



UNITY®

PERFORMING ARTS FOUNDATION INC.
CHARACTER. ARTISTRY. LEADERSHIP.

Emergency Operations Plan (EOP)



March 2021



Words from the CEO

To all of the Board of Directors, staff, donors, members, parents, and other stakeholders, ***thank you for investing your interest, attention, and commitment into the UNITY Performing Arts Foundation.***

Without your support, our work would be tough to execute effectively. We're blessed with people who believe in the mission and are proud to talk about the UNITY Performing Arts Foundation.

When the COVID-19 pandemic emerged, UNITY had to function differently to sustain engagement and comply with state mandates. As a result, we launched UNITY's online virtual learning platform. It was a huge learning curve, but we were able to be flexible and move quickly. This was one of several events where we had to be creative in delivering our message.

One of the areas we focused upon was ensuring UNITY was a ***safe environment***, especially amid this pandemic. Many precautions were put in place, and accommodations were made to deal with the times.

Under our Administrative/Program Manager's leadership, we created a Crisis Planning Committee that critically reviewed our emergency processes. This led to seeking an Emergency Management Firm to collaborate on a meaningful emergency document.

We are now able to present UNITY's first-ever Emergency Operations Plan.

In collaboration with Tamarack MGMT, UNITY Performing Arts Foundation worked effortlessly to present a working document to keep all of our stakeholders informed. We also want to provide communication when dealing with all types of emergencies.

I encourage you to take a moment to review our Emergency Operations Plan. We look forward to continuing on this course and will always continue to provide you with relevant information.

Thank you and God Bless You,

Marshall White, Founder/CEO
UNITY Performing Arts Foundation, Inc.

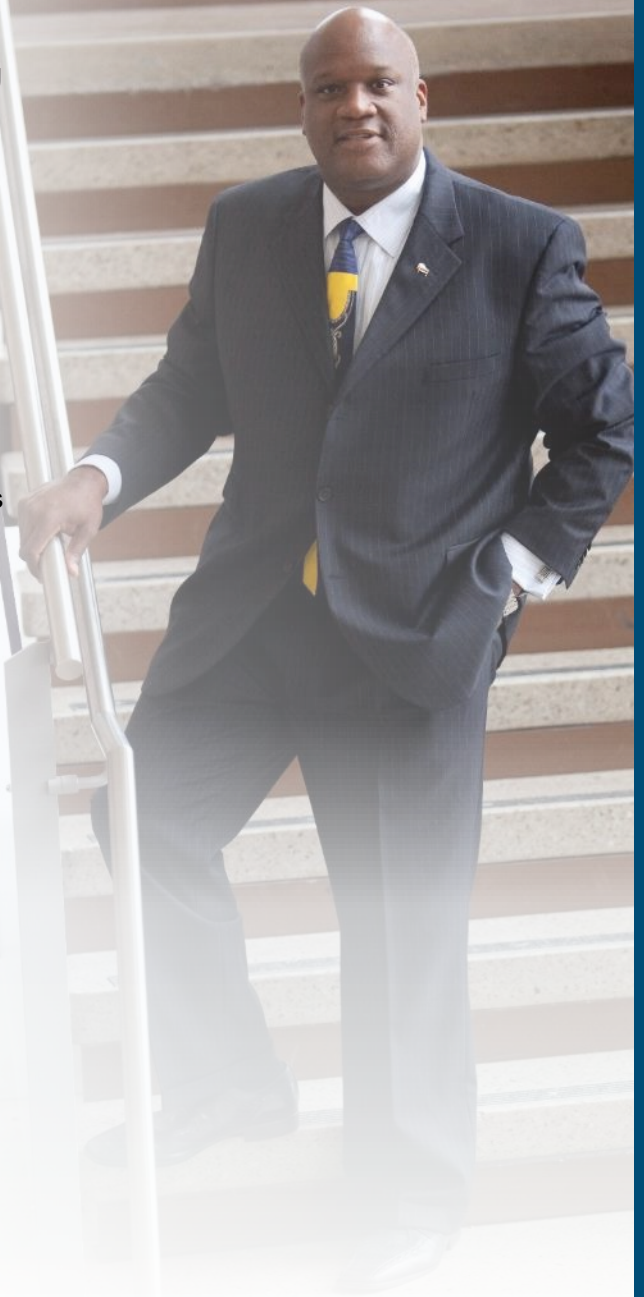


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Introduction

Overview

UNITY Performing Arts Foundation is a multi-faceted organization focusing on empowering and developing young people in the areas of artistry, character, and leadership. As a trusted community leader, staff, students, guests, and visitors' safety is a top priority and concern for UNITY.

Recognizing the importance of planning and preparing for the unknown, this *Emergency Operations Plan* was developed to provide a framework for preparing for and responding to emergencies in and around UNITY sites.



What is an emergency?

An **emergency** is any immediate threat to life and/or property that requires immediate response from first responders such as police, fire, or ambulance personnel. Emergencies may range from minor to major and may include utility failure, crime, severe weather, health issues, serious injuries, or death.

UNITY's proactive approach is key to safely and effectively prepare for, mitigate against, respond to, and recover from various threats and hazards. All UNITY personnel should become familiar with the EOP and review the document **before** an emergency incident occurs.

Purpose

The purpose of this UNITY Emergency Operations Plan (EOP) is to:

- Establish and document a coordinated plan for UNITY's response to an emergency.
- Outline the roles and responsibilities of staff, contractors, and volunteers.
- Discuss the on-site assessment results and provide recommended preparedness and mitigation strategies.
- Provide the most up-to-date emergency contact and facilities information.
- Provide potential actions in the Emergency Action Guide (EAG) for responding to various types of threats, hazards, and emergencies.
- Celebrate the various actions taken by UNITY to adapt to post-COVID-19 changes and continue services while keeping students and staff healthy and safe.



Plan Organization

The EOP is organized in the following seven sections:

- 1. Introduction:** Overview of the EOP, planning assumptions, and UNITY's vision, goals, and situation.
- 2. Roles and Responsibilities:** Clear definition of roles and responsibilities of UNITY staff, contractors, and volunteers before, during, and after an emergency.
- 3. Concept of Operations:** Outline of various emergency operational functions, systems, and capabilities.
- 4. Risk Assessment:** Analysis of on-site risk assessment and list of recommended preparedness and mitigation strategies.
- 5. Training and Exercise Log:** Running log of staff preparedness and safety-related training, exercises, drills, and certifications.
- 6. References and Resources:** List of references used to develop this EOP and additional resources for emergency management-related information.
- 7. Emergency Action Guide (EAG):** The EAG was designed to be pulled from the document as a quick reference for staff that includes important emergency contact and facility information and general response actions for the following hazards/threats:

EAG Response Guides			
1	General Considerations	10	Explosion
2	Criminal Activity/Crime Reporting	11	Fire Safety
3	Evacuation	12	Flooding and Flash Flooding
4	Shelter-in-Place	13	Hazardous Incident
5	Active Threat/Active Shooter	14	Medical and Mental Health Emergency
6	Bomb Threat/Suspicious Package	15	Poisoning
7	COVID-19	16	Severe Weather and Tornadoes
8	Dam/Levee Failure	17	Utility Failure
9	Earthquake	18	Winter Weather

Assumptions

- This plan should be shared with applicable UNITY staff, board members, contractors, volunteers, and community stakeholders.
- UNITY, its staff, contractors, and volunteers, agree to abide by all Purdue University and Ivy Tech rules and regulations, including posted policy on each campus.
- Most emergency events occur with little or no warning.



- A severe weather event could strike at any time of year and may require cooperation and coordination of internal and external departments, organizations, and agencies.
- Local, state, and federal services may not be available.
- Essential services, including electricity, water, natural gas, heat, telecommunications, internet, and other information systems, may be interrupted for prolonged periods.
- Buildings and other structures may be damaged and/or become inaccessible.
- Emergency response personnel may need assistance from UNITY staff when working with individuals (especially children) who have a hearing impairment/condition, a cognitive/intellectual impairment/condition, a physical impairment/condition, or have limited English proficiency and require special assistance. Some people with at-risk considerations pre-identify the need for assistance during emergencies; others will not.
 - See the [Evacuation](#) Response Guide for more information on evacuating those with access and functional needs.

Integration with other Plans

In order for the EOP to be valuable and far-reaching, it must integrate and align with other existing plans, goals, and strategies.

Due to utilizing facilities on two different campuses, it is important to integrate Purdue University's and Ivy Tech's various plans, actions, and capabilities into UNITY's EOP to ensure a unified and coordinated response to hazards and emergencies with our partners. A list of Purdue University and Ivy Tech plans, materials, and resources used in developing this EOP, including Emergency Handbooks and Annual Security and Fire Safety Reports, can be found in References and Resources.

This EOP also helps support various components of UNITY's Strategic Execution and Expansion Plan from March 2020:

- **Strategy #1 – Next Generation of Leadership**
 - To sustain the organization into the future, the next generation of leaders must be empowered and trained with a new organizational design implemented and cultural issues addressed. This includes integrating plans, safety initiatives, and training into UNITY operations and activities to support the empowerment of the leaders of tomorrow.
- **Strategy #2 – Develop Culture of Engagement**
 - Highlighting the importance of emergency preparedness and safety to key stakeholders by including them in planning and training efforts helps build intentional engagement and foster a greater sense of community. To achieve long-term success with an engaged team, it is imperative to demonstrate how members' safety, health, and wellbeing are valued.
- **Strategy #4 – Build the Unity Brand**
 - In support of the revised vision statement and program expansion, this EOP and other related emergency management efforts promote community awareness of UNITY. Emergency planning naturally promotes collaboration, coordination, and communication among various partners and stakeholders and can continue to expand awareness of the UNITY brand.



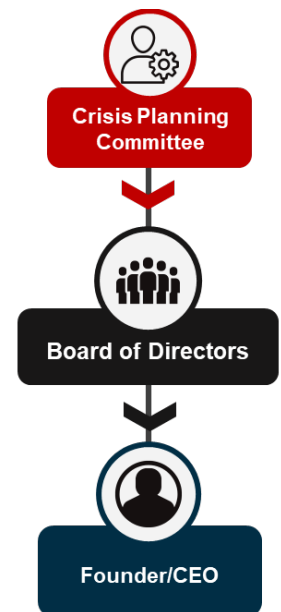
Plan Maintenance

Annual Review

The UNITY EOP should be reviewed, updated, and approved annually (starting in late December/early January) to align with the beginning of the new year. UNITY should consider completing a risk assessment every few years or after significant changes to facilities and/or response capabilities.

During the beginning of the annual review process, the Crisis Planning Committee will:

- Review and discuss the EOP and its contents.
- Identify outdated or inaccurate information that should be updated or removed, including the status of recommended preparedness and mitigation strategies.
- Review plan graphics, maps, and tables to determine if they need updating or revision.
- Identify opportunities to provide the most current emergency management-related information and data.
- Determine the need to update the plan's structure, layout, or formatting to align with UNITY's needs.
- Identify which strategic changes to UNITY's operations are needed and how they would impact emergency management processes.



Update Process

- Updates to the new draft EOP are completed by the Administrative/Program Manager, who maintains the “master copy” of the document and implements recommended changes by the Crisis Planning Committee.
- Significant changes to the EOP should be noted in the Record of Changes table.

Plan Approval and Storage

- After the plan has been reviewed and updated by the Crisis Planning Committee, the Administrative/Program Manager submits the draft EOP to the Board of Directors for their review and approval. The plan may go through several rounds of review and updates between the Crisis Planning Committee and the Board of Directors before receiving approval to submit to the CEO.
- The UNITY CEO has final approval of the EOP with the support of the Board of Directors.
- Once the plan receives final approval by the CEO, it should be stored and accessible in multiple ways in case of power, internet, or systems disruption:
 - At least one physical, printed copy in each classroom or office.
 - Uploaded to UNITY's online internal file storage and management system and other online management systems such as Google Drive or Dropbox.
 - Sent to staff, board members, contractors, and volunteers through email.
 - Uploaded to UNITY's website (external version with redacted sensitive information).



Situation

UNITY



UNITY promotes the arts through various education, training, and entertainment in the areas of choral music, dance, drama, creative writing, oratory, and instrumental music. It is an innovative after-school concept designed to serve as a companion support system to empower young people to succeed at home, school, church, work, college, and in their community.

UNITY's model combines professional arts programming and relevant training, coupled with character and leadership development, to give young people a positive and effective platform to prepare for tomorrow.

Programs include:

- **Voices of UNITY (VOU):** UNITY's acclaimed Youth Choral Program is comprised of youth ages 7 to 19 from various backgrounds in the Fort Wayne community and beyond. The program's goal is to equip, educate, and empower youth to excel in the world before them.
- **Expression Inspired Creative Writing:** Expression is the second artistic program offered by UNITY and is made possible by grants from various community foundations. It is an exciting, inspired creative writing program where students study various writing styles and are challenged to improve their writing and communication skills.
- **Dance Program:** Partnering with the Fort Wayne Dance Collective, UNITY's innovative Moving Mindset program works with students to analyze song lyrics and construct dance movements based on the emotions from the music.
- **Oratory Public Speaking Program:** Offers youth ages 11 and older the opportunity to train and develop both their technical and artistic public speaking abilities through various disciplines, including expressive speeches and creative storytelling.
- **Youth Development and Educational Programs:** Students involved in UNITY are given multiple opportunities to engage in life-changing dialogue with peers, adult coaches, mentors, and volunteers. They also gain insight and information prior to college, adult, and work life from many development programs that educate, empower, condition, and prepare them for the future through building their character and being exposed to business owners and professionals.
- **Arts Institute:** This creative and innovative concept is a comprehensive approach that offers children exposure to various artistic disciplines and instruction and also life skills development that exposes children to character-building.
- **Zumbini Community Program:** This is a research-based, early childhood education program for children ages 0-4 and a bonding experience for parents and toddlers. The 45-minute class allows parents and children to bond and learn through music, movement, rhythm, and dance.



Emergency Planning

The safety of students, staff, guests, and visitors remains a top priority and focus for UNITY.

The EOP was proactively developed to provide a framework for preparing for and responding to emergencies that occur in and around UNITY sites and to solidify our dedication to safety, preparedness, and success.

Physical Locations

UNITY sites are all located in Fort Wayne, the county seat and the largest incorporated community in the county and the second-largest city in Indiana. Fort Wayne resides in Allen County, located in the northeastern part of the state, and is situated approximately 130 miles south of Indianapolis's capital city. According to the US Census 2016, the county covers 563.5 square miles with a population of 370,404.

UNITY utilizes the locations in the table below for its programs and services (more facility-specific information can be found in the [Response Guides](#)):

Name	Facility	Contact
UNITY Program and Training Center	Ivy Tech Coliseum Campus, 3800 N Anthony Blvd, Fort Wayne, IN 46805	260-755-2662
UNITY Administrative Office	PFW Modular Classroom Building (MCB) Purdue University Fort Wayne 2101 E Coliseum Blvd, Fort Wayne, IN 46805	260-481-6719
Rhinehart Music Center (RC)	Purdue University Fort Wayne 400 Campus Dr. N, Fort Wayne, IN 46805	260-481-6719
Renaissance Pointe YMCA	2323 Bowser Ave, Fort Wayne, IN 46805	260-447-4567



Common Hazards/Threats

The 2017 Allen County All-Hazards Mitigation Plan identified the following natural hazard threats ranked in order by increased risk for the entire county:

Hazard	Probability
Flash Flood	Highly Likely
Severe Thunderstorms	Highly Likely
Winter Storms	Highly Likely
Hazardous Incident	Likely
Utility Failure	Possible
Flood	Likely
Drought	Likely
Infectious Disease	Likely
Tornado	Possible
Levee Failure	Possible
Dam Failure	Possible
Earthquake	Unlikely
Extreme Temperatures	Possible
Ground Failure	Unlikely
Wildfires	Unlikely

While some hazards are widespread and impact communities similarly, e.g., winter storms, others are localized, leaving specific communities at greater risk than others, like flash flooding and sewer-related problems. The Allen County All-Hazard Mitigation Plan listed Fort Wayne's risk of flooding, hazardous incidents, dam, levee, and ground failure.

Refer to the EAG for more in-depth information and response actions for hazards and threats identified by Allen County, Ivy Tech, and Purdue University.

Hazard	Probability
Flooding	Unlikely
Flash Flooding	Highly Likely
Levee Failure	Likely
Dam Failure	Possible
Hazardous Incident	Highly Likely
Ground Failure	Likely



COVID-19

When the COVID-19 pandemic emerged, UNITY Performing Arts Foundation had to function differently to sustain engagement and comply with state mandates. UNITY consulted with the Indiana State Department of Health and Centers for Disease Control and Prevention guidelines to draft UNITY's Reopening Strategy, Policies, and Procedures document, which considered measures promoted by other schools, performing arts organizations, and Indiana Governor Eric Holcomb.

As a result, UNITY's online learning platform was launched. UNITY CEO Marshall White extended regularly scheduled classes to accommodate the times, which allowed Oratory, Expression, and the Youth Leadership Program to continue. In the place of the Voices of UNITY rehearsals, Mr. White launched a conversation with the youth each weekend called Let's Talk. UNITY also sponsored the first virtual empowerment weekend and the fundraiser event, Heroes: Rising Up for Good.

Not only did UNITY provide online opportunities, but it sought ways in which UNITY Performing Arts Foundation would be prepared for UNITY's reopening. This was possible because of the Crisis Planning Committee's dedication, availability, and development of the UNITY Reopening Strategy. The committee spent time researching and being informed about the pandemic in order to open safely. It is a working document that is revised and updated to comply with the most current information and state regulations, pending board approval. More information regarding COVID-19 and the Reopening Strategy can be found in the COVID-19 Response Guide Section of the EAG.



Roles and Responsibilities

This section outlines the roles and responsibilities of UNITY staff, students, volunteers, and visitors.

UNITY

CEO

The CEO makes all final decisions and approvals with the support of the Board of Directors. During an emergency or disaster, the CEO stays in close contact with the Board of Directors and the Administrative/Program Manager to ensure a smooth, informed, and effective decision-making process for UNITY.

The CEO works closely with the Marketing and Media Coordinator when media coordination and public information support are needed during and after an incident.

Board of Directors

The Board of Directors is comprised of various business and community leaders that support the continued success of UNITY programs and services through their expertise, relationships, and innovation. During an emergency, the Board supports the CEO in high-level decision-making.

Positions include:

- Board Chair
- Board Vice-Chair
- Board Treasurer
- Board Secretary

Staff

Staff should know how to contact emergency resources such as police, fire, EMS, and how to communicate that information to UNITY leadership. They should proactively familiarize themselves with the emergency evacuation routes of areas they work or use frequently. They should be able to execute the procedures listed in the EAG Section of this plan. In case of any emergency, staff should move to a safe location and contact 911.

Staff should be prepared to assess situations quickly and use common sense in determining the best course of action. Staff should also be ready to evacuate or shelter-in-place when directed to do so or when an alarm or siren sounds. They should review preparedness and safety procedures with students at the beginning of a program and with visitors and guests who are unfamiliar with them.

- Refer to the organizational charts in the Concept of Operations and EAG for notification and reporting flowcharts.
- Refer to the EAG for response actions and helpful information for various types of incidents.



