1) 2) 3) | Admin Finance 1) 2) 3) | Disability Services 1) 2) 3) | Legal 1) |
1. Crisis Management Team
The Crisis Management Team (CMT) is the executive-level oversight and strategic decision-making body for Butler during a potential or actual crisis situation. When activated, the CMT is responsible for and has the authority to:
• Make policy and strategic decisions related to the crisis that have significant implications for Butler
• Identify/forecast/manage key issues and consequences stemming from the incident or event
• Provide strategic guidance to the EOT when activated and serving as the Emergency Response Policy Group
• Approve the communications strategy and key messages developed by the Crisis Communications Team for both internal and external stakeholders

2. Emergency Operations Team
The Emergency Operations Team is the team responsible for tactical decision-making, coordinating and implementing the University’s response within its members’ respective divisions, departments, or offices. The group collects and disseminates information regarding the incident, provides advice to the Crisis Management Group and ensures the continuity of each member’s areas of responsibility. Members of the Emergency Operations Team optimize the overall University response by understanding each other’s intentions and coordinating actions.

CRISIS COMMUNICATIONS TEAM
The Crisis Communications Team (CCT) is responsible for communications to ALL internal and external stakeholders:
• Developing the crisis communications strategy and plan
• Identifying all non-crisis-related communications activities that are scheduled and developing a calendar of events to inform understanding of context of the issue/crisis
• Developing key messaging and position statements
• Developing all derivative, stakeholder-specific communications materials
• Conducting all media relations activities

1. Emergency Operations Support
Crisis Management and the Emergency Operations Teams will first rely on University capabilities and resources for response and recovery efforts by using Response Teams of designated employees. Service providers and suppliers may be used to augment response capabilities and resources.

a. Emergency Support
Emergency response and recovery operations are organized under Response Teams (RT). The Office of Public Safety will activate appropriate teams to support response and recovery efforts. There are 10 Emergency Functions with identified primary Butler University divisions, departments, and offices listed below.
EMERGENCY FUNCTIONS | RESPONSE TEAMS
---|---
EF1—Emergency Notifications | Officer of Public Safety/BUPD
EF2—Emergency Operations center Coordination
EF3—Continuity of Operations and Recovery
EF4—Security and law Enforcement | 
EF5—Infrastructure, Utilities and Damage Assessment | Operations
EF6—Fire and Hazardous Material Response | Office of Environmental Management—Operations
EF7—Resource Management and Procurement | Office of Finance and Administration
EF8—Health and Medical Services | Offices of Student Affairs and Health Services
EF9—Information Technology and Communications | Office of Information Technology
EF10—Public Information and External Affairs | Office of Marketing and Communications

Primary and support divisions, departments, and offices assigned to emergency functions have underlying responsibilities. Those underlying responsibilities are listed below.

**PRIMARY DIVISIONS, DEPARTMENTS, OR OFFICES:**
The primary unit identified for an emergency support function serves as the coordinator of that function and will:
- Oversee the emergency support function and those providing emergency operations support
- Notify appropriate Butler staff and external partners as needed
- Establish and maintain communication to and from Crisis Management and Emergency Operations Teams
- Organize response actions, utilizing Incident Management Teams
- Coordinate tasks and manage assignments
- Staff the University Emergency Operations Center (EOC), including additional shift employees, if necessary
- Determine the need for and obtain additional resources
- Communicate resource needs to others
- Collect and disseminate incident information
- Coordinate efforts with district, local, state, federal, and external partners as appropriate
- Provide regular status updates to the Office of Public Safety

**SUPPORT DIVISIONS, DEPARTMENTS OR OFFICES:**
Identified units that support the primary unit will:
- Provide support to primary unit and respective Crisis Management Team or Emergency Operations Team
- Begin and maintain an activities log of incident-related information and actions
- Track all damage, time, resources used, expenses, and actions taken
- Gather information from those providing emergency operations support
- Provide status updates, incident information, and resource requests to the primary unit
b. Designated Employees
   Crisis Management or Emergency Operations Team members will notify designated employees that their assistance is needed as a Response Team, to support response and recovery operations. Designated employees will fulfill specific critical functions as needed.

c. Service Providers and Suppliers
   Service providers and suppliers used in incident response and recovery operations should be pre-identified, pre-approved, and pre-contracted. Some incidents may require resources that Butler has not pre-identified or pre-contracted. Resource procurement will be made in accordance with Butler’s procurement policies and procedures unless the Vice President for Finance approves an exception. The Finance Division provides assistance in the procurement and management of needed resources.