Leadership Team

The Leadership Team manages the day-to-day operations of UNITY. When a hazard or emergency occurs that disrupts normal operations, UNITY activates this EOP, and the Leadership Team shifts into the Emergency Activation Organizational Structure (refer to the Concept of Operations for a visual representation and more information). Having a flexible and adaptable structure that can be continually revised depending on the incident needs helps ensure an efficient and streamlined response

Leadership Team Roles and Responsibilities During an Emergency		
Leadership Team Role	Emergency Response Role	Responsibilities During Emergency
Founder/CEO	Emergency Commander	<ul style="list-style-type: none"> High-level strategic decision-making. Communicate mainly with the Policy Group and Emergency Manager. Engage in media/public relations activities.
Board of Directors	Policy Group	<ul style="list-style-type: none"> High-level strategic decision-making. Communicate with and advise Emergency Commander. Provide recommended goals, strategies, and actions to resume services as soon as possible. Leverage relationships, resources, and capabilities to support the response as needed.
Administrative/Program Manager	Emergency Manager	<ul style="list-style-type: none"> High-level strategic decision-making. Engage with the Emergency Commander, Policy Group, and Emergency Coordinator and communicate their needs and decisions to the rest of the staff. On-site coordination and management.
Office Manager/Financial Assistant	Emergency Coordinator	<ul style="list-style-type: none"> Act as a central information collection point for the incident. Collect pertinent incident information, advise on communications needs, and share communications internally with staff, contractors, and volunteers. Manage the flow of information to students, parents, visitors, and guests in coordination with the Emergency Media Coordinator. Manage the responsibilities and tasks of the Event/Fundraiser Coordinator, Program/Office Assistant(s), and Student Assistant(s).
Service/Transportation Coordinator	Emergency On-Site Support	<ul style="list-style-type: none"> Provide on-site assistance, guidance, and recommendations as needed. Facilitate and manage the transportation of students, staff, and visitors. Engage with the Facilities Management and Police/Security personnel from Purdue University and Ivy Tech.
Marketing/Administrative Coordinator	Emergency Media Coordinator	<ul style="list-style-type: none"> Coordinate with Founder/CEO regarding media and public relations activities. Develop communications materials in coordination with the Emergency Coordinator. Disseminate information as needed via traditional, social media, and web channels.
Office/Program Assistant 1	Emergency Coordinator Support	<ul style="list-style-type: none"> Provide various coordination and communication support as needed. Contact students/guardians via phone and email as directed by the Emergency Coordinator.
Office/Program Assistant 2	Emergency Coordinator Support	<ul style="list-style-type: none"> Provide various coordination and communication support as needed. Contact students/guardians via phone and email as directed by the Emergency Coordinator.
Student Assistant	Emergency Coordinator Support	<ul style="list-style-type: none"> Provide various coordination and communication support as needed. Contact students/guardians via phone and email as directed by the Emergency Coordinator.
Event/Donor Coordinator	On-Site Support	<ul style="list-style-type: none"> Provide on-site support as needed. Assist with planning, coordination, and scheduling efforts.



Crisis Planning Committee

The Crisis Planning Committee was created from UNITY's commitment to keeping students safe after the start of the COVID-19 pandemic. The Committee's original purpose was to develop a reopening strategy to keep parents, students, staff, and community stakeholders safe and healthy.

The Committee should try to convene regularly (such as quarterly or monthly) or as much as deemed necessary. To increase situational awareness, a monthly email should be sent to Committee members that provides an overview of any incidents, threats/hazards, and recommendations.

The Crisis Planning Committee's primary focus is to help UNITY prepare for and mitigate against hazards and emergencies BEFORE an incident occurs. The Committee may also be convened during and after an incident. Still, it is important to note a majority of members may be involved in the incident as part of the Leadership Team/Emergency Activation Organizational Structure.

During an emergency, the Crisis Planning Committee can help maintain overall situational awareness and provide insight, guidance, and recommendations for current or future actions.

Artistic Team

The Artistic Team includes directors and instructors for the various UNITY programs:

- Artistic Director/Instructor for the Voices of Unity Youth Choir
- Artistic Instructor for Oratory
- Artistic Instructor for Expression Creative Writing Program
- Artistic Instructor for Dance Program
- Singing Mentor/Vocal Instructor for the Voices of Unity Youth Choir
- Community Program Instructor for Zumbini

Contractors

Many talented contractors provide various creative, technical, and artistic services for UNITY's operations, programs, and shows. Contractor roles include:

- Photographer
- Videography
- Filemaker Developer
- Grant Writer
- Event/Donor Coordinator
- Web Coordinator
- Graphic Designer
- Hair Stylist/Makeup
- Technical Musical Director
- Band/Musicians



Campus Security Authorities (CSAs)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law designed to ensure people are adequately informed about campus crimes. It requires Campus Security Authorities to report campus crimes to designated officials within Purdue University Fort Wayne and Ivy Tech-Fort Wayne campuses. Campus Security Authorities, as described by the Clery Act, may include:

- Security and law enforcement officers
- Coaches
- Advisors to student clubs or organizations
- Employees (or volunteers) who lead student travel
- Any officials who have “significant responsibility for student and campus activities,” such as, but not limited to, student discipline and campus judicial proceedings.

The intent of including non-law enforcement personnel in a CSA role is to acknowledge that some community members, particularly students, may be hesitant about reporting crimes to the police; however, they may be more inclined to report incidents to other campus-affiliated individuals.

Each October, both Purdue University and Ivy Tech are required to submit an Annual Security and Fire Safety Report and post them publicly on their websites. More information about Clery Act Compliance can be found here: <https://www.purdue.edu/ethics/reporting/clery/index.php>.

For information on what to do if you are a CSA and someone reports a Clery crime to you, see the Criminal Activity/Crime Reporting Response Guide.

Volunteers

Volunteers are to follow directions provided by staff, first responders, and other emergency personnel.

Students, Parents, and Visitors

Students, parents, and visitors are to follow directions provided by staff, first responders, and other emergency personnel.



Concept of Operations

UNITY's Emergency Goals

Before, during, and after an emergency, UNITY's most important goals are to:

- Protect and preserve human life and health.
- Minimize loss or damage to the facilities and resources.
- Ensure continuous operations.
- Effectively communicate critical emergency and safety-related information to key stakeholders.
- Empower staff to make informed decisions to keep themselves and students safe.

Before an Emergency (Preparedness and Mitigation)

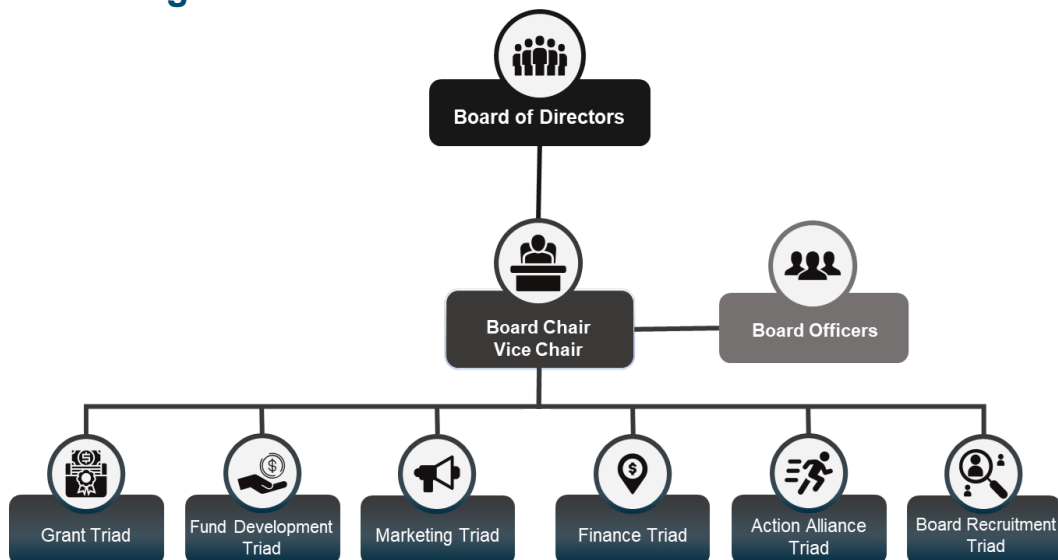
Emergency preparedness actions take place before an emergency occurs and serve to develop and strengthen UNITY's planning, response, and recovery capabilities to manage an emergency effectively. Preparedness focuses on protecting the lives of students, staff, guests, and visitors and ensuring the operational continuity of UNITY.

Mitigation is the ongoing effort to reduce the likelihood or lessen the adverse impacts of a threat, hazard, or emergency. Actions include lessening the impacts of adverse situations on people and property and occur throughout the phases of emergency management.

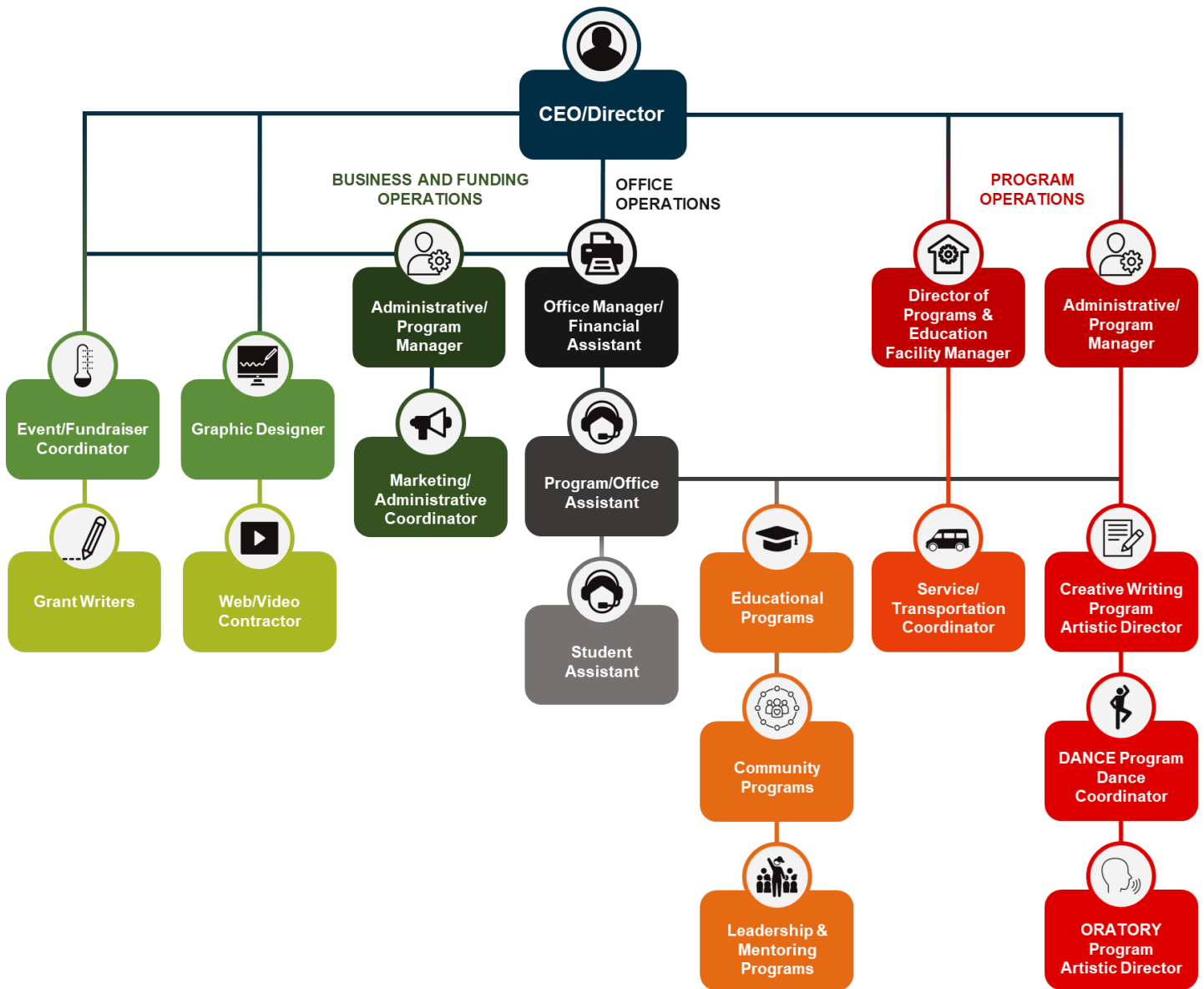
Clearly defined organizational, reporting, and communication structures form the foundation for effective preparedness and mitigation activities overall. The following charts show the three major operating structures within UNITY during normal, non-emergency, day-to-day operations.

Non-Emergency Organizational Structure

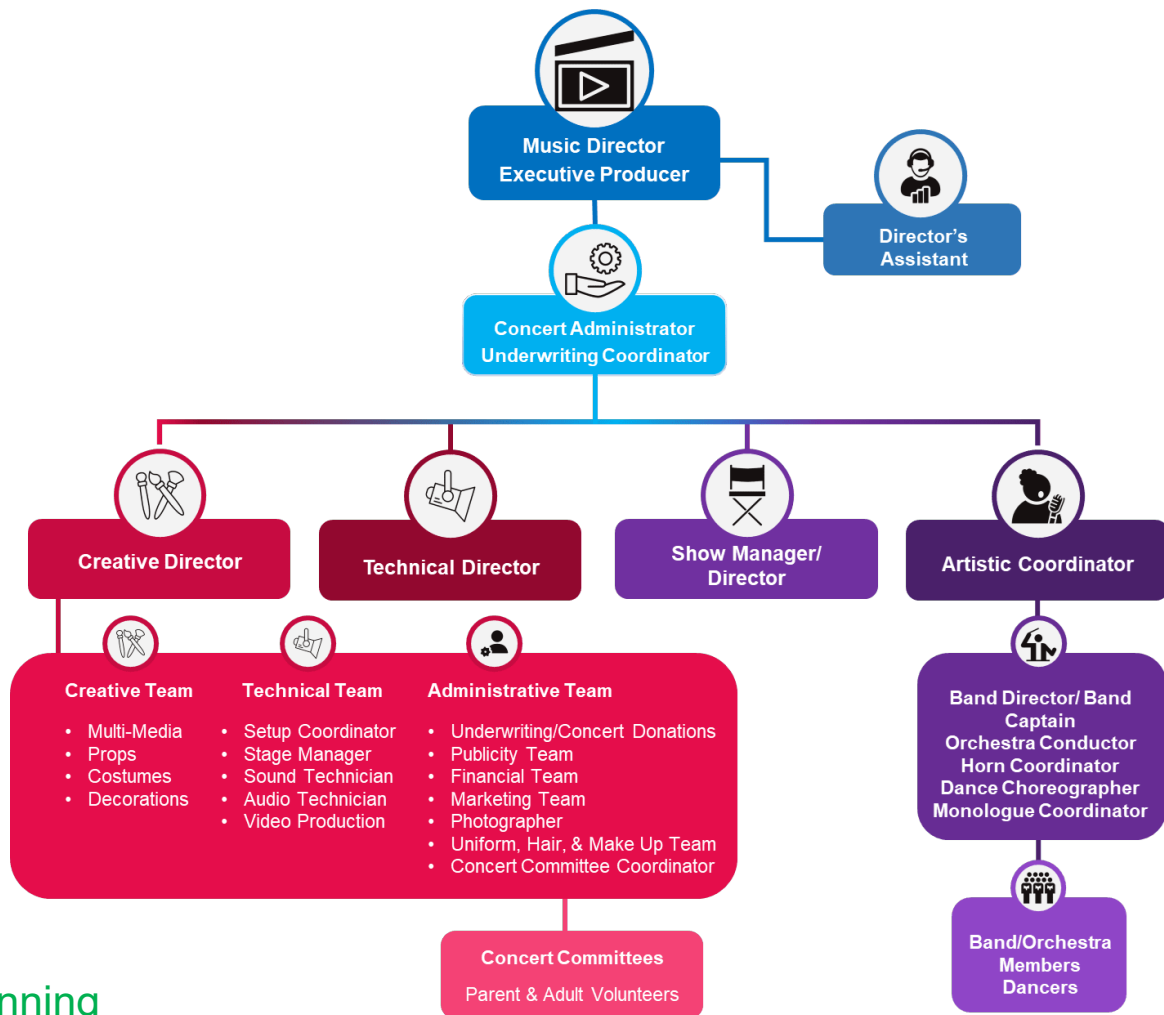
Executive Organizational Chart



Administrative Organizational Chart



Concert Production Team Organizational Chart



Planning

Planning is an integral part of preparedness. Safety and response capabilities build from the plans, policies, and procedures created to respond to and recover from an emergency. UNITY should continue reviewing and updating the EOP and the Emergency Action Guide every year to ensure plans are accurate and applicable to UNITY operations and facilities.

Safety Education and Training

Training and education are integral to the safety and preparedness of UNITY staff, contractors, volunteers, and students. The Administrative/Program Manager's responsibility is to ensure staff is trained or made aware of the Emergency Operations Plan.

UNITY staff is First Aid/CPR/AED trained and certified. UNITY staff has various opportunities to participate in safety training and drills conducted by Ivy Tech and Purdue University. To ensure management plans remain current and procedurally applicable, the institutions both conduct severe weather, fire, and shelter-in-place drills, at a minimum, once annually. Results of each drill are reviewed and documented. After-action reports for drills and exercises are completed to identify strengths and areas for improvement regarding response actions and capabilities. UNITY should participate in these trainings, exercises, and drills to strengthen UNITY's capabilities and partner relationships.



Response

Response operations are intended to resolve an emergency quickly while minimizing casualties and property damage. This phase begins when UNITY responds to a recognized emergency and continues through the immediate aftermath. Response activities are intended to stabilize the situation, address the immediate adverse impacts, provide timely information to those affected, and continue the response until the emergency has ended and recovery activities can begin.

Examples of response strategies include:

- Providing staff with response guidelines (EAG).
- Warning the partner campuses of a pending or potential emergency.

More often than not, UNITY may be at the mercy of emergency responders such as law enforcement, fire, EMS, and emergency management from the institutions, Fort Wayne, and the State. During the response phase, UNITY should follow directions and guidance from emergency responders as needed.

Emergency Notification

Ivy Tech

Ivy Tech initiates, without delay, the usage of the Ivy Tech Alert emergency notification system and/or other similar devices or equipment in the event of a significant emergency or dangerous situation on campus that involves an immediate threat to the health or safety of students, staff, faculty, and visitors. The notification is sent to everyone in the campus community through the Ivy Tech Alert system upon confirmation of the significant emergency or dangerous situation unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The content of the message varies depending on the situation.

Some or all of these communication methods may be activated in the event of emergency notification to all or a segment of the campus community. These methods of communication include the:

- Mass notification system or text alert
- Ivy Tech's email system
- Alertus Desktop and/or the associated Alertus Beacons
- Building public address systems

During a critical incident, emergency notifications would be sent through the IvyAlert system, including building closures for any reason and weather-related closures. Weather-related closures would also be shared through the local media (TV, radio, and social media). For UNITY staff to be added to the IvyAlert system, contact the Public Safety and Emergency Preparedness Campus Lead to provide your phone number and email address (contact information for the Campus Lead can be found in the Important Emergency Contact Information section for Ivy Tech of the Emergency Action Guide).



Purdue University

Purdue is a large and complex institution, and people move about the campus freely. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered approaches in place help spread the word quickly, based on the circumstances. The following communication methods make up the University's Emergency Communication Plan:

- **All-Hazards Outdoor Emergency Warning Sirens:** Immediately seek shelter (Shelter-in-Place) in a safe location within the closest facility/building. Purdue Fort Wayne does not control outdoor warning sirens. They are activated by the city and county. If you hear the outdoor sirens while on campus, be alert for a potentially dangerous situation and monitor Purdue Fort Wayne communication sources for campus status.
- **Building fire alarms (indoors):** Immediately evacuate the building and proceed to the rally point.
- **Text messaging:** Purdue University faculty, staff, and students may sign up to receive an emergency notification text message.
- **Twitter:** Use your Twitter app to push notifications from @purdueemergency to your smartphone.
- **Digital signs:** Over 200 digital signs around campus display the same Purdue ALERT message that the Purdue Police Department sends via text message to campus subscribers.
- **Desktop pop-up alert:** An alert is sent to most university computers and displays information on computers logged in.
- **Alert beacons:** An alert is sent to the beacons that are installed in large classrooms. Beacons alarm audibly for 10 seconds; flash and text alerts are available for 5 minutes.
- **Campus emergency status webpage:** The Campus Emergency Status page (www.purdue.edu/ea) is the focal point of information in campus-related emergencies.
- **The Boiler Television Emergency Alerting System:** The Boiler Television Emergency Alerting System broadcasts emergency information.
- **The Media:** The University works with the news media (radio, TV, newspapers), social media, and the internet to help spread the word.