2. External Partners
   During incident response efforts, Butler will respond using available University resources first. If the incident affects more than Butler or exceeds the capabilities of the University, additional support and coordination may be requested from district, local, state, federal, and other partner entities.

   Strategic partners include, but are not limited to, Indianapolis Metropolitan Police Department (IMPD), Marion County Department of Health, Indianapolis Fire and Emergency Medical Service, and Marion County Homeland Security and Emergency Management Agency. These partners are specific to Butler's operations within Marion County.

MITIGATION AND PREPAREDNESS
   Mitigation and preparedness actions are taken in advance of an emergency to prepare for and minimize the potential impacts caused by incidents on campus. Mitigation efforts include enforcing building codes, and training and education of the University population on the needs. This training and education is meant to reduce the impact of a hazard or incident.

   Preparedness activities consist of almost any pre-emergency action that will improve the safety or effectiveness of an emergency response. Preparedness activities have the potential to save lives, reduce property damage and enhance individual and community control over the subsequent emergency response. These actions are taken to protect lives, property, and the environment of Butler students, faculty, staff, and visitors. Preparedness actions include the development, participation, and facilitation of trainings and exercises with Crisis Management and Emergency Operations Teams and various Butler divisions, departments, and offices. We will coordinate mitigation and preparedness efforts with the local jurisdictions and external partners as necessary.

   Preparedness is important at all levels of the University. Each division, department, and office should take the following preparedness actions:
   • Regularly review emergency preparedness information with staff and faculty
• Implement an emergency plan that includes evacuation, shelter-in-place, continuity of operations, and emergency communications considerations
• Train staff and faculty on emergency plans
• Identify employees that have job responsibilities that include fulfilling a specific critical function within their area of responsibility during a University closure or emergency and inform them of this responsibility on an annual basis
• Routinely back up critical data and important documents
• Procure and maintain necessary emergency supplies and items
• Maintain a list of pre-identified, pre-approved, and pre-contracted service providers and suppliers
• Coordinate with other divisions, departments and offices as needed
• Routinely test and exercise planning efforts

LIFESAVING / INCIDENT STABILIZATION / PROPERTY RECOVERY
During an emergency affecting Butler, the University will respond consistent with the Incident Life Cycle. This cycle includes three phases that provide guidelines for emergency operations: Initial Actions, Continuing Actions, and Recovery Operations. Actions included in each Incident Life Cycle phase may not necessarily be completed in sequential order and may sometimes be undertaken concurrently.

INITIAL ACTIONS
Notification
The Office of Public Safety will likely be the first to receive notification of an incident. Some incidents can be resolved with normal response capabilities while others may require additional resources or coordination. Incidents escalate to emergencies when life, property, or environment of the Butler community is threatened.

If emergency response efforts require more than the normal response of Public Safety, the Crisis Management Team (includes the Crisis Communications Team) and the Emergency Operations Team will be notified immediately.

The Emergency Operations Team will immediately begin to develop a Tactical Response Plan to address the incident or event. This planning phase can begin even before consultation with the Crisis Management Team.

The Crisis Communications Team (which is part of the larger Crisis Management Team) will begin to develop a communications plan for the University, greater public, and media as needed.
Activation
Any individual member of the Crisis Management Team can activate the group. The Chief of Public Safety will brief the Crisis Management Team on the event or incident. The Emergency Operations Team will begin to coordinate efforts to respond to the issue. Incident Command will be established (Unified Command of the Crisis Team) and located within the BUPD Dispatch Communications Office. This location will act as the Emergency Operation Center until the location is deemed too close to the event center. Then another location will be established and operations will be moved there. Other locations to be considered for an Emergency Operations Center are:

- NOC in Basement of Pharmacy Room 055
- Wildman Room in Hinkle Fieldhouse.
- Operations Service Center Conference Room.

When the Crisis and Emergency Operations Teams are activated, the Office of Public Safety will notify these group members of their activation, and when, where, and how to report. Options include convening at the designated emergency operations center, or through virtual communications (e.g., conference calls, email, videoconference, etc.).

The Chief of Public Safety will work with the Emergency Operations Team to assess the need for activating Emergency Functions via Response Teams.

CONTINUING ACTIONS
Situational Awareness
Situational awareness is the ability to identify, evaluate, and monitor activities and information throughout the incident. Those providing emergency operations support
will provide information to members of the Crisis Management Team and Emergency Operations Team through their respective division, department, and office representatives. The Office of Public Safety will work through their outside public safety partners to obtain intelligence information from Indiana State Police and the Indiana Fusion Center.