For text message alerts on a temporary basis for non-registered cell phones (for example, event guests, contractors, parents of students):

- Text **PurdueFWAlert1** or **PurdueFWAlert16** to **CAMPUS (226787)** and receive a text alert whenever there's an emergency alert for either the next one or 16 weeks. Automatic notification should be received when the subscription is up, and you can choose to continue to receive text alerts, or you can opt-out.

For more information on Purdue's emergency notification system, go to

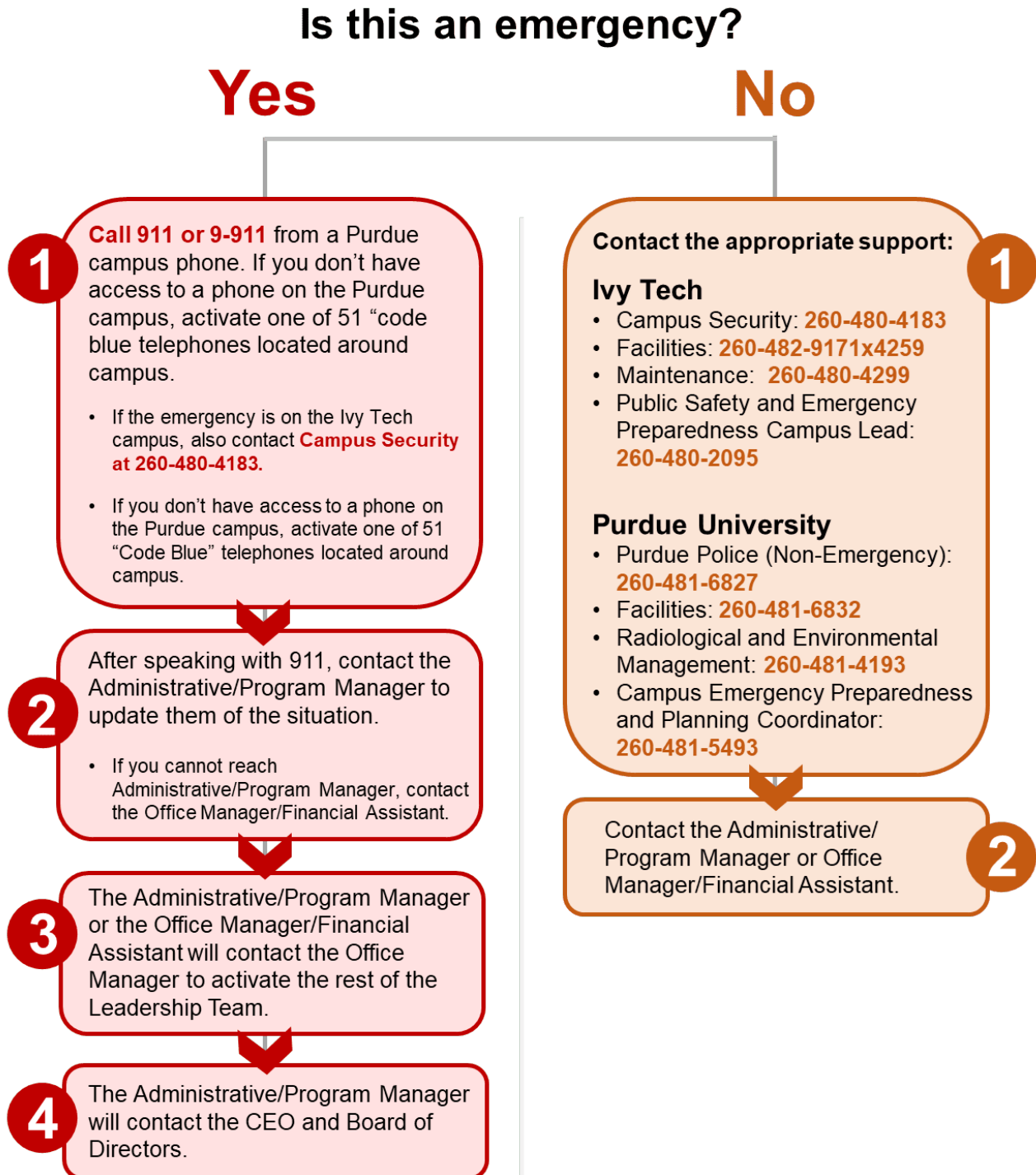
https://www.purdue.edu/ehps/emergency_preparedness/warning-system.html.



UNITY

The following image is the emergency notification flowchart that should be following in case of reporting an emergency.

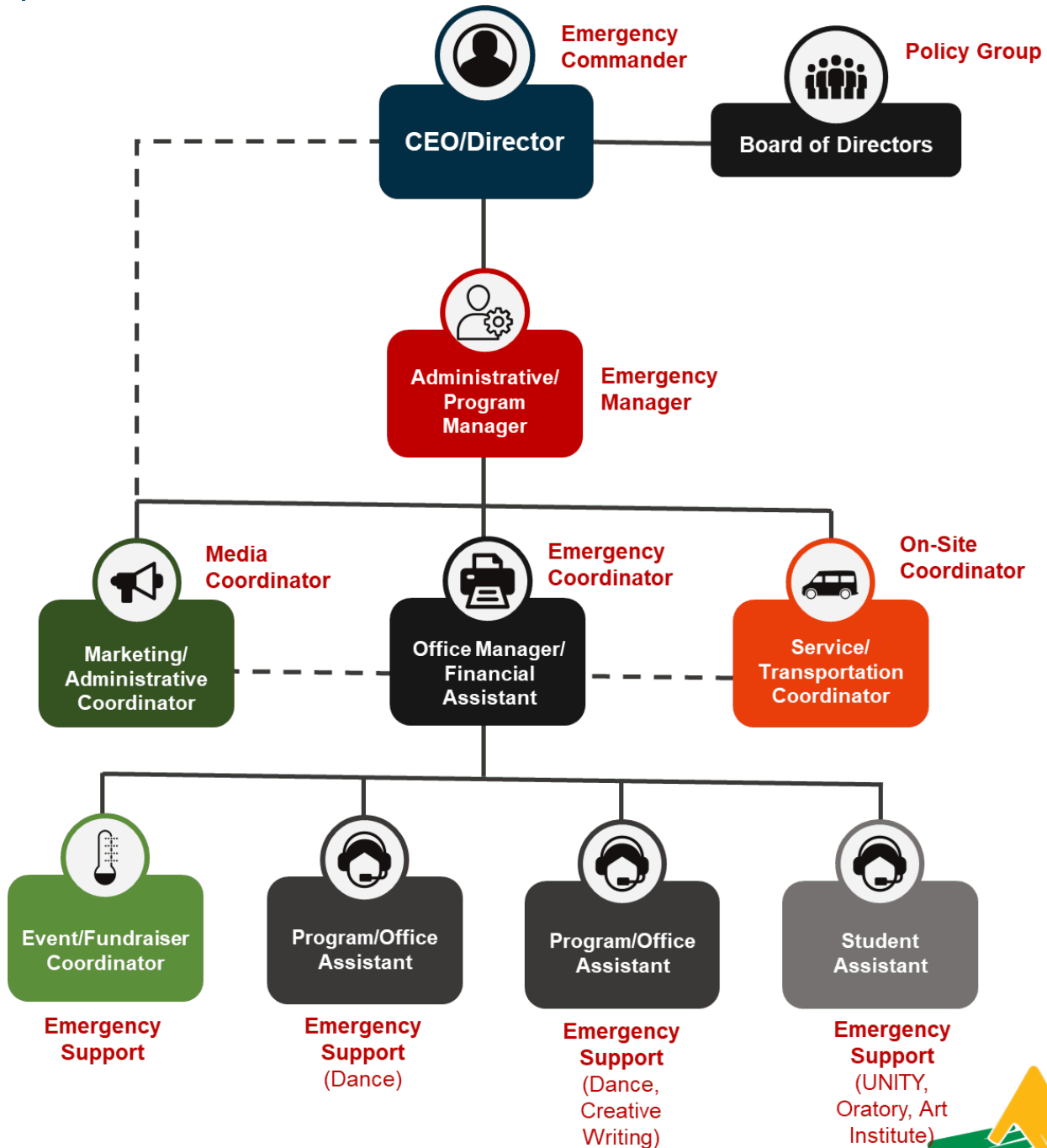
Emergency Notification Flowchart



Activation

The UNITY EOP is activated by the CEO, Administrative/Program Manager, or Office Manager/Financial Assistant whenever an emergency occurs where normal operations cannot be performed, and response is required. Depending on the emergency or incident's size and impact, not everyone in the Leadership Team needs to be activated. The Emergency Activation Organizational Structure was made to be flexible and adaptable to every type of incident. The primary modes of communication are phone, email, and UNITY's internal software management system.

Emergency Activation Organizational Structure



Emergency Information Sharing

Currently, UNITY uses a “phone tree” approach for information dissemination to staff, contractors, volunteers, students, and parents, where UNITY personnel manually call each individual. One of the Office Manager/Financial Assistant/Emergency Coordinator’s responsibilities includes managing and assigning individuals to call specific groups or program members. See the [Risk Assessment](#) section for recommendations regarding strengthening emergency information-sharing capabilities.

Law Enforcement and Security

Ivy Tech Campus Security

Developing and maintaining a safe and secure college campus is the responsibility of all students, faculty and staff, and campus security. Within the Ivy Tech community, Campus Security is assigned the primary responsibility of identifying programs, methods, and approaches to help Ivy Tech Community College-Fort Wayne maintain a reasonably safe and secure environment.

Per Section 704 Security Services of UNITY’s leasing contract, Ivy Tech is responsible for providing security services during regular hours of operation. If UNITY needs access to the facility during non-operating hours, UNITY should arrange for access at least one week in advance, and Ivy Tech should arrange for security personnel to be on site.

UNITY can contact and utilize Ivy Tech Campus Security for security purposes. See the Important Facility and Contact Information in the EAG for more information.

Purdue University Campus Police

Law enforcement and security at Purdue University are managed by University Police, which also maintains mutual aid agreements with law enforcement agencies. Dispatching services are provided by the City of Fort Wayne’s Police Department.

The University maintains its own professional police agency. State law grants Purdue University Fort Wayne police officers the same arrest and law enforcement powers as city and county officers. The Police Department is staffed by competent law enforcement professionals who use advanced equipment, techniques, and current technology to perform their duties.

UNITY can contact and utilize Purdue University campus Police for law enforcement and security purposes. See the Important Facility and Contact Information in the EAG for more information.

Facilities Management

Both Ivy Tech’s and Purdue University’s Facility Management Departments provide various building, operations, and maintenance services. See the Important Facility and Contact Information in the EAG for more information.



Recovery

Recovery takes place after the immediate emergency has ended and response actions are no longer needed. The primary goal is to restore UNITY to normal operations and services as soon as possible.

Short-term recovery operations seek to restore vital services and provide for the staff and students' basic needs. Long-term recovery focuses on restoring UNITY to normal operations. UNITY should be prepared to provide quick recovery to normal business operations. The recovery process includes assistance to students, families, and staff.

Examples of recovery elements include:

- Online staff resources site
- Temporary relocation of classes
- Restoration of services
- Restoration of utilities
- Restoration of telecommunications and information technology resources
- Submitting requests for reimbursement through state or federal programs
- Reconstruction of damaged locations/facilities

The amount of time required for the recovery of the location(s) and restoration of services depends on the nature of the emergency, the type and extent of damages caused, and various other emergency considerations such as ongoing crime scene investigations, restricted access to damaged facilities, construction, injuries/deaths, and activities of other local, state, and federal agencies.

UNITY will most likely be at the mercy of emergency response agencies, Ivy Tech, or Purdue University if an emergency mandates significant long-term recovery operations.

Refer to the March 2020 Strategic Execution and Expansion Plan for more information on enhancing UNITY's sustainable growth capabilities.



Risk Assessment

Overview

The Risk Assessment was conducted on February 25, 2021, as an onsite meeting to assess UNITY's three locations across the Ivy Tech and Purdue University Campuses in Fort Wayne, Indiana:

Name	Facility	Contact	Notes
UNITY Program and Training Center	Ivy Tech Coliseum Campus 3800 N Anthony Blvd Fort Wayne, IN 46805	260-755-2662	Office and instructional classrooms
UNITY Administrative Office	PFW Modular Classroom Building (MCB) Purdue University Fort Wayne 2101 E Coliseum Blvd Fort Wayne, IN 46805	260-481-6719	Office and shared space
Rhinehart Music Center (RC)	Purdue University Fort Wayne 400 Campus Dr. N Fort Wayne, IN 46805	260-481-6719	Use of RC Conference Room

The Risk Assessment first included a five-hour facilitated discussion with the Leadership Team regarding UNITY's operations, organizational structures, capabilities, needs, and challenges, as well as remaining information gaps and outstanding questions. The Leadership Team staff present for the Assessment was enthusiastic about learning and sharing valuable insight, questions, and recommendations and was knowledgeable about overall roles and responsibilities. They were able to quickly provide materials and references due to UNITY's highly organized and comprehensive project management system used for day-to-day operations, documentation management, communications, situational awareness, and information collection purposes.

The second portion of the Risk Assessment included physical walkthroughs of the listed locations to note location-specific elements such as paths for egress/ingress, appropriate signage, safety supply availability (e.g., AEDs, fire extinguishers), exits/evacuation, area layout, potential hazards, facility capabilities, resources, and opportunities to improve the overall safety and preparedness of UNITY's sites.

In preparation for the Risk Assessment, various emergency plans, procedures, and guidance were collected and reviewed from UNITY, Indiana Department of Homeland Security, Allen County Emergency Management, Ivy Tech, and Purdue University to analyze the existing plans, policies, and procedures to develop an accurate EOP that aligned with partner plans. A list of references used in the development of this EOP can be found in [References and Resources](#).

Ivy Tech

Ivy Tech-Fort Wayne is a community college that encompasses nearly 10,500 students and over 600 faculty and staff members. The campus is comprised of its main campus in Fort Wayne, located at 3800 North Anthony Blvd., in the northeast section of the City of Fort Wayne, which has a population of



250,000. Additionally, there are three other campus locations in Fort Wayne, as well as campus locations in Wabash, Warsaw, and Huntington, Indiana.

Ivy Tech Community College-Fort Wayne has not experienced significant or major crimes in the past three years. However, crime and violent events can happen at any time and any place. Always be aware of your surroundings and take necessary precautions. Crime statistics for the campus as recorded and reported within the Clery Act guidelines indicate a reality of safety and security.

Purdue University

Comprising almost 600 acres on the banks of the St. Joseph River, Purdue University conveys a significant presence in the region with well-equipped classrooms, research labs, student housing, popular restaurants and retail, and various gathering spaces. The campus serves as the epicenter of culture and entertainment for the area and presents thousands of lectures, musical performances, theatrical productions, art exhibitions, and sporting events annually. Purdue Fort Wayne has 8,000 students and 300 full-time faculty members.

During the 2019 calendar year, there were nine (9) instances in which Purdue University Fort Wayne used the Emergency Notification System for real-time notifications (i.e., weather alerts, hazardous situation). Additionally, there were thirteen (13) Emergency Notification System tests conducted spread throughout the calendar year and two (2) tests related to the statewide severe weather drill. Crime statistics for the campus as recorded and reported within the Clery Act guidelines indicate a reality of safety and security.

Findings

Strengths to Celebrate

Observation of staff and UNITY plans, policies, and procedures indicate an overall feeling of safety, security, trust, and community.

Operations

- UNITY promotes a safe working/learning environment through:
 - Providing a working/learning environment free from recognized hazards.
 - Providing and using a means to make the working/learning environment safe.
 - Prohibiting employees/students from entering or being in any working/learning environment that is not safe.
 - Prohibiting alcohol and narcotics in the working/learning environment.
 - Prohibiting staff/students from using tools and equipment that are not safe.
 - Establishing supervised and enforceable rules that promote a safe and healthy working/learning environment is effective in practice.
- Office staff maintains an impressive collection of safety information, materials, documents, and first-hand knowledge into the operations of the organization as well as partner institutions.
- All appropriate permission forms, liability waivers, media releases, and medical treatment authorization forms for minors participating in any program(s) are obtained and kept on file in



UNITY's project and file management system. These forms and data are safeguarded and protected yet readily available for reference when needed in emergencies.

- Vehicles are maintained in accordance with industry standards and safety requirements. Staff who drive vehicles have been verified to have a valid driver's license rated for the type of driving/vehicle required by their job.

Emergency Preparedness and Safety

- UNITY has developed emergency management policies, including:
 - Creation of the Crisis Planning Committee.
 - Emergency preparedness and safety-related training such as First Aid, CPR, and AED certification.
 - Development of the first UNITY EOP.
 - Definition of the plan review, update, and approval process.
- UNITY staff is First Aid/CPR/AED certified on a bi-annual basis.
- In March 2020, a Crisis Planning Committee was created in response to the COVID-19 pandemic dedicated to proactively planning for and anticipating safety and service operations needs, challenges, and strategies.
- UNITY areas have adequate and quick access to fire extinguishers, all of which are inspected annually by Ivy Tech and Purdue University. See [Fire Extinguisher Locations](#) for location maps.

Physical/Structural

- UNITY uses facilities in compliance with building, fire, and safety codes and ADA requirements.
- Exterior and interior doors are clearly numbered, making them easy to identify in case of emergency or reporting how to get to an incident location. Restrooms, hallways, and common areas are uniformly and adequately lighted. Doors and locks are in good condition. Classroom and office doors can be locked from the inside with hardware that meets fire code.

Surveillance/Technology

- UNITY has desktop access to a sophisticated surveillance security system at the Ivy Tech campus that can view and record all rooms, hallways, and surrounding areas near UNITY sites.
- The comprehensive project and task management system developed by UNITY CEO Marshall White is the nexus of all UNITY operations, which houses important documents, tasks, contact information, tasks, goals, and communications.

Media Management

- UNITY has a designated and capable Marketing/Administrative Manager ready to coordinate and manage media and public information communications as needed. Effective public information dissemination to staff, contractors, students and their families, volunteers, and guests is exceptionally critical and plays an integral part in providing accurate information to stakeholders, managing rumor control, and maintaining stakeholders' trust.



Recommendations

As reflected in the [Strengths to Celebrate](#), UNITY has and continues to proactively identify challenges and solutions to continue to serve the community since COVID-19 has impacted services since March 2020, such as:

- UNITY Strategic Execution and Expansion Plan March 2020
- UNITY's Reopening Strategy, Policies, and Procedures September 2020
- UNITY's Emergency Operations Plan March 2021

Emergency preparedness is a never-ending goal. In addition to the various strengths identified earlier, the following Preparedness and Mitigation Strategies were developed from the Risk Assessment analysis and the discussions and insights gathering from the Leadership Team, CEO, and Board of Directors.

Refer to the [Emergency Action Guide](#) for a list of potential threats/hazards and the recommended protective actions in the various [Response Guides](#).

Preparedness

Preparedness activities help prevent emergency situations and strengthen future response and recovery capabilities. Anticipating challenges, determining effective responses, and proactively planning for resource needs are critical steps in preparing for the “unexpected.”

Some preparedness activities include:

- Maintaining a physical copy of the EOP in your office or classroom. All staff is responsible for having access to, review, and physically keep a current copy of the plan.
- Proactive planning and readiness for emergencies and anticipated challenges.
- Acquiring and providing emergency/safety equipment and resources as needed.
- Providing safety training, education, or exercises to staff and/or students and visitors.

Preparedness Strategies

- 1. While the Crisis Planning Committee does not need to physically or virtually meet monthly depending on needs, the Administrative/Program Manager should disseminate a monthly update email that includes:**
 - Important operational or safety-related information, especially if policies and procedures have changed or been updated.
 - Any notable incidents or situations that occurred and the resulting response, solutions, challenges, lessons learned, or recommendations were/are.
 - Overall questions, concerns, feedback, and recommendations.
 - Information on future meetings and next steps.
 - Remember to keep a record of when the Crisis Planning Committee convened in the [Training and Exercise Log](#).



- 2. Use the Crisis Planning Committee to identify, plan, and track what safety resources and supplies are needed throughout the year (including quantity, costs, logistics, etc.).**
 - Proactively consider how resources and supplies may differ during the seasons and time of year, such as needing more personal protective equipment such as masks and disinfectants during flu season or needing to stockpile water bottles during a scorching summer.
- 3. Staff should participate in or observe planning, training, and exercise efforts with local emergency responders, Purdue University, Ivy Tech, and other nearby entities to strengthen relationships with those partners, identify resource support opportunities, and continue to be a local champion of safety and preparedness.**
 - Even if UNITY does not have a player role in an exercise, it is always beneficial to observe how other entities (especially those that UNITY is located in) coordinate, collaborate, and communicate before, during, and after an emergency.
- 4. Continue actively maintaining a list of all program participants (for programs where registration of participants is required) and staff with current emergency contact information and a plan in place for notifying parents or legal guardians in the event of an emergency.**
- 5. Purchase an AED for UNITY's Ivy Tech location due to a lack of AED coverage in that facility.**
 - Currently, there is only one AED available on the Ivy Tech campus; it is located at the main security desk, which is a substantial distance to travel from the UNITY offices during an emergency. UNITY should consider purchasing an AED to keep in UNITY's Ivy Tech office.
- 6. Maintain an updated list of emergency preparedness and safety-related training, exercises, and certification for UNITY staff.**
 - Utilize the Training and Exercise Log to record training and exercise events and keep track of retraining and recertification needs. Any training, exercise, or drill completed with other partners such as Ivy Tech and Purdue University should be captured in the list.
- 7. Complete a "debriefing" with an After-Action Review/Report after exercises and real-world events to discuss and capture strengths, lessons learned, and recommended areas for improvement to continuously improve UNITY's safety and preparedness capabilities.**

Mitigation

Mitigation is intended to eliminate hazards and vulnerabilities as much as possible, reduce the probability of an emergency, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation should be a pre-disaster activity, although it may also occur in the aftermath of an emergency with the intent of avoiding repetition of the situation.

Mitigation activities could include:

- Strengthening facilities against potential hazards through ongoing activities and actions to eliminate or reduce the chance of occurrence or the effects of an emergency/disaster.
- Hazard identification and elimination.



- Communicating emergency preparedness information.
- Establishing safety programs.

Mitigation Strategies

1. **Consider purchasing an emergency notification system (ENS) to significantly streamline internal and external communications.**
 - During the Risk Assessment, it became clear that utilizing the call tree system to notify staff, students, and guardians would be unnecessarily time consuming and laborious, especially during moments of stress or confusion where time is of the essence. There is a need for a simple and easy-to-use emergency notification system to quickly disseminate emergency messages containing specific information and instructions to students, staff, contractors, and visitors via phone, email, and text message.
 - Instead of using the call tree system to call individuals one by one, an ENS can disseminate an alert via phone, text, email, electronic message boards, social media platforms, and building speaker systems to an entire group at once. SMS text messaging is one of the most reliable forms of quick, electronic communication. Using an ENS would free up several Leadership Team/Emergency Activation Structure members to complete other tasks instead of allocating several hours to making individual calls.
 - Students, staff, contractors, and volunteers should be automatically enrolled in the emergency notification system.
 - Utilizing pre-scripted emails, documents, and templates would significantly streamline communications during stressful and chaotic situations.
 - Once implemented, staff should be trained in the use of capabilities of the ENS. Make sure the emergency notification and sign-in information is secure to prevent access to outsiders.
 - Potential ENS Solutions
 - [EZTexting](#)
 - Mentioned by UNITY as a potential tool, its sole capability includes sending text messages (no voice or email capabilities). It does include customizable text message templates.
 - Pricing: From \$19, \$29, \$49, and \$299 a month.
 - [Rave Mobile Safety](#)
 - Both Ivy Tech and Purdue University utilize Rave for their ENS needs. Rave is a known platform that offers a text-based “Opt-In/Opt-Out” similar to how brands run SMS marketing campaigns (e.g., text “join” to 123456). It is user friendly and efficient to use with guests/visitors.
 - Capable of disseminating voice broadcasts, email, RSS, CAP, Alertus, and social media to maximize its effectiveness. It can be operated from any internet-connected device. Messages can be sent via web or mobile device app. Message(s) should be received within minutes.
 - When an emergency occurs, a user logs into the platform and manually creates a warning message or selects a pre-composed alert template.



The user then selects which group(s) the message should be sent to (or selects “All”), and the channel(s) of communication and clicks send.

- Stakeholders can be sorted into groups according to role, location, or an attribute that can be set. Contact information can be uploaded and saved to the platform via Excel or CSV file. Because UNITY enrolls less than 500 students, data migration services and costs will most likely not be necessary as long as the contact information can be exported as one of those file types.
- Pricing: Minimal customization: \$2,500.

- [CodeRED](#)

- Can be used on desktop and mobile devices and is a much more comprehensive emergency management software with advanced operational coordination features. Used by many local, county, and state agencies. CodeRED owns and maintains its core text and voice delivery systems, rather than relying on third-party providers.
- Pricing: Annual fee of \$6,000 and no setup fee if the system is completed within 60 days.

- [Nixle](#):

- Known to be user-friendly and can be used on desktop and mobile devices. Capabilities include text, web, email publishing, social media publishing, two-way communication, keyword “Opt-In,” and advanced emergency management situational awareness features.
- Pricing: One-time set up fee of \$500 and an annual fee of \$5,000.

2. Leverage and take advantage of UNITY’s live and editable website by adding it as a potential emergency notification and public information channel.

- UNITY has a live website accessible to the public and can be leveraged during an emergency situation to quickly provide up-to-date information to a wide audience. Take advantage of updating the website quickly by sharing important information for situational awareness and educational purposes before, during, and after an emergency. Conduct webpage capability tests routinely to ensure back- and front-end operations and connectivity.

3. Identify hardware and software critical to the recovery of business functions. Contingency plans should be developed in case of power failure, network disruption, or cyber-attack.

- All critical and important data and materials should be backed up electronically in 2 or more locations.
- Consider the development of a computer/device network security policy to include:
 - IT training for staff.
 - Access control.
 - Security procedures for safeguarding sensitive information.
 - Emergency response to a cyber-attack.



4. **Offices and classrooms should have shades or coverings mounted on or near windows and doors that can be used to quickly block the view into a room in the event of a lockdown or need to shelter-in-place from an intruder.**
 - Armed assailants may try to use the window in a door to look into a room. Having shades or coverings mounted to windows or doors with windows (especially in more public-facing areas) obstructs the view into the room, decreasing the chance of the assailant or attacker spending their energy trying to get into a potentially empty room.
 - A quick fix is to have black (or dark) construction paper nearby to tape to something like the small window of a door. Consider attaching Velcro to the top of the window or door window with a hanging piece of fabric that can be folded up or folded down.
5. **Ensure staff is aware of the mental health services available to them by sharing the information periodically in various ways, such as email, informational flyers, webinars, in person, etc., especially during and after potentially traumatic or stressful situations or world events.**
 - UNITY receives various free mental health services for staff through [Lifeline Youth and Family Services](#). Continuing to inform and educate staff members on the services and resources available to them can help increase the chances of an individual in need seeking help.
6. **Ensure all individuals considered as Campus Security Authorities report any Clery-related crimes to Ivy Tech, Purdue University, and law enforcement.**
7. **Continue to maintain policies regarding building access, such as who can have keys, access cards, or other devices used to control access to rooms, buildings, and areas.**
 - All exterior doors should be kept locked at all times, except for primary access entryways during regular business hours.
 - All staff is required to surrender their keys upon separation/termination of employment.
8. **To identify planning, procedural, and operational gaps in UNITY's response capabilities, consider conducting at least one or two tabletop, function, or full-scale exercises (or discussions) a year that test the procedures in the EOP by creating and talking through a fictional scenario.**



Annual Checklist

The following checklist includes overarching tasks and reminders regarding maintaining the EOP:

Date	Task/Action	Participants	Complete
Late December/ Early January	Begin yearly review of EOP.	Crisis Planning Committee	
January to February	Administrative/Program Manager updates the EOP in coordination with the Crisis Planning Committee. Ensure any local, state, or federal changes to requirements, plans, or procedures are captured in the EOP.	Administrative/Program Manager Crisis Planning Committee	
	Crisis Planning Committee approves EOP.	Crisis Planning Committee	
	EOP is shared with the Board of Directors for feedback, recommendations, and approval.	Administrative/Program Manager Board of Directors	
	Board of Directors approves EOP.	Board of Directors	
	EOP is shared with the CEO for feedback, recommendations, and approval.	Administrative/Program Manager CEO	
February	CEO makes final approval of EOP. The new EOP is officially in effect.	CEO	
	The updated version of EOP to be uploaded to UNITY's management system, emailed to stakeholders, and posted on the website. Staff is also to print out physical copies for easy reference.	Administrative/Program Manager	
Continuous	Provide First Aid/CPR/AED certification training to new staff members or bi-annually.	All Staff	
When scheduled by partners	Participate in annual drills, training, and exercises conducted by Ivy Tech and Purdue University.	Leadership Team/Emergency Activation Structure at a minimum, all staff participation is recommended.	
First half of the year vs. second half of the year OR Once each quarter	Conduct at least 1-2 discussions or exercises to test and evaluate the effectiveness of the EOP using pre-developed emergency scenarios to talk through response operations, roles, and expectations as a large group or several small groups. One discussion or exercise a quarter is ideal.	Leadership Team/Emergency Activation Structure at a minimum, all staff participation is recommended.	
After each exercise/discussion or real-world incident	Conduct a "Debriefing" to allow individuals to provide their insight, feedback, lessons learned, and recommendations and capture that information in an After-Action Report (or a simple situational report).	Leadership Team/Emergency Activation Structure at a minimum, all staff participation is recommended.	
Before October	Please make sure all staff considered as CSAs report any Clery-related crimes that they were a witness to or were told about by calling 911 or contacting Purdue Police or Ivy Tech Campus Security before October so both institutions can report that information in their Annual Security and Fire Safety Report, which are due October 1 each year.	All staff who are considered a CSA	



References and Resources

References

- UNITY's Reopening Strategy, Policies, and Procedures September 2020
- UNITY Strategic Execution and Expansion Plan March 2020
- [Purdue University Emergency Handbook 2020](#)
- [Purdue University Fort Wayne Annual Security and Fire Safety Report 2020](#)
- Purdue Non-University Owned Facilities Emergency Situations 2020
- Purdue University Polytechnic Institute Building Emergency Plan Version 1.1D
- Purdue University and UNITY Performing Arts Center Lease Contract 2022
- Ivy Tech Emergency Response Guidelines
- Ivy Tech Community College and UNITY Performing Arts Center Lease Contract 2017
- [Ivy Tech-Fort Wayne Campus, Annual Security and Life Safety Report 2020](#)
- [Allen County All-Hazard Mitigation Plan 2017](#): This is the guide for the county's assessment of hazards, vulnerabilities, and risks and includes the participation of a wide range of stakeholders and the public in the planning process. This plan aids the county, cities, and towns in preventing, protecting against, responding to, and recovering from disasters that may threaten the community's economic, social, and environmental wellbeing. This plan documents historical disasters, assesses probabilistic disasters through Hazus-MH and Geographic Information Systems (GIS) analyses, and addresses specific strategies to mitigate the potential impacts of these disasters.

Resources

- [Purdue University Key Emergency Preparedness Resources](#)
- [Campus Security with Purdue Pete](#)
- [Ivy Tech Emergency Preparedness](#)
- [Indiana Department of Homeland Security Ready: Whenever Wherever](#): "Ready: Whenever. Wherever." is a public awareness campaign that encourages Hoosiers to practice reasonable awareness and develop a plan for action in the event of an emergency.
- [Ready.gov](#): Launched in February 2003, Ready is a National public service campaign designed to educate and empower the American people to effectively prepare for, respond to, mitigate against, and recover from natural and human-made disasters.
- [Occupational Safety and Health Administration](#): The Occupational Safety and Health Administration (OSHA) ensures safe and healthful working conditions for working men and women by setting and enforcing standards and providing training, outreach, education, and assistance.





Emergency Action Guide

Planning for the unknown is challenging, and each emergency is unique with different impacts and response needs. While it is impossible to produce an all-inclusive document, this **Emergency Action Guide (EAG)** addresses the most likely and common emergencies to impact the UNITY Performing Arts Foundation.

This EAG provides important contact information, supporting visuals, and potential response actions to various hazards and emergencies to empower UNITY staff, contractors, volunteers, and community stakeholders with the information to make informed life safety decisions. Keep a physical copy of this EAG in locations you frequent for easy reference.

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Important Facility and Contact Information

Ivy Tech

UNITY Program and Training Center			
Ivy Tech Coliseum Campus	3800 N Anthony Blvd, Fort Wayne, IN 46805	260-755-2662	Various office and instruction space
Title		Contact	Notes
Executive Director of Facilities		260-480-4244	
Director of Facilities		260-482-9171	
Director of Maintenance		260-480-4299	
Director of Emergency Management and Continuity		260-480-4188	
Public Safety and Emergency Preparedness Campus Lead		260-480-2095	
Coliseum Campus Security Clerk		260-480-4183	Day and evening

Purdue University

UNITY Administrative Office			
PFW Modular Classroom Building (MCB)	2101 E Coliseum Blvd, Fort Wayne, IN 46805	260-481-6719	Office and shared space
Title		Contact	Notes
Purdue Police (Non-Emergency)		260-481-6827	purdue.edu/police
Campus Emergency Preparedness and Planning Coordinator		260-481-5493	
Facilities Management		260-481-6832	
Director of Facilities Management		260-481-6787	
Radiological and Environmental Management		260-481-4193/ 260-481-5744	

Rhinehart Music Center			
Purdue University Fort Wayne	400 Campus Dr. N, Fort Wayne, IN 46805	260-481-6719	Use of RC Conference Room.



YMCA

Renaissance Pointe YMCA

Renaissance Pointe YMCA	2323 Bowser Ave, Fort Wayne, IN 46805	(260) 447-4567	Post-COVID-19, this location has not been heavily utilized.
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Hospitals

Name	Address	Phone	Notes
Dupont Hospital	2520 E. Dupont Rd.	260-416-3000	Open 24 hours https://www.theduponthospital.com/
Lutheran Hospital	7950 West Jefferson Blvd.	260-435-7001	Open 24 hours www.lutheran.com
Parkview Hospital Randallia	2200 Randallia Dr.	260-373-4000	https://www.parkview.com/locations/parkview-hospital-randallia/parkview-hospital-randallia
Parkview Behavioral Health Hospital	1720 Beacon St.	260-373-7500	https://www.parkview.com/services-specialties/behavioral-health/behavioral-health
Parkview Regional Medical Center	11109 Parkview Plaza Dr. Entrance 1	260-266-1000	Open 24 hours https://www.parkview.com/locations/parkview-regional-medical-center/parkview-regional-medical-center
Parkview Women's and Children's Hospital	11115 Parkview Plaza Dr. Entrance 2	260-672-6100	https://www.parkview.com/services-specialties/womens-health/family-birthing-centers/parkview-womens-childrens-hospital
St. Joseph Hospital	700 Broadway	260-425-3000	Open 24 hours https://www.stjoehospital.com/



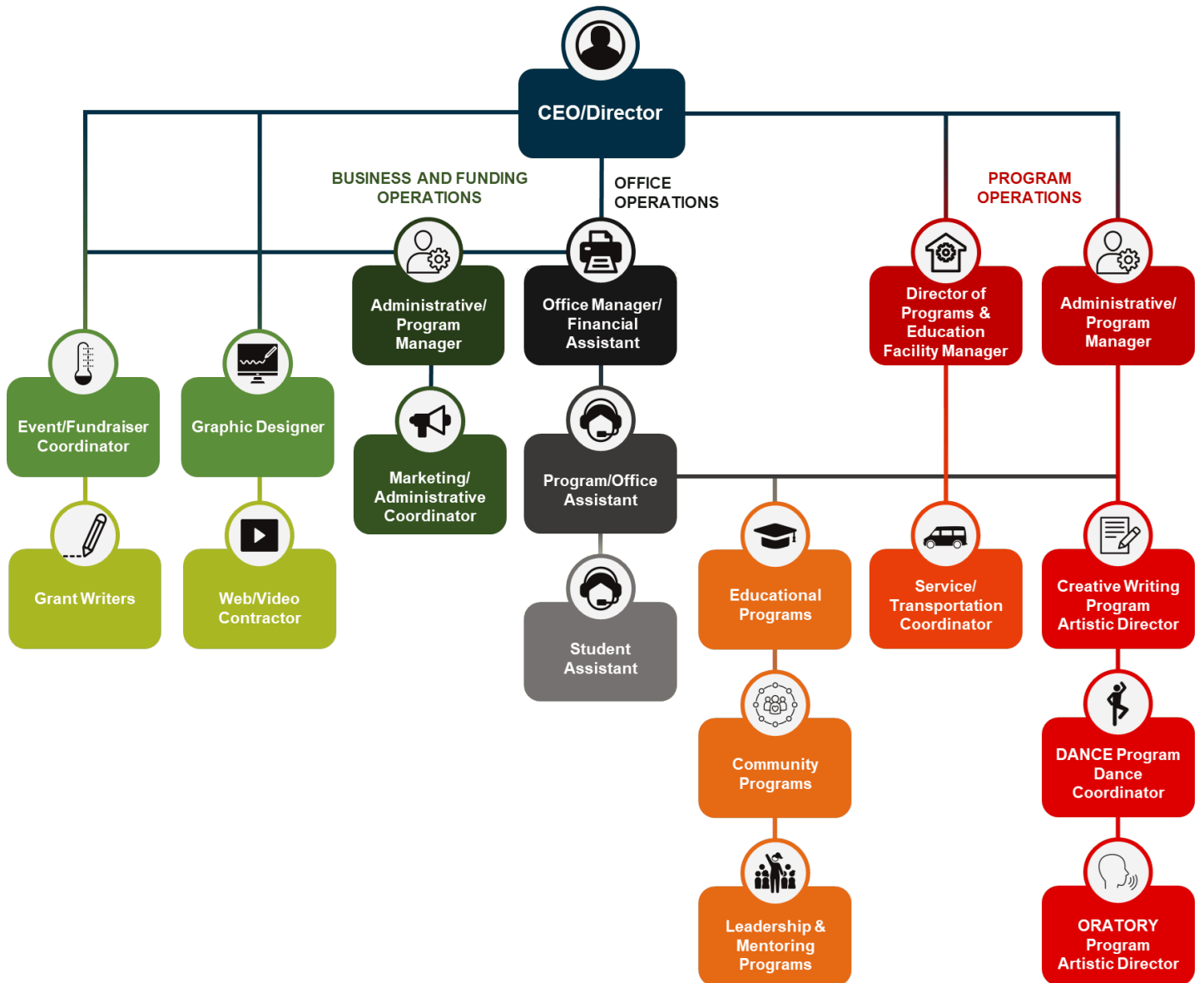
Local, County, and State Support

Agency/Organization	Department	Contact
Fort Wayne Police Department	Non-Emergency	260-427-1222
	Chief of Police	260-427-1230
	Crime Scene	260-427-1333
	Crime Prevention	260-427-1207
	Crime Stoppers	260-436-7867
	Detective Bureau	260-427-1201
	Drug Tip Line	260-427-1262
	Juvenile and Missing Persons	260-427-1202
	Vice and Narcotics	260-427-1203
	Victim Assistance	260-427-1205
Fort Wayne Fire Department	Non-Emergency	260-427-1478
Allen County	Sheriff's Department	260-449-3000/ 260-449-7171
	Coroner	260-449-7389
Indiana State	Police	260-432-8661
Other Resources	Fort Wayne Women's Bureau Rape Crisis Hotline	260-426-7273 or 1-888-311-7273 (toll-free)
	Fort Wayne Sexual Assault Treatment Center Emergency (Pager)	260-430-0369
	Rape Awareness Program	260-426-7273
	NAT Sexual Assault Treatment Center	260-423-2222
	YWCA Domestic Violence Crisis Line	260-447-7233 or 1-800-441-4073 (toll-free)



UNITY Structure and Contact Information 2021

Non-Emergency Organizational Structure



Emergency Notification Flowchart

Is this an emergency?