Response
Response operations may differ depending on the nature of the incident. Actions listed may not necessarily be required and will occur based on incident needs. Once incident notifications occur, Crisis Management and Emergency Response Teams may be activated. The Crisis Management Team makes necessary policy decisions and the Emergency Operations Team makes necessary tactical response decisions. The Crisis Communications Team communicates with members of the Butler community and media.

Emergency Operations Team members may require their division, department or office, emergency support functions and designated employees to assist in emergency response operations. These are referred to as Response Teams. Those involved in emergency operations support will provide incident-related information to the Crisis Management and Emergency Operations Teams, and support operations though the recovery phase. The Crisis Management and Emergency Operations Teams will determine the need for continued response efforts and initiation of recovery efforts. The Crisis Communications Team will continue to communicate to the public and Butler community as needed.

Damage Assessment
Following the onset of an incident, the Division of Operations and its supporting units are responsible for carrying out damage assessments. Damage assessments will be used to quickly determine and report the location, severity, and nature of damage. The Emergency Operations Team will use damage assessment and utility disruption information to coordinate response and recovery efforts.

Documenting Damage, Time, Resources Used, Expenses and Actions Taken
Recordkeeping in real time is vital for effective emergency response and recovery efforts. During emergency response and recovery, each division, department, and office involved in the response is responsible for keeping detailed records of all damage, employee time, payroll information, resources used, expenditures, procurement activities, contracts, actions taken, and other relevant information. Documentation should begin as soon as response efforts start and continue until recovery operations are complete. The Emergency Operations Team may request collected information at any time during response and recovery operations.

Records and reporting for financial tracking and reimbursement purposes will follow Butler’s established protocols and procedures unless the Vice President for Finance and Administration approves an exception. The Finance Division is responsible for providing financial services and managing the documentation and tracking of expenses related to University emergency response and recovery efforts.
RECOVERY OPERATIONS

Returning to Normal
The Crisis Management and Emergency Operations Teams will help direct recovery operations. Following an incident, it is the goal of the University to return to normal as quickly as possible. Recovery operations consist of both short-term and long-term activities. Short-term recovery includes damage assessment and the return of essential functions, such as utilities, emergency services, and essential business functions, to minimum operating standards. Long-term recovery activities include repairs and reconstruction that may last for months or years. If long-term recovery efforts are needed, plans will be developed to address specific needs due to that particular emergency and University priorities.

During recovery, the University will rely on University capabilities and resources to restore normal operations first. Service providers and suppliers used in recovery operations should be pre-identified, pre-approved and pre-contracted. Some recovery operations may require resources that Butler has not pre-identified or pre-contracted. Resource procurement will be made in accordance with current Butler procurement policies and procedures unless the Vice President for Finance approves an exception. The Finance Division provides assistance in the procurement and management of needed resources.

After Action Report
Following an incident, the Office of Public Safety may write an After Action Report to identify operational successes, areas for improvement and other key issues affecting the management of the incident. Development of this report will include feedback from divisions, departments, and offices that were involved in response and recovery efforts. This report will be used to improve plans and procedures for future response operations.

HAZARDS
Listed below are the some of the most likely hazards faced by Butler but not limited to:
- Severe or Extreme Weather
- Medical Emergencies
- Fire
- Special Events
- Government Activities
- Public Health Emergencies
- Utility Failures
- Chemical Spills
- Suspicious/Unusual Packages
- Violence/Active Shooter
- Cyber Attacks

ACRONYMS
- CMG: Crisis Management Group
- EOT: Emergency Operations Team
- CCT: Crisis Communications Team
- RT: Response Teams
- BUPD: Butler University Police Department
EF Emergency Functions
NIMS National Incident Management System
ICS Incident Command System
IC Incident Commander (Sometimes is a Unified Command of several individuals)
EOC Emergency Operations Center
FEMA Federal Emergency Management Agency

DEFINITIONS

After Action Report—A report used for the review of incidents, events, actions and operations that occur as a result as an emergency, documenting the lessons learned from the emergency.

Crisis Communications Team—A team responsible for all external and internal communication to stakeholders.

Crisis Management Team—The executive level oversight and strategic decision-making body for Butler during a potential or actual crisis situation.

Emergency Operations Team—The team responsible for tactical decision making, coordinating and implementing the University’s response within its members’ respective divisions, departments or offices. The group collects and disseminates information regarding the incident, provides advice to the Crisis Management Group and ensures the continuity of each member’s areas of responsibility. Members of the Emergency Operations Team optimize the overall University response by understanding each other’s intentions and coordinating actions.

Emergency—An occurrence, whether natural or human-caused, intentional or accidental, that threatens the life, property, and environment of the Butler community, disrupts normal University operations and warrants immediate action. A “large-scale emergency” (sometimes termed a “disaster”) is caused by an incident that requires aid beyond the local resource capability. See “Incident.”