Yes

No

1

Call 911 or 9-911 from a Purdue campus phone. If you don't have access to a phone on the Purdue campus, activate one of 51 "code blue telephones located around campus.

- If the emergency is on the Ivy Tech campus, also contact **Campus Security at 260-480-4183**.
- If you don't have access to a phone on the Purdue campus, activate one of 51 "Code Blue" telephones located around campus.

2

After speaking with 911, contact the Administrative/Program Manager to update them of the situation.

- If you cannot reach Administrative/Program Manager, contact the Office Manager/Financial Assistant.

3

The Administrative/Program Manager or the Office Manager/Financial Assistant will contact the Office Manager to activate the rest of the Leadership Team.

4

The Administrative/Program Manager will contact the CEO and Board of Directors.

1

Contact the appropriate support:

Ivy Tech

- Campus Security: **260-480-4183**
- Facilities: **260-482-9171x4259**
- Maintenance: **260-480-4299**
- Public Safety and Emergency Preparedness Campus Lead: **260-480-2095**

Purdue University

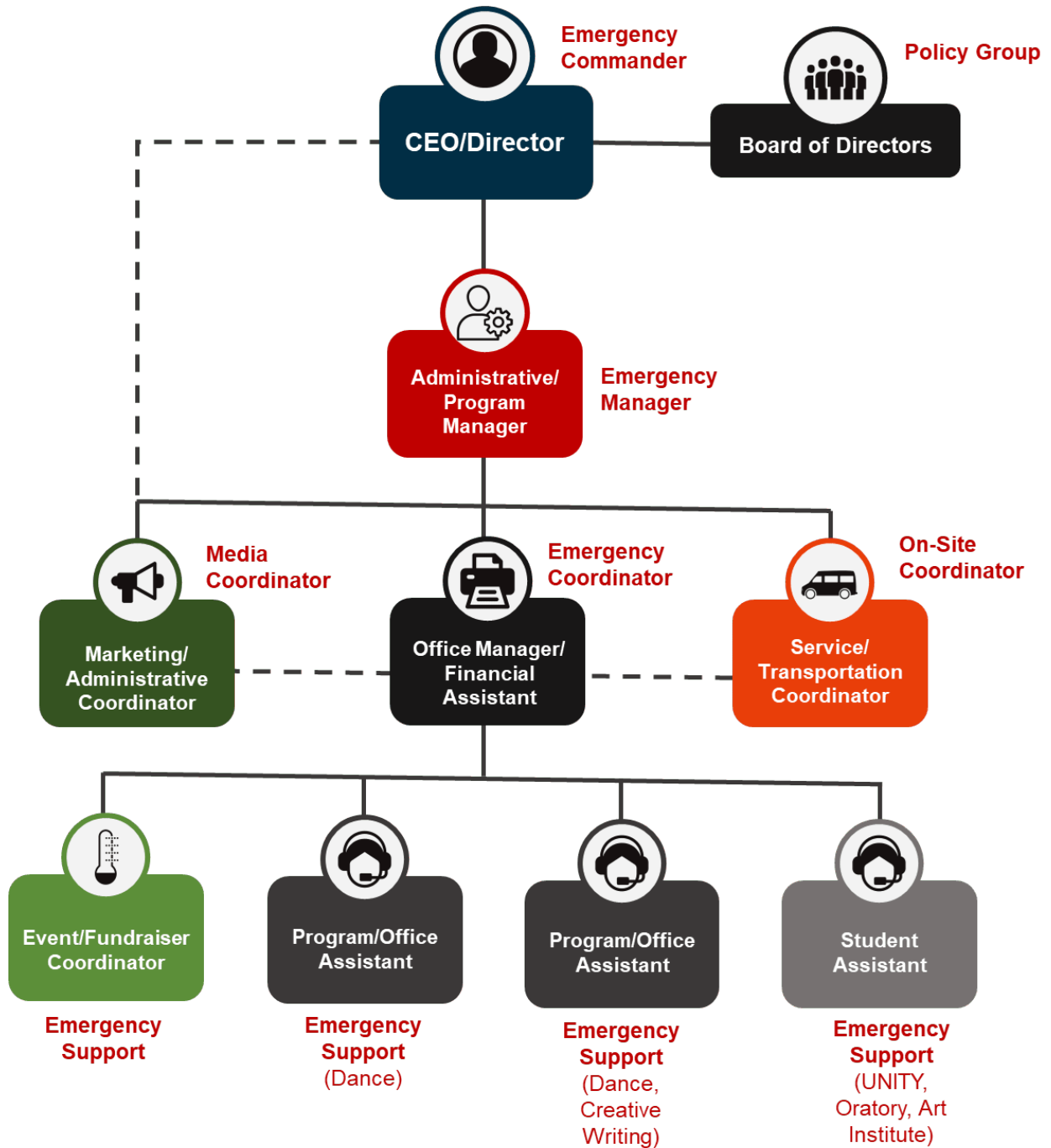
- Purdue Police (Non-Emergency): **260-481-6827**
- Facilities: **260-481-6832**
- Radiological and Environmental Management: **260-481-4193**
- Campus Emergency Preparedness and Planning Coordinator: **260-481-5493**

2

Contact the Administrative/Program Manager or Office Manager/Financial Assistant.



Emergency Activation Organizational Structure



UNITY Information

Board of Directors		
Name	Affiliation	Role
Marshall White	UNITY	Founder/CEO
Davyd Jones	Edward Jones Investments	UNITY Board Chairman
Alan Riebe	WANE TV	Retired
Jordan Applegate	Sweetwater Sound	Director of Recruitment
Les Baggett	SCORE	Mentor
Maureen Bobilya	New York Life Insurance Company	Agent
Megan Diehm	City of Fort Wayne	IT Project Manager
Lorenzo Suter	Dupont Hospital	CEO
Carta Robison	Barrett McNagny	Attorney
Christopher Harvey	Brotherhood Mutual	Assistant Vice President
Debra Faye Williams-Robbins	Fort Wayne Community Schools	Chief of Student, Family, and Community Engagement








Leadership/Emergency Activation Structure		
UNITY Position/Title	Name	Role During Emergency
Founder/CEO	Marshall White	Emergency Commander: high-level strategic decision making and media/public relations
Administrative/ Program Manager	Shadwaynn Curry	Emergency Manager
Office Manager/Financial Assistant	Helga Portela	Emergency Coordinator
Service/ Transportation Coordinator	Richard Reprogle	Emergency On-Site Support
Marketing/ Administrative Coordinator	Tori Schneider	Emergency Media Coordinator: Coordinate with Founder/CEO regarding media and public relations.
Office/Program Assistant	Jacqueline Barros	Emergency Coordinator Support
Office/Program Assistant	Kierra Pinkston	Emergency Coordinator Support
Student Assistant	Nia Weary	Emergency Coordinator Support
Event/Donor Coordinator		On-Site Support












Response Guides

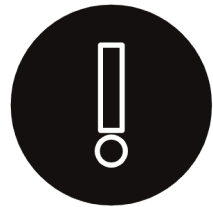
No guidelines or procedures can anticipate all the variations of and responses to a possible emergency. It is incumbent on all individuals to be aware of their surroundings prior to an emergency and to proactively identify evacuation routes, rally points, and shelter-in-place locations, as well as locations of exits, fire extinguishers, pull stations, first aid kits, and AEDs.

Emergency preparedness planning must consider the location, capabilities, and support needs of students, staff, contractors, volunteers, and visitors. The following Response Guides include general information on various hazards and emergencies and list recommended actions to take for each.

#	Response Guide	Page Number
1	 General Considerations	10
2	 Criminal Activity/Crime Reporting	11
3	 Evacuation	13
4	 Shelter-in-Place	19
5	 Active Threat/ Active Shooter	20
6	 Bomb Threat/ Suspicious Package	22
7	 COVID-19	24
8	 Dam/Levee Failure	28
9	 Earthquake	29

#	Response Guide	Page Number
10	 Explosion	30
11	 Fire Safety	31
12	 Flooding and Flash Flooding	34
13	 Hazardous Incident	35
14	 Medical and Mental Health Emergency	36
15	 Poisoning	40
16	 Severe Weather and Tornadoes	41
17	 Utility Failure	42
18	 Winter Weather	43





General Considerations

Workplace and Public Areas

- ✓ Be proactive and know where to go in case of an emergency. Know where the exits are.
- ✓ Maintain awareness of your surroundings.
- ✓ Notice people around you and look for strange behavior.
- ✓ Call 911 or security to report a crime or suspicious behavior.

Travel and Vehicle Security

- ✓ Know your route in advance.
- ✓ While driving, do not text or use your mobile device.
- ✓ Before exiting your vehicle, scan the area for potential threats.
- ✓ Avoid parking in dark spaces or near suspicious vehicles.
- ✓ Keep keys in your hand and promptly get into your vehicle.
- ✓ Keep your head up and scan the surroundings to maintain situational awareness (refrain from looking down at your phone). Notice if other people are watching you.
- ✓ Always secure your belongings in public places.
- ✓ Wait to use your phone until you have arrived at your destination.
- ✓ Only use ATMs in well-lit areas and make it difficult to see you entering the pin.

Information Security

- ✓ Know how to classify information and documents correctly.
- ✓ Install and maintain anti-virus and anti-malware programs on your devices.
- ✓ Set your electronic devices to update operating systems, programs, and applications automatically to keep security patches up to date.
- ✓ Store your information with a strong password. Passwords should be at least 10 characters and include upper/lowercase letters, special characters, and numbers.
- ✓ Never use the same password for personal websites that you use for UNITY systems. You should always use different passwords for every website and system.
- ✓ Never disclose your password to anyone (in person, over the phone, or by email). IT support departments do not ask for that information.
- ✓ Be able to recognize unknown/unverified email sources. Ignore and delete unsolicited emails.
- ✓ Do not respond or click on unknown links.
- ✓ Never open unexpected email attachments. If you receive an email attachment that you did not expect, verify it by contacting the sender.
- ✓ Never let anyone use your work allocated electronic devices (computer, tablet, mobile phone, etc.).
- ✓ Never leave your electronic devices unattended. Secure them or carry them with you.
- ✓ Never attach an unknown device to your computer (USB Drive, portable hard drive, etc.).



Criminal Activity and Reporting a Crime

If you are a victim or a witness to any in-progress criminal offense or activity, report the incident as soon as safely possible by calling **911** (or **9-911** from a Purdue University campus phone), activating a “code blue” Emergency Call Box, or contacting Ivy Tech Campus Security.



If you are in doubt as to whether or not the incident needs to be reported, report it. You should report attempted crimes, even if the crime were not completed, and you should **NOT** try to investigate the incident or try to solve the crime.

Procedures

How to Report a Crime

A	If the crime is an emergency that requires immediate police and/or medical response, call 911 . <ul style="list-style-type: none">If you call 911 from a cell phone, tell them you are on the Purdue University or Ivy Tech campus and which location. They have a direct line to Purdue Police Department.
B	If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible by calling 911 . You should attempt to provide as much of the following information as possible: <ul style="list-style-type: none">Nature of the incident (tell the dispatcher this is an incident in progress).Location of the incident.Description of suspects involved.Injuries that have occurred.Description of any weapons involved.Description of property involved. Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open so the dispatcher can know what is happening.
C	If you are a victim of or witness to a crime that is not an emergency or life-threatening situation, contact one of the following: <ul style="list-style-type: none">Purdue University Police Department: 260-481-6827Ivy Tech Campus Security at 260-480-2095Fort Wayne Police Department Non-Emergency: 260 427-1222911 Be prepared to provide at least the following information: <ul style="list-style-type: none">Your name.Your address.Your telephone number.A brief synopsis of what occurred.Your exact location at the time of the call (room #, apartment #, campus building, etc.).



Campus Security Authority (CSA) Clery Crime Reporting

A	<p>If you are a CSA and someone reports a Clery-related crime to you, ensure the safety of yourself and the reporter/victim. Listen to them and collect the information needed for reporting. The more complete the description, the better. Be sure to include the following information in the report:</p> <ul style="list-style-type: none">• Type of crime.• Location of crime.• Date and time that the crime occurred.• Date and time that the person reported the crime to you.• Name of the victim (if a confidential report is not requested).• Identities of known suspects or witnesses.• Description of the incident or crime.
B	<p>Immediately contact 911, Purdue University Campus Police, or Ivy Tech Campus Security.</p>
C	<p>Inform the victim or witness that you are required to report the incident to Campus Police to be included in crime statistics, even if the victim/witness chooses not to press charges or file a report with law enforcement.</p> <ul style="list-style-type: none">• If they prefer, you can report without disclosing the victim's identity.• Inform the victim of his/her option to also self-report the crime to Campus Police or 911 for investigation.
D	<p>If needed, inform the victim of how to seek medical help and refer the victim to additional support services.</p>



Evacuation



- Evacuation is the process of clearing an identified location or building in the event of a current or possibly dangerous situation. Some reasons for evacuations include bomb threats, fire, hazardous materials spill, and active threats.
- No guidelines or procedures can anticipate all the variations of a possible evacuation. **It is incumbent on all individuals to be aware of their surroundings prior to an emergency and proactively identify evacuation routes and rally points.** Planning must take into account your specific location, capabilities, and support needs.
- A **rally point** is a pre-determined location outside of and away from the building that UNITY staff, students, contractors, volunteers, and visitors should report to when evacuating for localized incidents such as a fire or bomb threat (see Evacuation and Rally Point Maps). Congregating safely away from the building in one location helps quickly determine if everyone is safe and assess situational awareness.
- During emergencies where the threat's general location is unknown or rapidly changing, like an active threat/active shooter, go to the nearest safe location available to you. See the Active Threat response guide for more information about active threats actions such as RUN, HIDE, FIGHT.

General Evacuation Procedures

If Fire Alarm is Activated or an Evacuation is Ordered	
A	You must immediately obey evacuation alarms and orders and evacuate as soon as possible. Tell and help others to evacuate. No one may remain inside a building when an evacuation is in progress.
B	Immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
C	When evacuating, take keys, coat, purse, and any other critical personal items with you to the rally point. IN CASE OF A FIRE, DO NOT DELAY EVACUATION.
D	Close doors as rooms are vacated.
E	Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
F	Note the location(s) of trapped and injured victims and be prepared to notify emergency responders after exiting.
G	Walk calmly but quickly to the nearest emergency exit. Keep to the right side of corridors and stairwells as you exit.
H	Use stairways only. DO NOT use elevators.
I	Proceed directly to your designated rally point. Stay away from the immediate area near the building you evacuated.
J	Remain at the rally point until attendance is taken and instructions are provided.
K	Do not reenter the building until authorized fire or police department personnel give the “ All Clear ” instruction.



Evacuation for Persons with Access and Functional Needs

Before an Evacuation

A	Persons with access and functional needs should make pre-planned arrangements for evacuation assistance. Arrangements can be made to reasonably assure that additional assistance is provided to those who require it by contacting the Fort Wayne Fire Department at 260-427-1478 .
B	Those with evacuation challenges are encouraged to carry a sounding device like a small whistle, flashlight, and cell phone to alert emergency personnel of their location.
C	Individuals should be invited to volunteer ahead of time as a “buddy system” to assist people with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.



After an Evacuation has been Ordered

A	Evacuate if possible.
B	DO NOT use elevators unless authorized to do so by emergency services personnel.
C	Check on people with access or functional needs during an evacuation. Using a “buddy system” where people with access and/or functional needs arrange for volunteers (co-workers/neighbors) to alert them and assist them in an emergency is recommended.
D	Only attempt an emergency evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency services personnel. <ul style="list-style-type: none"> • Two or more trained volunteers, if available, should conduct the evacuation. • Try to avoid evacuating people who use wheelchairs while they are still in their wheelchairs. This is standard practice to ensure the safety of people with disabilities and volunteers. Wheelchairs are evacuated later if possible. • Proper lifting techniques (e.g., bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer’s backs. Certain lifts may need to be modified, depending on the disabilities of the people.
E	ALWAYS ASK someone with a disability how you can help before attempting any emergency evacuation assistance. Ask how they can best be assisted or moved and whether there are any special considerations or items that need to come with them.
F	If you have a physical disability and are unable to use stairways: <ol style="list-style-type: none"> 1. Stay calm and take steps to protect yourself. 2. Call 911 and tell the police dispatcher where you are or where you are moving to. 3. If you must move, the following is recommended: <ul style="list-style-type: none"> • Move to an enclosed exit stairway while taking care not to block the exit of building personnel. • Request persons exiting by way of the stairway to notify the Fire Department of your location. • Await Emergency Responders.



If You are Unable to Evacuate

- A** If unable to evacuate, shelter-in-place in an area with no immediate hazards and call 911. Advise the police dispatcher of your location.
- B** If you cannot call 911, advise others around you of your location and have them inform emergency personnel of your location.
- C** If you are in no immediate danger, remain where you are and wait for emergency personnel to arrive.
- D** If you are in immediate danger, move to an area where you can shelter-in-place (recommended areas would be a room with an outside window or a room with a sprinkler system, if available.)
- E** **DO NOT USE ELEVATORS** during an emergency evacuation unless requested by police or fire personnel.

All-Clear Procedures

All-Clear

- A** Do not re-enter the building until the **All-Clear** announcement is given by a public safety official or emergency responder.
- B** The Outdoor Warning Sirens are not used to send an **All-Clear** signal. Seek additional information by other means possible such as campus notifications, the news, social media, TV, etc.

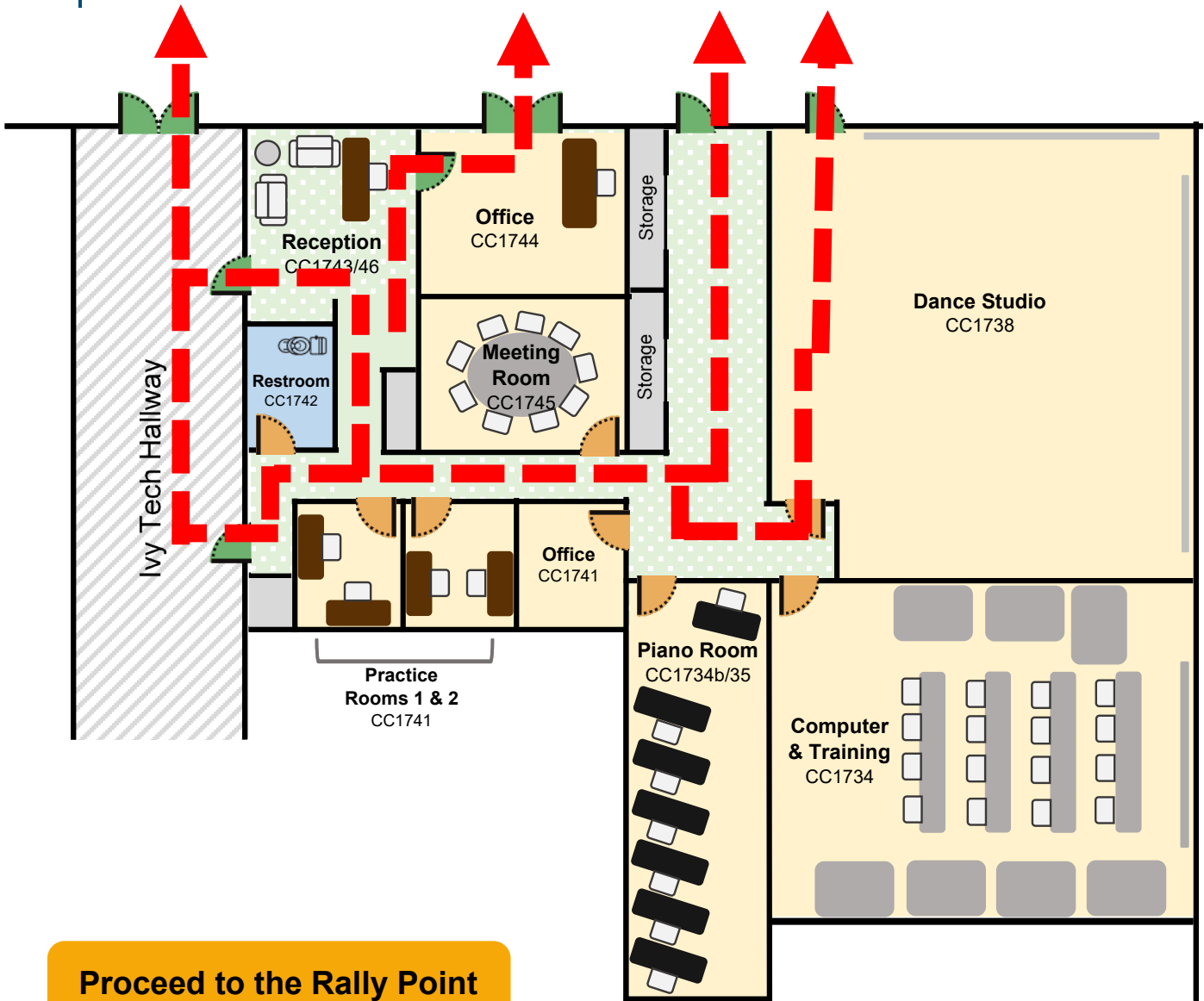
Additional Resources

Purdue University has developed a [Voluntary Registry for Persons Requesting Assistance Form](#), which can be filled out and downloaded online.