Event—A planned function, possibly involving several University stakeholders, community members and external partners.

Emergency Operations Center (EOC)—The location where members of the Crisis Management Group, and the Emergency Response Group convene and manage the incident.

Emergency Function (EF)—A systematic approach for coordinating incident response and recovery efforts across the University’s divisions, departments and offices. University units identified in this plan are organized to support critical functions.

Federal Emergency Management Agency (FEMA)—At the federal level of government, the Federal Emergency Management Agency is involved in mitigation, preparedness, response and recovery activities. The Federal Emergency Management Agency, in conjunction with state government, provides planning assistance, training events, exercise programs, and research on the latest mitigation measures. Additional information may be found at fema.gov.
**Incident**—An occurrence that may be planned or unplanned that may affect University operations or escalate to an emergency by threatening the life, property or environment of the Butler community. See “Emergency.”

**Incident Commander (IC)**—The leader of the emergency response field operations. Many times the IC position will be filled by a Butler University Police Department representative during initial response.

**Incident Command System (ICS)**—A standardized, on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by organizational or jurisdictional boundaries.

**Mitigation**—Actions taken to prepare for and prevent the possible effects of an emergency to the University.

**National Incident Management System (NIMS)**—The national standard used for the management of emergencies. The system is applicable and adaptable to all levels of incidents and responding agencies, organizations and jurisdictions. Additional information may be found at fema.gov/nims.
EMERGENCY GUIDEBOOK

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/Subscribe 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.www.butler.edu account to update your information (My Info tab).
- For more detailed information on how to be prepared, visit www.butler.edu/busafe.

#BUsafe

EMERGENCY CONTACTS/RESOURCES

University Police Department

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<tr>
<td>Emergency (from cell)</td>
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<tr>
<td>Non-Emergency</td>
<td>317-940-BUPD</td>
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Note: Dialing 911 from a campus phone calls BUPD; they have direct contact with ambulance service and fire departments.

Off-Campus Emergencies

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Facilities Management

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<td>Counseling and Consultation Services</td>
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<td>Victim’s Advocate</td>
<td>317-910-5572</td>
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<tr>
<td>Title IX Coordinator</td>
<td>317-940-9249</td>
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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.

UTILITY FAILURE
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.

ACTIVE SHOOTER
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-shooterresponse for additional training and information.
LOCKDOWN PROCEDURES
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
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.

FIRE
• 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 THREAT
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.

SUSPICIOUS PACKAGE
• 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.

CHEMICAL SPILL
• 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.”
EMERGENCY NOTIFICATIONS

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.www.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.

EMERGENCY PROCEDURES—DISABILITIES

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.
MEDICAL EMERGENCIES

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.

TORNADO/SEVERE WEATHER

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.

SEXUAL ASSAULT REPORTING

If 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
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.

For more information on the University’s Title IX process, visit www.butler.edu/titleix.

AFTER THE EMERGENCY
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.
CAMPUS MAP
The Butler campus map, located at map.www.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.www.butler.edu.

To print a map, follow the steps below:

• Visit map.www.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.

Appendix B:
BUILDING YOUR AREA’S PLAN
(College, Division, Area or Office) ______________________________________________________

Building: _______________________________________________________________________________

Room(s): _______________________________________________________________________________

Rally Points: ___________________________________________________________________________

Shelter in Place Points: _________________________________________________________________

Lock Down / Barricade for specific room(s). HOW? _______________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________

Is there a University phone in the room? If YES, Dial 911 for Emergency
If NO, Dial 317-940-9999 from a cell.
Appendix C:

TRAINING / ORIENTATION PLAN

Date and time of training / orientation: ____________________________

Student or Staff group addressed: _________________________________

Situational Discussion: Check all that apply:

- Fire / Evacuation __________
- Rally Points: __________
- Shelter in Place: __________
- Active Shooter: __________
- If so, Video Shown? __________
- Other: Please explain: ________________________________________________________________

Please list any problems or concerns that were highlighted during the training:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Please send or email completed form to: rbetz@www.butler.edu

Appendix D:

EMERGENCY PLANNING FOR THOSE WITH SPECIAL NEEDS

Each area should plan for those with special needs.