Ivy Tech Evacuation

Evacuation Map

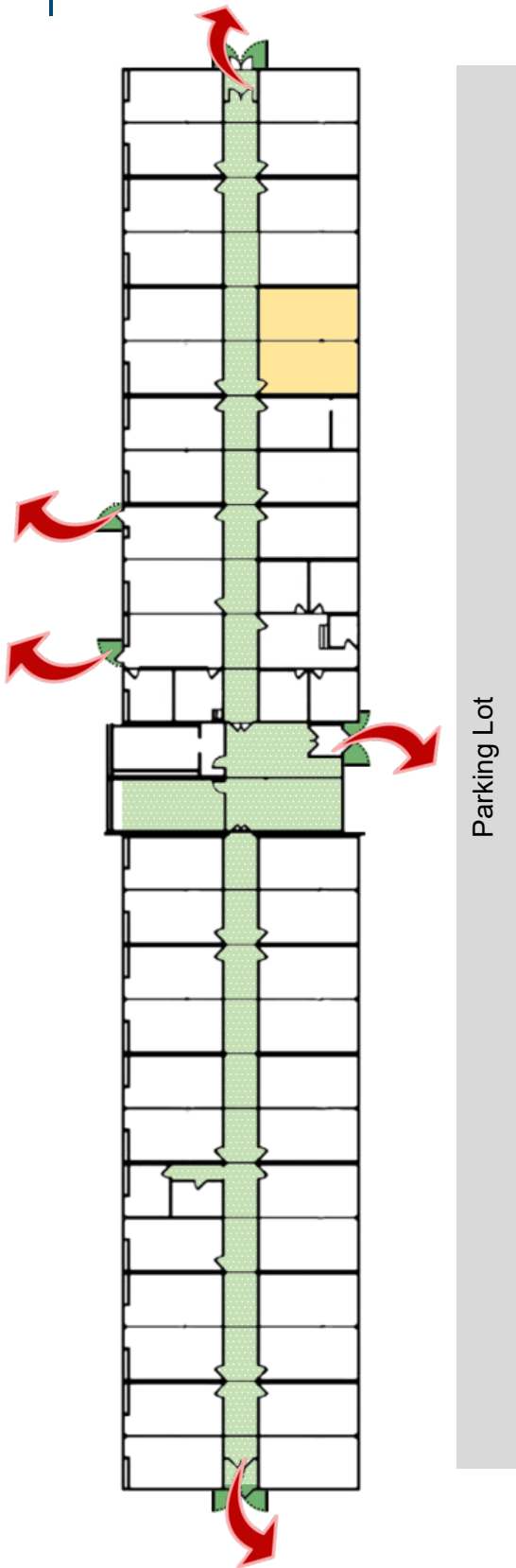


Proceed to the Rally Point

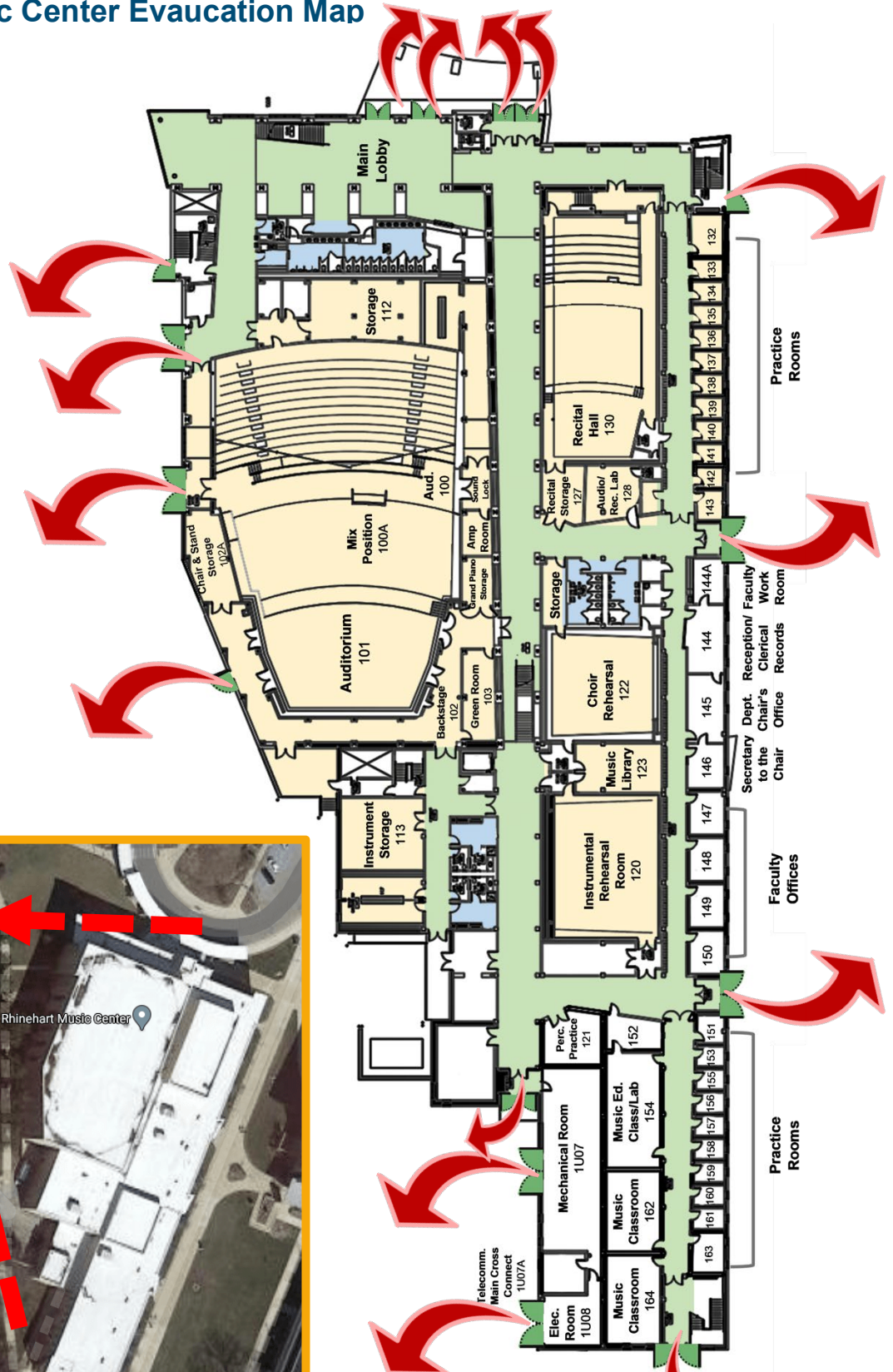


Purdue University Evacuation

Modular Classroom Building (MCB) Evacuation Map



Rhinehart Music Center Evacuation Map



Proceed to the Rally Point





Shelter-in-Place

Sheltering-in-place means seeking immediate shelter and remaining there during an emergency rather than evacuating the area. It should be used only when an evacuation is not safe. Different situations require different locations, and shelter-in-place procedures must consider any specific building and occupant needs. Certain events, such as a tornado, severe weather, active attacker, and hazardous materials release, may necessitate the initiation of the shelter-in-place protocol.

When to Shelter-in-Place

A

Immediately seek shelter in the nearest facility or building (preferably in a room with no windows) when:

- You hear the All Hazards Outdoors Emergency Warning Sirens.
- When directed by public safety personnel.

Additionally, suppose you are “sheltering” due to a hazardous materials (HAZMAT) accidental release of toxic chemicals. In that case, the air quality may be threatened, and sheltering keeps you inside an area offering more protection.

B

Keep the following information in mind:

- How would I be notified?
- You would hear the all-hazards emergency warning sirens.
- You would receive information and alerts through RAVE and Alertus.
- You observe or sense dangerous air conditions.
- You receive notification from emergency personnel.

How to Shelter-in-Place

A

If you hear the All-Hazards Outdoor Emergency Warning Sirens or are directed to shelter-in-place, immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency.

Once you have determined the type of emergency, seek the following shelters and stay in place until police, fire, or other emergency response personnel provide additional guidance or say it's safe to leave:

- **Weather-related, such as a tornado warning:** Basement corridors, basement offices, basement restrooms, or the lowest level of the building (stay away from windows and doors).
- **Active threat/active shooter:** Seek a safe location, preferably a room without windows that can be locked or secured by barriers. Find more information in the Active Threat/Active Shooter Response Guide.
- **Hazardous materials (HAZMAT) release:** Remain calm and find an unaffected work area or space. If possible, close and/or seal doors, windows, vents, and ducts in your area.

If you are directed to shelter-in-place but you are unaware of the specific reason, proceed to the lowest level of the building but continue to seek additional information by all possible means to determine the type of incident.

B

Remain in place until police, fire, or other emergency response personnel provide the **ALL CLEAR**, additional guidance, or tell you it is safe to leave. Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

C

Do not use elevators, as they may pump air into or out of the building (HAZMAT).



Active Threat/Active Shooter



Important Considerations

- ✓ During an active threat/active shooter incident, quickly decide whether it is safer to **RUN, HIDE, or FIGHT** depending on your specific circumstances.
- ✓ If you decide to flee during an active threat situation, make sure you have an escape route and plan in mind.
- ✓ Do not 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.

Procedures

Active Threat Outside the Building

A	If an active threat is outside of the building, your best option may be to shelter-in-place . Proceed to a room that can be locked, barricaded, or secured in some way; close and lock all the windows and doors; and turn off all the lights.
B	Hide under a desk, in a closet, or in the corner; if possible, get everyone down on the floor and ensure that no one is visible from outside the room.
C	One person in the room should contact 911 , advise the dispatcher of what is taking place, and inform him/her of your location. Report any suspicious activity if you can do so without jeopardizing your safety.
D	Remain in place until the police or a campus administrator known to you gives the “ALL CLEAR.” Unfamiliar voices may be the threat attempting to lure you from their safe space.
E	Do not respond to any voice commands until you can verify with certainty that a police officer or emergency responder is issuing them.
F	After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g., Text, Purdue/Ivy Tech webpage, TV, radio, email, etc.)
G	Law enforcement or emergency personnel provide the “ALL CLEAR” when the emergency situation is over, and the threat has been neutralized.



Active Threat Enters Office, Classroom, or Space

A	Try to remain calm.
B	Call/Text 911 , if possible, and alert police to the location of the threat; if you can't speak, leave the line open so the dispatcher can listen to what's taking place.
C	<p>You have options and you must act quickly to save your life and others. You can RUN, HIDE, or FIGHT:</p> <ul style="list-style-type: none">• RUN: <i>Escape the area of threat</i><ul style="list-style-type: none">○ Seek safety. Getting away from the attacker is the top priority.○ Leave your belongings behind and get away. If you are not wearing a mask, do not stop to put one on. It is more important to run to safety.○ Call 911 when you are safe and describe the attacker, location, and weapons.• HIDE: <i>Seek cover and/or concealment</i><ul style="list-style-type: none">○ If you cannot evacuate, cover and hide. Find a place to hide out of view of the attacker. If possible, put a solid barrier between you and the students and the threat.○ Do not leave your hiding place to retrieve your mask.○ Lock and block doors, close blinds, and turn off lights.○ Keep silent.• FIGHT: <i>Overpower or distract with force</i> (should be considered a very last resort)<ul style="list-style-type: none">○ Fight only as a last resort. When you cannot run or cover, attempt to disrupt the attack or disable the attacker.○ Be aggressive and commit to actions.○ Recruit others to ambush the attacker with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.○ Be prepared to cause severe or lethal injury to the attacker.
D	If the threat leaves the area, proceed immediately to a safer place and do not touch anything in the vicinity of the threat.
E	If you can, help the wounded get to safety and provide immediate care. If you are experiencing a medical emergency, call 911 . If possible, put on a mask before help arrives.
F	When law enforcement arrives, remain calm, follow instructions, keep hands visible and empty, and report to designated areas to provide information and get help. Follow law enforcement's instructions and evacuate in the direction they tell you to.

Additional Information

For more information about active threat situations, visit <https://www.ready.gov/public-spaces>.



Bomb Threat/Suspicious Package

All bomb threats and suspicious package situations should be treated as a serious matter. To ensure the safety of the staff, students, visitors, and guests, bomb threats must be considered real until proven otherwise. In most cases, bomb threats and suspicious packages are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears genuine or not.



Procedures

Bomb Threat and Suspicious Package

A	Stay calm.
B	If a suspicious object or potential bomb is discovered, DO NOT HANDLE THE OBJECT, CLEAR THE AREA. CALL 911.
C	Be sure to include the location and appearance of the object when reporting.
D	<p>If a phone call bomb threat is received:</p> <ul style="list-style-type: none"> • DO NOT put the caller on hold. • DO NOT attempt to transfer the call. • DO NOT HANG UP THE PHONE THAT THE CALL CAME IN ON. If possible, have someone else use another phone to call 911. • Pay particular attention to background noises, such as running motors, music, or any other noises that may indicate the location from which the call is being made. • Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or unusual characteristics. • Complete the Bomb Threat Checklist.

SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:

The illustration shows a letter and a package with several warning signs:

- Letter:** "PERSONAL!" written in large letters, "No return address", "Restrictive Markings", "Possibly mailed from a foreign country", "Excessive postage", "Misspelled words", "Addressed to title only", "Incorrect title", "Badly typed or written", "Upsided or uneven", "Strange odor".
- Package:** "Operations Manager, 122 M ST, Saville, MO", "DO NOT X RAY TAPE ENCLOSED", "Operations Manager, 5032 D 1st, Annapolis, MD", "Oily stains, discolorations, or crystallization on wrapper", "Excessive tape or string", "Rigid or bulky".

1 Handle with care. Don't shake or bump. **2** Isolate it immediately **3** Don't open, smell, touch or taste. **4** Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

<p>For a Bomb: Evacuate Immediately Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit</p>	<p>For Radiological: Limit Exposure - Don't Handle Evacuate Area Shield Yourself From Object Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit</p>	<p>For Biological or Chemical: Isolate - Don't Handle Evacuate Immediate Area Wash Your Hands With Soap and Warm Water Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit</p>
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Bomb Threat Checklist

1	Note the exact words used to make the threat (if possible):										
2	Questions to ask:										
	When is the bomb going to explode?										
	Where is the bomb located?										
	What kind of bomb is it?										
	What will cause the bomb to explode?										
	What does the bomb look like?										
	Who placed the bomb?										
	Why was the bomb placed?										
	What is your name?										
Where are you calling from?											
3									Time of call:		
4	Caller characteristics:										
	Age:		Young <input type="checkbox"/>		Middle aged <input type="checkbox"/>		Old <input type="checkbox"/>				
Gender:		Female <input type="checkbox"/>		Male <input type="checkbox"/>							
5	Description of caller's voice (such as accent, tone):										
	Calm	<input type="checkbox"/>	Slow	<input type="checkbox"/>	Deep	<input type="checkbox"/>	Deep Breathing	<input type="checkbox"/>	PA System	<input type="checkbox"/>	
	Soft	<input type="checkbox"/>	Rapid	<input type="checkbox"/>	Slurred	<input type="checkbox"/>	Background Sounds	<input type="checkbox"/>	Static	<input type="checkbox"/>	
	Stutter	<input type="checkbox"/>	Nasal	<input type="checkbox"/>	Ragged	<input type="checkbox"/>	Clear	<input type="checkbox"/>	Music/TV	<input type="checkbox"/>	
	Normal	<input type="checkbox"/>	Angry	<input type="checkbox"/>	Disguised	<input type="checkbox"/>	Cell Phone	<input type="checkbox"/>	Animal Noises	<input type="checkbox"/>	
	Excited	<input type="checkbox"/>	Loud	<input type="checkbox"/>	Whispering	<input type="checkbox"/>	Restaurant	<input type="checkbox"/>	Machinery	<input type="checkbox"/>	
	Laughing	<input type="checkbox"/>	Lisp	<input type="checkbox"/>	Accent	<input type="checkbox"/>	Traffic	<input type="checkbox"/>			
	Raspy	<input type="checkbox"/>	Crying	<input type="checkbox"/>	Distinct	<input type="checkbox"/>	Weather	<input type="checkbox"/>			
Incoherent	<input type="checkbox"/>	Taped	<input type="checkbox"/>	Irrational	<input type="checkbox"/>	Well-spoken	<input type="checkbox"/>				



COVID-19

The information in this section was taken from UNITY's Reopening Document. The policies and procedures listed in this section were designed to keep UNITY members safe, but no plan is 100 percent infallible; there is always a potential risk when people gather.

Regarding the Ivy Tech campus, access to the building during regular business hours is restricted to a single-entry point (door 3) until the policies are rescinded or modified due to COVID-19 policies. UNITY is allowed to use door 27 when the building is inaccessible through door 3.

Spread

Per the CDC, COVID-19 is a viral respiratory illness spreading from person to person, and vaccines have been provided to certain portions of the population. It is considered a global pandemic with community spread. It is spread:

- Between people in close contact with one another (within about 6 feet) for more than 15 to 20 minutes.
- From respiratory droplets produced when an infected person coughs, sneezes, or speaks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Through asymptomatic individuals.

Face Covering Materials and Design

Masks should be worn by staff and students at all times unless eating or drinking. Acceptable face coverings include:

- Your own purchased cloth or disposable.
- UNITY provided cloth or disposable.
- A multi-ply tightly woven cotton cloth or multi-ply disposable face covering is preferred.
- Face coverings must not have an exhalation valve or introduce a hazard into the workplace.

Information regarding face coverings, including how to make them, is provided by the Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Symptoms

Symptoms may appear 2-14 days after virus exposure and can include:

- Fever 100.4 F or above
- Cough, shortness of breath, or difficulty breathing
- Chills, repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell



Staff and Volunteers

- ✓ Staff and volunteers will also be checked for noticeable signs of illness and asked to self-monitor, including taking their temperatures.
- ✓ If a staff member or volunteer feels sick or has noticeable signs of sickness, they need to stay home without consequences.
- ✓ If a staff member or volunteer is absent, they must call the program manager as soon as possible to make plans for a replacement.

If Someone Appears to Have COVID-19 Symptoms

- A** Ivy Tech and/or PFW should be notified immediately.
- B** The affected person should immediately separate themselves from other people and be sent home.
- C** They are not allowed to return to the building for 14 days.
- D** They are required to present negative COVID-19 test results before returning to the facility to ensure the safety of others.
- E** Upon returning, they need to clear all health checks UNITY has put in place.
- F** The area where the sick person was located should be sanitized and vacated for a period of time.

If Someone Has COVID-19

- A** Ivy Tech and/or PFW should be notified immediately.
- B** The affected person should immediately separate themselves from other people and be sent home.
- C** They are not allowed to return to the building for 14 days.
- D** After the 14-day period, they are required to present negative COVID-19 test results before returning to the facility, which ensures the safety of others.
- E** Upon returning, they need to clear all health checks UNITY has put in place.
- F** The area where the sick person was located should be sanitized and vacated for a period of time.

Helpful Links to COVID-19 Resources

- <https://www.cdc.gov/coronavirus/2019-ncov/index>
- <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html>
- <https://backontrack.in.gov/>
- <https://www.coronavirus.in.gov/>
- <https://totalhealth.parkview.com/totalhealth/covid-19-resources/resources-by-industry>



Procedures

Prior to Entering the Building

A	All students are checked in one at a time. At Ivy Tech, they must enter through Door 3.
B	Students remain in their car until staff or a volunteer motions for the student.
C	Students must wear a mask at all times in the facility. If a mask is needed, there is a \$1 charge per mask.
D	The staff member or volunteer should observe students for visible signs of illness.
E	Students are asked if they are feeling ill (sneezing, coughing, etc.).
F	Students and/or parents are asked to self-monitor before arriving, including taking their temperatures.
G	Students who report temperatures of 100.4 degrees or higher are not allowed to enter UNITY. Students exhibiting signs of an illness or sharing they have symptoms of an illness will also not be permitted to enter.
H	Students should be reminded of social distancing policies.
I	Once students have been cleared, they may enter and be escorted to the UNITY space.

If Students are Unable to Pass to Clearance Check

A	They can be invited back when the symptoms subside.
B	When the student returns, they need to go through the same checks to ensure they are not exhibiting signs of illness.

Upon Entering Unity

A	Students must stand at the door with masks on and wait to be invited in.
B	Students, one at a time, receive hand sanitizer upon entering the facility.
C	Students should give the receptionist their name.
D	The receptionist should check in each student individually.
E	Students are escorted to their assigned area for class.
F	Students remain in their assigned area for the purposes of social distancing.
G	Masks remain on throughout the entire time on campus.



Cleaning Procedures Before and After an Event/Class

A	The room is sprayed with disinfectant.
B	The doorknobs/handles are sanitized.
C	All countertops are wiped down.
D	Computer screens and keypads are wiped down.
E	Seats are wiped down.

In Classrooms/Rehearsals

✓	UNITY limits class sizes to accommodate 6-foot social distancing. Students remain in their spot.
✓	PTC office restrooms are unavailable for public use during the COVID-19 pandemic.
✓	Ivy Tech and PFW restrooms are available for use.
✓	All students need to respect social distancing and follow UNITY precautionary policies and procedures during the pandemic. Failure to do so results in the following: <ul style="list-style-type: none">• If a child violates the rules, a warning is given.• If a child receives three warnings, a parent or guardian needs to meet with the program supervisor to discuss their child's continuation in the program.• A fourth occurrence results in the child participating virtually until receiving the vaccine.

Restroom Breaks

✓	Restroom breaks are staggered.
✓	Before leaving the restroom, students should wash hands with soap and water for 20 seconds.
✓	Students should use hand sanitizer upon entering the restroom and returning to the classroom.

Dismissal Procedures

A	Once a parent is present, staff can summon individual students to dismiss them.
B	Students are given hand sanitizer before leaving the room.

UNITY Scheduling

A	A student rehearsal schedule is created to allow staggered participation.
B	If families do not want their child to participate in person, Zoom opportunities can be available.
C	Attendance is optional for in-person rehearsals.
D	If a student chooses not to participate in person, they are required to participate virtually.
E	If they are unable to participate virtually or in person, they are required to call the attendance line (260-481-6719). This would be considered an excused absence.





Dam/Levee Failure

Dam failure or levee breaches can occur with little warning, and storms may produce a flood in a few hours or even minutes for upstream locations. Flash floods occur within six hours of the beginning of heavy rainfall, and dam failure may occur within hours of the first signs of breaching. Other failures and breaches can take much longer to occur, from days to weeks, due to debris jams or the accumulation of melting snow. Within the County, impacts from a dam/levee failure may include:

- Direct Impacts:
 - Loss of life.
 - Severe damage to downstream homes, industrial and commercial buildings, public utilities, major highways, or railroads.
- Indirect Impacts:
 - Loss of land (crop or general property) in the immediate scour area.
 - Increased response times due to damaged or re-routed transportation routes/bridges.

Before a Dam or Levee Failure

- | | |
|----------|---|
| A | Be aware of flash flooding. Move immediately to higher ground. Do not wait for instructions to move. |
| B | Be aware of drainage channels and other areas known to flood suddenly. |
| C | If asked to evacuate, secure your home. If you have time, bring in outdoor furniture, move valuables to an upper floor, turn off utilities at the main switches, and disconnect electrical appliances. Do not touch electrical equipment if wet or standing in water. |

During a Dam or Levee Failure

- | | |
|----------|---|
| A | Do not walk or drive through moving water. If you must walk through water, use a stick to check the firmness of the ground in front of you. |
| B | Do not venture into flooded areas. |
| C | If floodwaters rise around your vehicle, abandon it. Move to higher ground if you can do so safely. |

After a Dam or Levee Failure

- | | |
|----------|--|
| A | Avoid floodwaters that can be contaminated with oil, gasoline, or raw sewage. |
| B | Water may also be electrically charged from underground or downed power lines. Stay away from downed power lines and report them to the power company. |
| C | Be cautious of areas where floodwaters have receded, as roads may be weakened and collapse. |
| D | Stay out of buildings or structures surrounded by floodwaters. |
| E | Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible. |
| F | Clean/disinfect objects that were wet since they can contain sewage or other dangerous chemicals. |

Additional Information

For more information regarding dams and levees, go to the Indiana Department of Natural Resources [Dams & Levees webpage](#).



Earthquake

Earthquakes are rare in Indiana. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case.

Procedures



During an Earthquake

A	The best earthquake instruction is to take precautions before the earthquake (e.g., secure or remove objects above you that could fall during an earthquake).
B	During the earthquake, remain calm and ACT, don't react.
C	If indoors: <ul style="list-style-type: none">• DROP to the floor under a desk or table or in a doorway.• COVER your head and face with your arms.• HOLD on. Stay away from windows, shelves, and heavy equipment.
D	Do not use elevators.
E	If outdoors, move quickly away from buildings, utility poles, overhead wires, parking garages, and other structures. CAUTION: Avoid downed power or utility lines as they may be energized.
F	Do not attempt to enter buildings until you are advised to do so by Purdue Police, Ivy Tech Security, or Fire Department personnel.
G	If in an automobile, stop in the safest place available, preferably an open area away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it provides.

After the Initial Shock

A	Be prepared for aftershocks. Aftershocks are usually less intense than the main quake but can cause further structural damage.
B	Protect yourself at all times.
C	Evaluate the situation and call 911 for emergency assistance, if necessary.
D	Do not use flares, torches, lighted cigarettes, or open flames since gas leaks could be present.
E	Open windows, etc., to ventilate the building. Watch out for broken glass.
F	If the earthquake causes a fire, utilize the Fire Safety Response Guide and evacuate.
G	Determine whether anyone has been caught in the elevators or was trapped. If so, call 911 . Should you become trapped in a building, stay calm!
H	If the structural integrity appears to be deteriorating rapidly, evacuate the building. Damaged facilities should be reported.
I	Emergency personnel check buildings after a major quake. If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews if needed. If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.



Explosion

Follow these actions in the event of an explosion or similar emergency.

Procedure



Explosion

A

Leave the building/area immediately. If you are unable to get out, take cover under tables, desks, etc. This provides protection from glass or debris. Evacuate the area as soon as it is safe to do so.

B

Call 911 or 9-911 from a Purdue campus phone as soon as possible. Give the emergency dispatcher the following information:

- Location
- Area where the explosion occurred
- Cause of the explosion (if known)
- Injuries

C

Wait until the emergency dispatcher tells you to hang up to ensure that the necessary information has been obtained.



Fire Safety

If any sprinkler, heat detector, or alarm pull station is activated, an alarm sounds throughout the facility. Most smoke detectors also activate the building's alarm, and strobe lights flash to alert people with hearing impairments. Emergency lighting is also provided in some buildings, which activates automatically during a power failure and stays lit for a minimum of 20 minutes.



Procedures

If You Discover a Fire

- | | |
|----------|--|
| A | Immediately evacuate the building, closing doors and windows behind you. DO NOT USE THE ELEVATORS. |
| B | Manually activate the building's fire alarm system as you exit the building. |
| C | Locate persons with disabilities and provide assistance if possible. Otherwise, provide their location to emergency responders. |
| D | When your safety is not in jeopardy, call 911 and provide the following information: <ul style="list-style-type: none">• Name of the building.• Location of fire within the building.• A description of the fire and (if known) how it started. |
| E | Report to the rally point for your location to be accounted for. |

When the Fire Alarm is Activated

- | | |
|----------|---|
| A | Walk quickly to the nearest exit. DO NOT USE THE ELEVATORS. |
| B | If you are able, help those who need special assistance. Notify fire personnel if you believe someone may still be in the building. |
| C | Gather away from the building and emergency responders at the rally point. |
| D | DO NOT re-enter the building until the fire department or police personnel give an ALL CLEAR. |

If Caught in Smoke

- | | |
|----------|---|
| A | Do not breathe the smoke! Breathe through your nose. Use a shirt or towel for breathing through, if possible. |
| B | If you encounter smoke, stay low and go! |

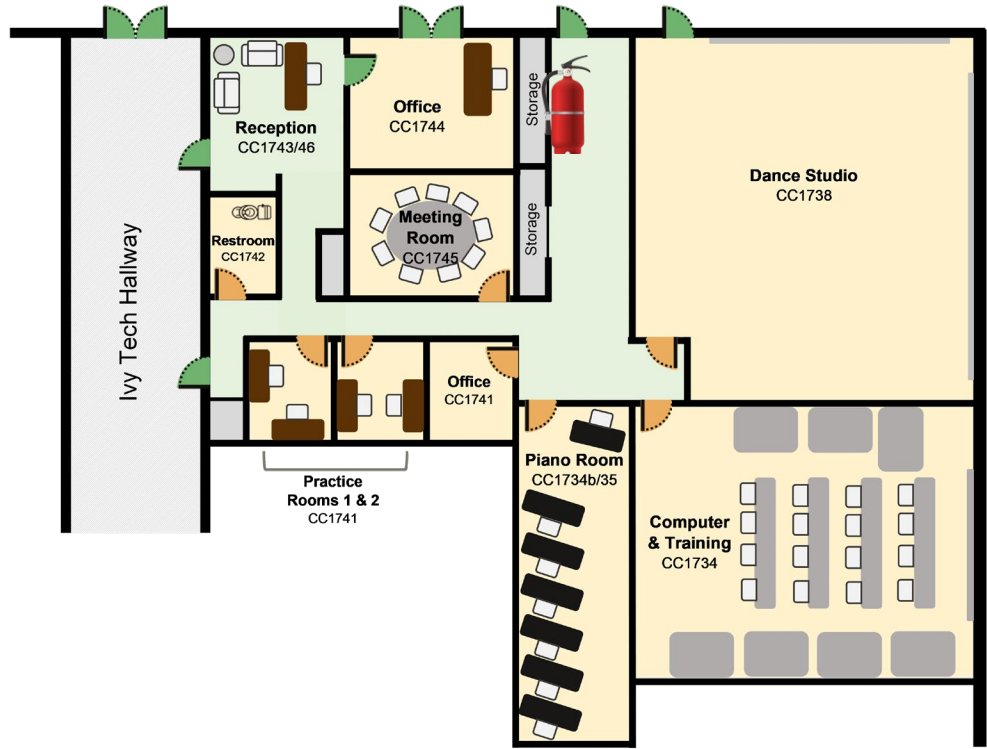
If Trapped in a Building

- | | |
|----------|---|
| A | If possible, move to a room with an external window. Shut doors/windows if they block the fire/smoke. |
| B | Stuff clothing, towels, or paper around the cracks in the door to help keep smoke out. |
| C | Attempt to signal people outside of the building. If you can, call 911 and tell the dispatcher where you are. Do this even if you can see fire department personnel from the window. |
| D | Stay where rescuers can see you through the window. Wave a light-colored item to attract attention. |
| E | Be patient. Rescue of occupants within large structures takes time. |



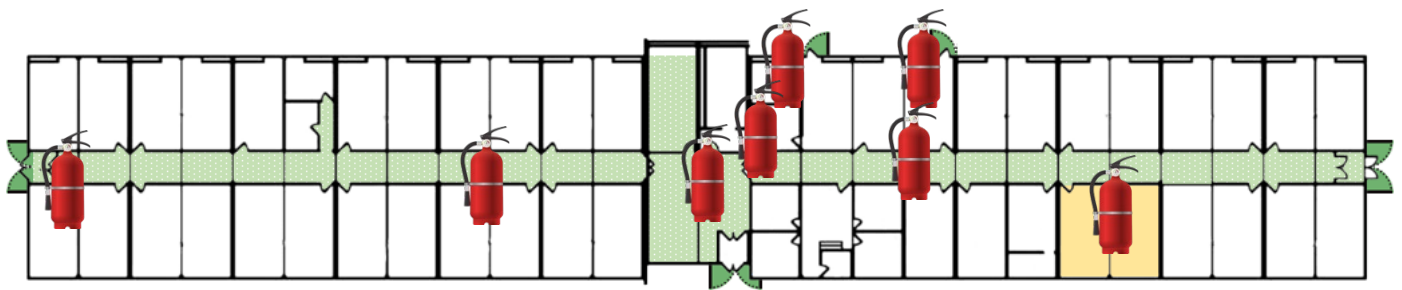
Fire Extinguisher Locations

Ivy Tech



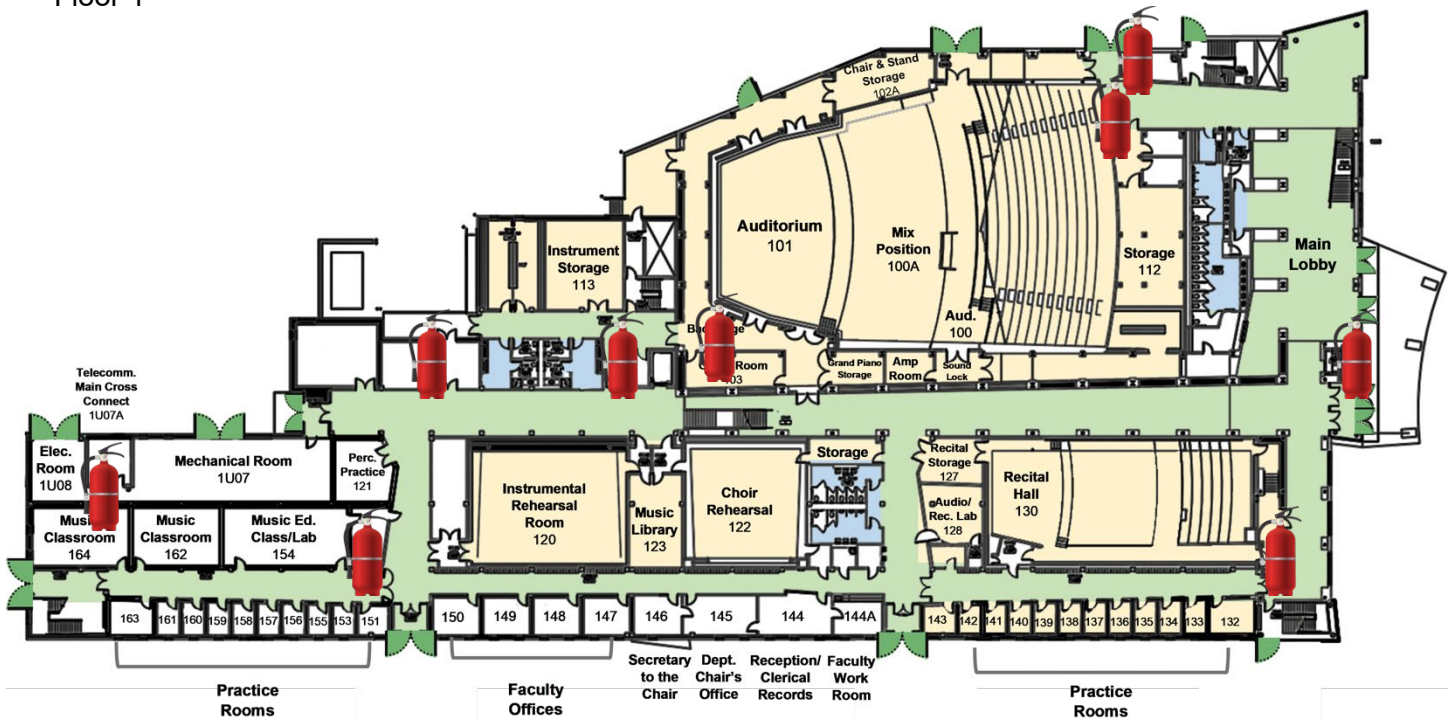
Purdue University

Modular Classroom Building (MCB)



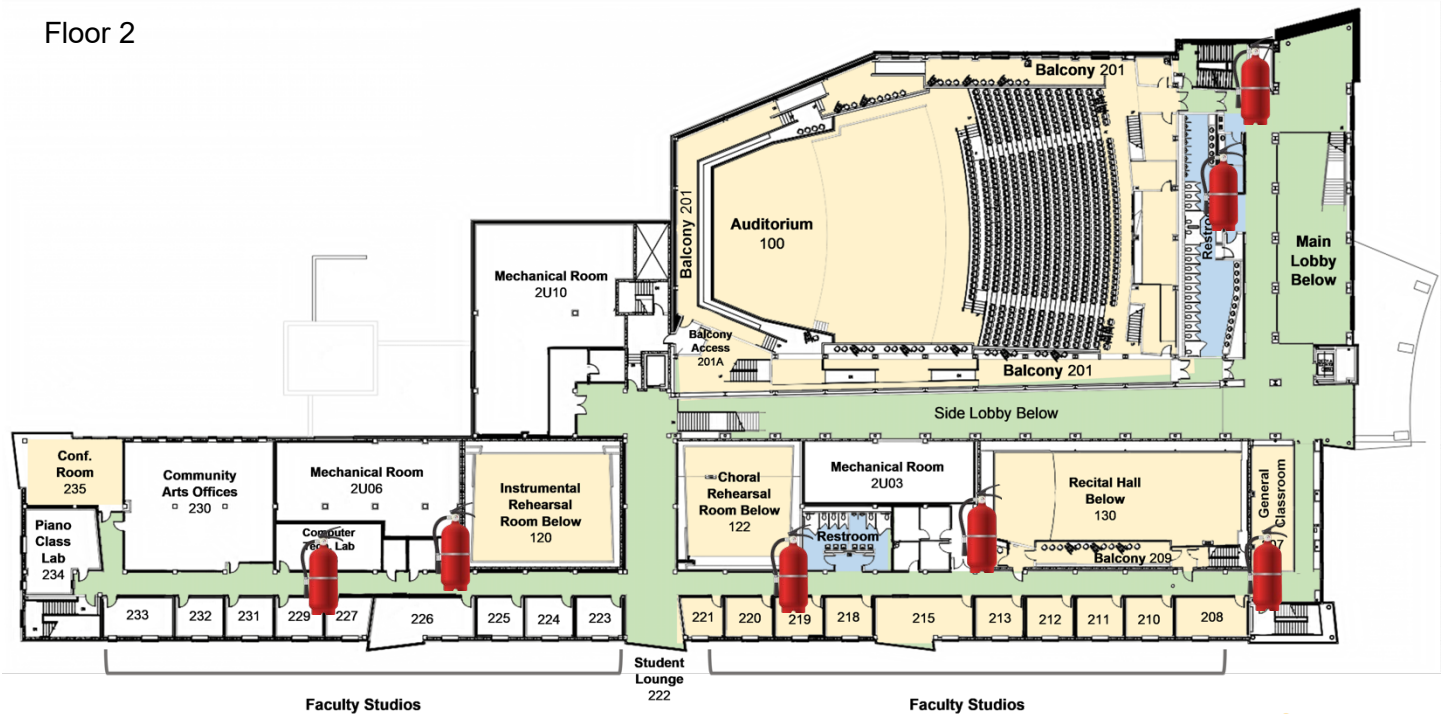
Rhinehart Music Center

Floor 1



Rhinehart Music Center

Floor 2



Flooding and Flash Flooding

Flash flooding is responsible for more fatalities—more than 140 annually—than any other thunderstorm-associated hazard.¹



A traditional flood results from days of heavy rain and/or melting snow, with the rivers gradually rising and going over their banks. Traditional floods can usually be predicted with considerable accuracy, providing adequate warnings that save lives and reduce property loss. Flash floods usually result from rapidly changing weather situations, such as the sudden development of an intense local storm over a drainage basin or river. Floodwaters can rise to critical levels in a matter of hours, if not minutes. Flash floods can also be triggered by ice and log jams suddenly letting loose torrents of water.