Class or area: ________________________________________________________________

Identified areas of emergency lift chairs: ______________________________________________

Identify volunteers to help in emergencies: ____________________________________________
## Appendix E: RALLY POINTS AND SHELTER IN PLACE

<table>
<thead>
<tr>
<th>BUILDING NAME</th>
<th>RALLY POINT LOCATION (S)</th>
<th>SHELTER IN PLACE LOCATION (S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment Village</td>
<td>Parking Lots #26, 27, 28, 31</td>
<td>1st floor hallways, interior bathrooms and closets</td>
</tr>
<tr>
<td>Atherton Union</td>
<td>South Mall or Lot #5</td>
<td>Lowest level, away from doors and windows, use interior rooms and bathrooms if possible</td>
</tr>
<tr>
<td>Butler Terrace Apts.</td>
<td>46th St. West to South lawn of Schrott</td>
<td>Lowest level, interior hallways, away from exterior doors and walls. Utilize bathrooms and closets when possible.</td>
</tr>
<tr>
<td>Clowes Memorial Hall</td>
<td>East Mall or lot #23</td>
<td>Lowest level, into Krannert Room and Green Room. Stay away from doors and windows. Stairwells as a last resort from 1st floor to lower level.</td>
</tr>
<tr>
<td>CTS Apts: A, B, &amp; C</td>
<td>Chapel parking lot by 43rd and Haughey</td>
<td>Lowest level, interior hallways, away from exterior doors and walls. Utilize bathrooms and closets when possible.</td>
</tr>
<tr>
<td>Fairbanks Building</td>
<td>Lot # 2 or 3</td>
<td>Lowest level away from doors and windows. Utilize interior offices and bathrooms.</td>
</tr>
<tr>
<td>Fairview House</td>
<td>Irwin south lawn</td>
<td>Lowest level, use interior hallways, closets, bathrooms. Stay away from exterior doors and windows.</td>
</tr>
<tr>
<td>Gallahue Hall</td>
<td>Donor Plaza or Parking Lot #18, 19, 20</td>
<td>Lowest level (basement). Can also utilize stairwells from 1st level to lower level. Stay away from doors and windows.</td>
</tr>
<tr>
<td>Health &amp; Recreation Center (HRC)</td>
<td>Parking Lot #25</td>
<td>Men's and Women's locker rooms located on the lowest level.</td>
</tr>
<tr>
<td>Hinkle Fieldhouse</td>
<td>Parking Lot #25, 26</td>
<td>Proceed to the lowest level of the building via the nearest ramp. Avoid exterior doors and windows.</td>
</tr>
<tr>
<td>Holcomb Building</td>
<td>Donor Plaza or Parking Lot #18, 19, 20</td>
<td>Lowest level (basement). Utilize interior hallways, bathrooms and office spaces. Stay away from exterior doors and windows.</td>
</tr>
<tr>
<td>BUILDING NAME</td>
<td>RALLY POINT LOCATION (S)</td>
<td>SHELTER IN PLACE LOCATION (S)</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Irvington House</td>
<td>Parking lot #2, or 3</td>
<td>Lowest level, use interior hallways, closets, bathrooms. Stay away from exterior doors and windows.</td>
</tr>
<tr>
<td>Jordan Hall</td>
<td>South Mall or Donor Plaza</td>
<td>Lowest level (basement). Utilize interior hallways, bathrooms and office spaces. Stay away from exterior doors and windows.</td>
</tr>
<tr>
<td>Lilly Hall</td>
<td>East Mall</td>
<td>Lowest level (basement). Utilize interior hallways, bathrooms and office spaces. Stay away from exterior doors and windows.</td>
</tr>
<tr>
<td>Pharmacy Building</td>
<td>North Mall, Donor Plaza, or Lot # 18, 19</td>
<td>Lowest level (basement). Utilize interior hallways, bathrooms and office spaces. Stay away from exterior doors and windows.</td>
</tr>
<tr>
<td>Resco (Residential College)</td>
<td>Ross Hall or South Mall</td>
<td>Lowest level. Avoid large open spaces. Use hallways, closets and any interior spaces.</td>
</tr>
<tr>
<td>Robertson Hall</td>
<td>Grassy area east of Robertson or south of Observatory</td>
<td>Lowest level (basement). Utilize interior bathrooms and office space. Avoid any large, open space.</td>
</tr>
<tr>
<td>Ross Hall</td>
<td>Resco or Parking lot #8</td>
<td>Lowest level (basement). Avoid large, open spaces. Use hallways, closets and any interior spaces.</td>
</tr>
<tr>
<td>Schrott Center</td>
<td>Lot 23 or East Mall</td>
<td>Lowest level avoiding exterior doors and windows. Avoid large, open spaces.</td>
</tr>
<tr>
<td>University Terrace</td>
<td>Athletic Annex</td>
<td>1st floor, interior hallways, away from exterior doors and walls. Utilize bathrooms and closets when possible.</td>
</tr>
</tbody>
</table>