The National Weather Service issues **Watches** or **Warnings** to keep the public safe from flooding.

- A **Watch** means flooding or flash flooding is possible within the designated watch area. Be alert to signs of flash flooding and be ready to evacuate at a moment's notice.
- A **Warning** means flooding or flash flooding has been reported or is imminent. Be sure to act quickly to save yourself.

Procedure

Flooding	
A	Monitor local radio and TV weather reports.
B	Be prepared to evacuate at a moment's notice.
C	Have an evacuation route planned.
D	Be aware of your surrounding environment.
E	Move to higher ground.
F	Call 911 or 9-911 on a Purdue campus phone if emergency assistance is needed.
G	Do not go into a basement or any room if water covers the electrical outlets or if cords are submerged. If you see sparks or hear buzzing, crackling, snapping, or popping noises – Get out! Stay out of water that may have electricity in it.
H	Avoid floodwaters, whether on foot or in a vehicle.

¹ <https://extension.purdue.edu/INPREPared/thunderstorms/>



Hazardous Incident

A hazardous materials (HAZMAT) release shall be considered the unintentional spread, spill, or other discharge of a chemical, biological, or radiological agent in a manner other than the intended use of that agent by the user.



Procedures

Responding to a Hazard Materials Spill or Incident

A	For spills, releases, or incidents requiring special training, procedures, or personal protective equipment (PPE) beyond the capabilities of present personnel, immediately notify affected personnel and evacuate the spill area. Pull the fire alarm if building evacuation is required.
B	<p>Call 911 to report the incident. Give the operator the following information:</p> <ul style="list-style-type: none">• Your name, telephone number, and location.• Time and type of incident.• Name and quantity of the material, if known.• Extent of injuries or damage, if any. <p>The dispatcher should send emergency personnel and notify the Department of Radiological and Environmental Management (REM) on the Purdue campus.</p>
C	If possible, seal off the affected area to prevent further contamination of others until emergency personnel's arrival.
D	Anyone contaminated by the spill should wash off the contamination; remain in the vicinity; and give his/her name to the emergency personnel. If needed, first aid can be started immediately.
E	No effort to contain or clean up spills and or releases should be made unless you have been trained in the proper methods to do so.
F	Take appropriate steps to make sure no one evacuates through the contaminated area.
G	If an alarm sounds, follow established building evacuation procedures (see Evacuation Response Guide).
H	An Incident Command Post may be set up near the emergency site by emergency personnel. Keep clear of the incident command area unless you have official business, including information regarding the chemical or other material that has been spilled.
I	Do not re-enter the area until directed by emergency personnel.
J	<p>Suppose you are directed to shelter in place due to a hazardous materials (HAZMAT) accidental release. In that case, the air quality may be threatened, and sheltering keeps you inside an area offering more protection. For a HAZMAT shelter-in-place situation, you should, if possible, take the following actions:</p> <ul style="list-style-type: none">• Close all windows and doors.• Move to the shelter in place location.• Select an interior room above ground with the fewest windows or vents. The room(s) should have adequate space for everyone to sit.• Do not go outside or attempt to drive unless you are specifically instructed to evacuate.• Do not use elevators as they may pump air into or out of the building.• Share notification with others; assist persons with disabilities, if possible.• Try and obtain additional clarifying information by all possible means (e.g., Purdue/Ivy Tech Webpage, TV, radio, email, etc.).

Medical and Mental Health Emergency



UNITY staff is first aid/CPR/AED trained and certified. In the event of a serious injury, illness, or mental health emergency that exceeds first aid needs, immediately **contact 911**. Refer to the [Important Facility and Contact Information](#) for a list of [Hospitals](#) and their contact information.

Mental health or psychological emergencies are when individuals are dangerous to themselves or others (e.g., irrational behavior, threatening suicide, threatening others).

Procedures

Medical Injury or Illness

A	<p>In the event of a serious injury or illness, immediately call 911. Provide the following information:</p> <ul style="list-style-type: none">• Exact location of the people involved (building and room number)• Primary injury(ies) and the number of people injured• Approximate age(s) of the injured• Is the person breathing?• Is the person conscious?• Is the person experiencing chest pain?• Is the person experiencing severe bleeding?• Your name and telephone number• Nature of the illness or injury• Location of the emergency (Building and Room Number)• The extent of the accident/injury and the number of people involved: Is the victim conscious, breathing, bleeding?• Chemical or radioactive materials involved
B	<p>If possible, send someone to the building entrance to meet the ambulance personnel.</p>
C	<p>First aid is minor care only. Only trained personnel should provide first aid or CPR. Do not jeopardize your health or safety. Wait for professional help if you are not trained in first aid or unaware of what to do.</p>
D	<p>The individual making the call should continue to stay on the phone with the dispatcher and answer as many questions as possible regarding the injured person's condition so that information can be forwarded to the responding emergency personnel.</p>

Mental Health and Psychological Emergency

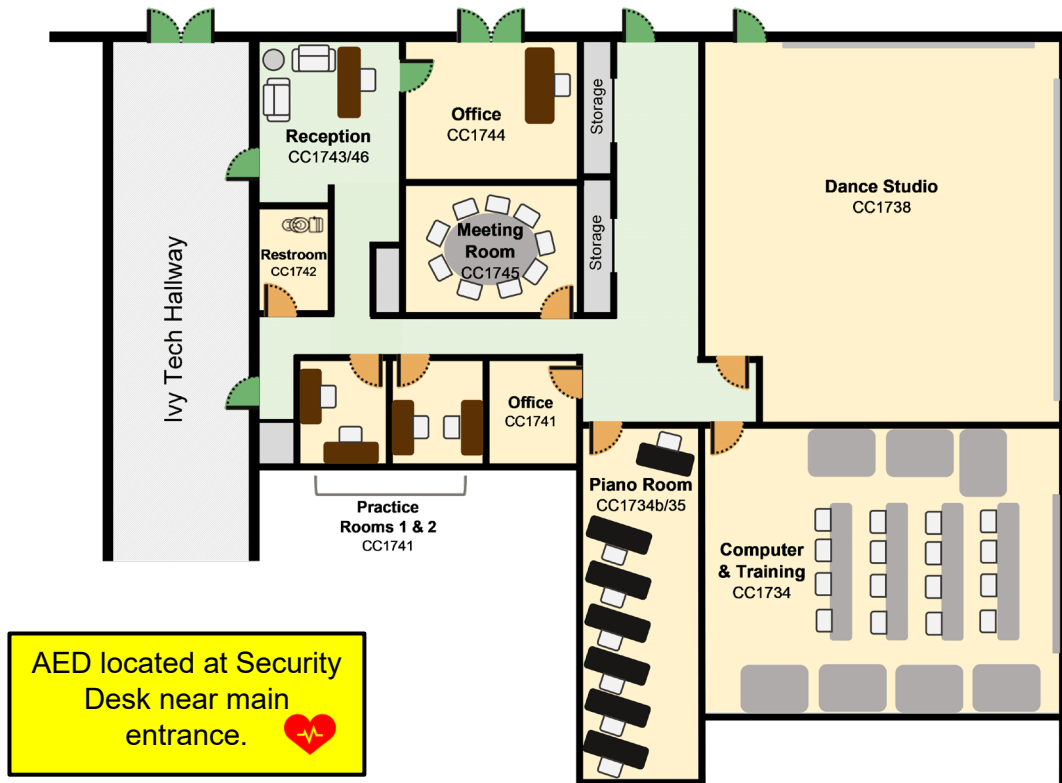
A	<p>Call 911 or 9-911 on a Purdue campus phone if a psychological crisis is evident or if the person is harmful to self or others.</p>
B	<p>Follow these suggestions in an unusual or potentially dangerous situation:</p> <ul style="list-style-type: none">• Never try to handle a situation you feel might be dangerous.• Call 911 or 9-911 from a campus telephone.• State that you need immediate assistance.• Give your name, location, and state the nature of the problem
C	<p>UNITY staff has free access to Lifeline Youth and Family Services, a faith-based organization created to bring hope to families and youth who have become involved in the legal system through home-based services, court-ordered therapy, preventative education, and residential care. Standard response time is within 24 hours of an approved referral.</p>



AED Locations

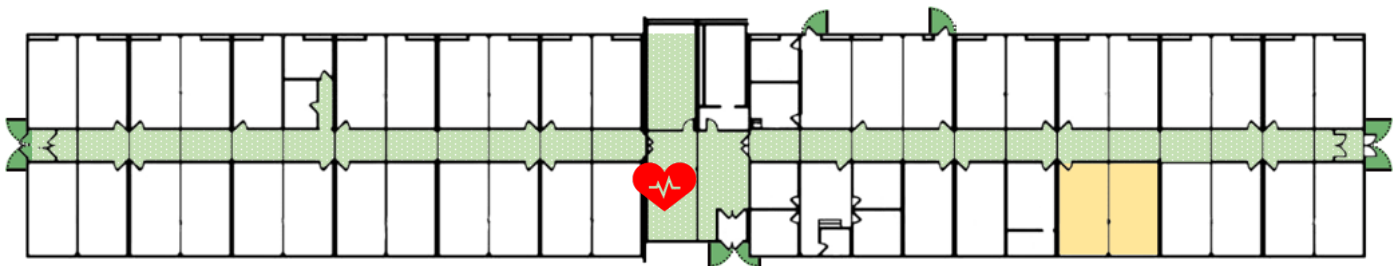
An **Automated External Defibrillator** or **AED** is a portable electronic device that automatically diagnoses the potentially life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient and can treat them through defibrillation (the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm).

Ivy Tech



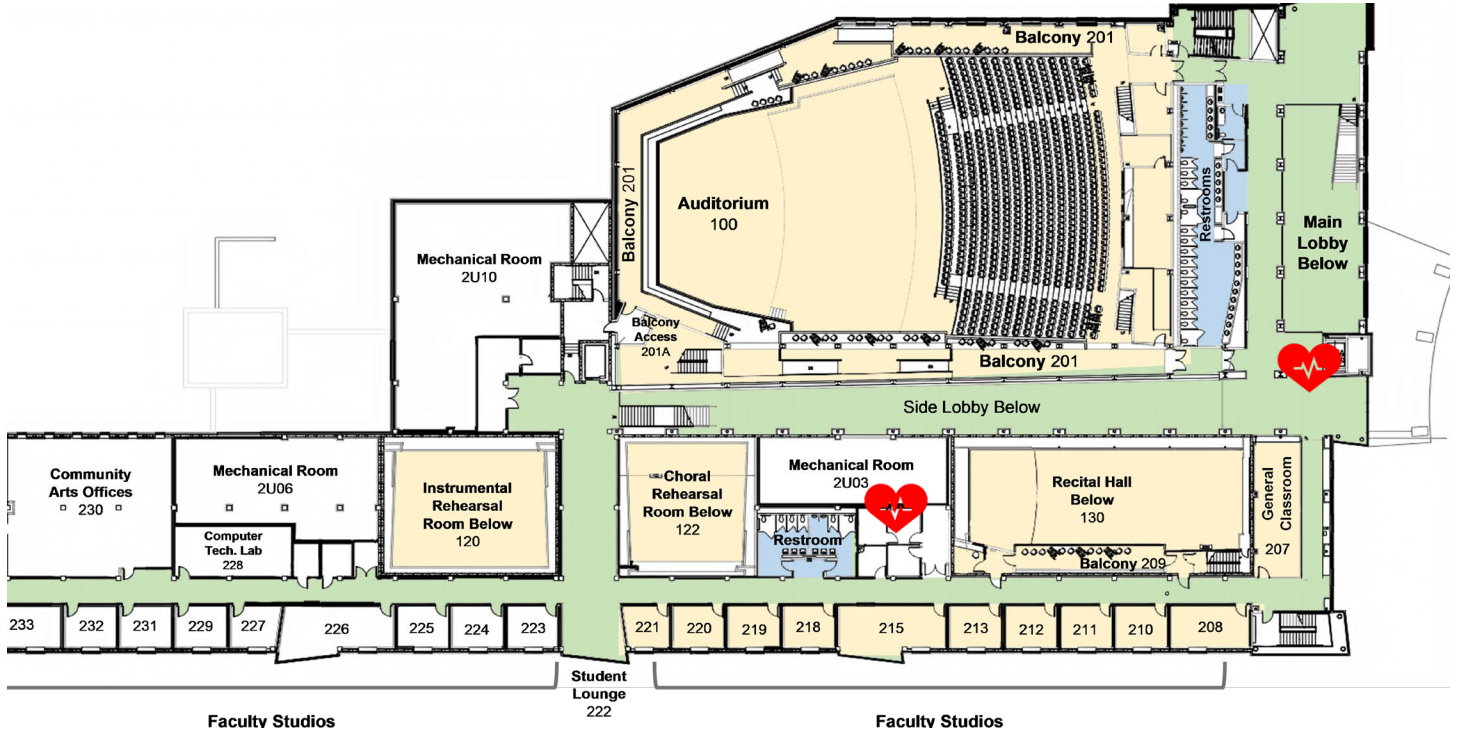
Purdue University

Modular Classroom Building

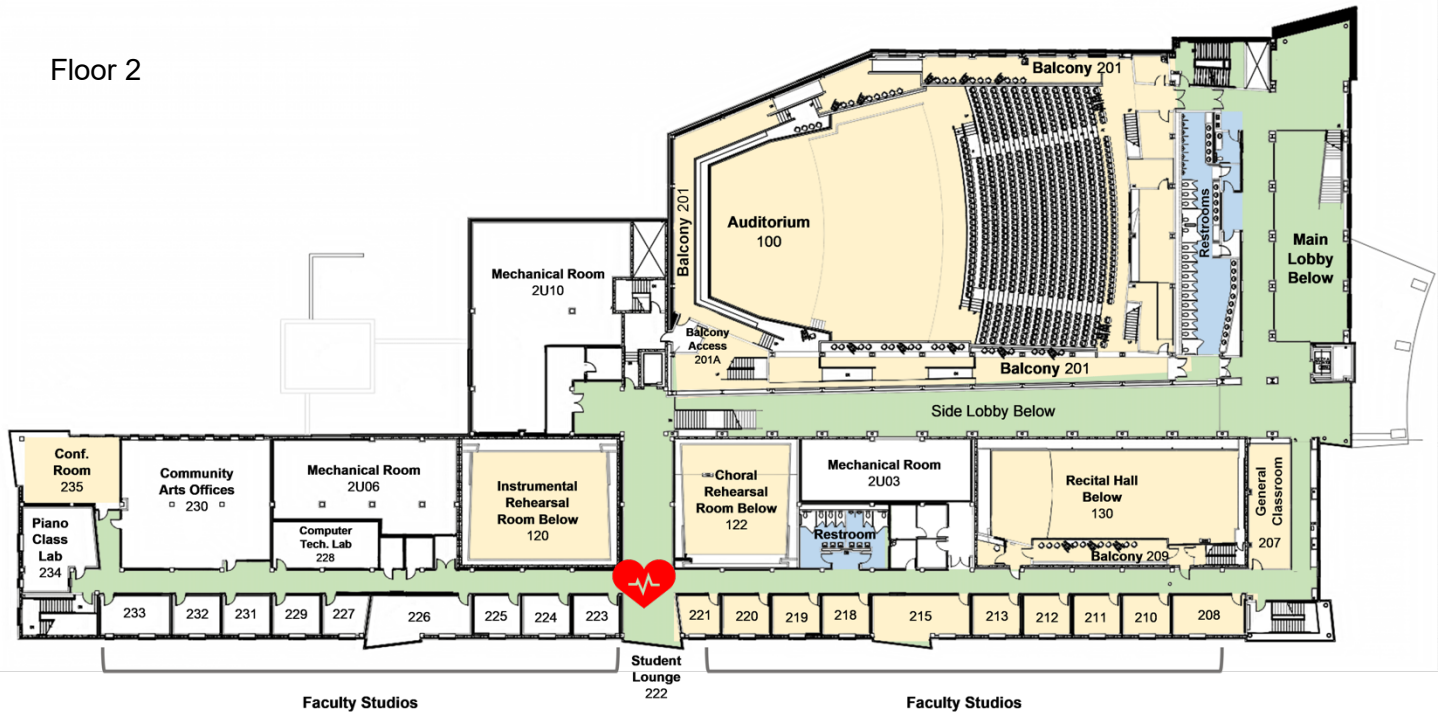


Rhinehart Music Center

Floor 1



Floor 2



Additional Resources

Fort Wayne Crisis Intervention Team

Several police officers are specially trained to safely de-escalate contacts with emotionally distressed and mentally ill persons and work with the mental health system in Allen County to get help for people in need.

The [Crisis Intervention Team \(CIT\)](#) is a county-wide effort that involves the hospitals, counselors, courts, and law enforcement officers from various local agencies. All officers are provided training to help them recognize when a person's actions may result from a mental health issue. They are encouraged to involve CIT members to help bring the situation to a successful resolution for the person in distress and the community.

Mental Health America of Northeast Indiana

[Mental Health America of Northeast Indiana \(MHANI\)](#) provides information and resources related to mental wellness, suicide prevention, substance use, and other similar topics. MHANI offers various training and workshops related to mental health, substance use, and suicide prevention. Training for all levels of mental health knowledge is available.

Employers can positively impact the mental health of their workforce. As a standalone benefit or a supplement to a current employee wellness initiative, Well2Work supports leadership, management, and human resources professionals who want to improve the mental health of their organization.

Early mental and emotional health interventions are critical for mentally healthy children. Services provide opportunities for parents, teachers, and other adults to learn how to better support the children in their lives.

3106 Lake Avenue
Fort Wayne, IN 46805
(260) 422-6441



Poisoning



The following table shows the first aid steps for suspected poisoning.

In Case of Poisoning	
A	If the individual collapses, has a seizure, has trouble breathing, or can't be awakened: Call 911 IMMEDIATELY.
B	If the product swallowed is burning, irritating, or caustic, AND the person is conscious, not having convulsions, and able to swallow: <ul style="list-style-type: none">• Drink a small amount of water or milk immediately before getting Poison Control assistance.
C	Call Poison Control at 1-800-222-1222 for expert guidance OR Use the webPOISONCONTROL® online tool to get specific recommendations for your case based on age, substance, and amount taken.



Severe Weather and Tornadoes

Indiana is prone to strong thunderstorms that can produce strong winds, lightning, hail, and sometimes tornadoes. Historically, these storms can occur almost any time throughout the year but are most common in the spring and summer months.



Procedures

During Severe Weather/Thunderstorms

A

A **Severe Thunderstorm Watch** means severe thunderstorms are possible, continue activities and monitor the situation.

A **Severe Thunderstorm Warning** means severe thunderstorms are imminent.

B

Keep people indoors and away from the windows until the severe weather passes. If you are outside, seek shelter immediately.

C

If you are:

- **In a forest:** Seek shelter in a low area under a thick growth of small trees.
- **In an open area:** Go to a low place such as a ravine or valley. Be alert for flash floods.
- **On open water:** Get to land and find shelter immediately.
- **Anywhere you feel your hair stand on end** (which indicates that lightning is about to strike): Squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible to minimize your contact with the ground. **DO NOT** lie flat on the ground!

During a Tornado

A

A **Tornado Watch** is issued when atmospheric conditions are favorable for the formation of tornadoes in a given area. Under watch conditions, stay informed by listening to radio or television.

A **Tornado Warning** indicates that a tornado has been sighted and poses a definite threat to a given area. If the warning is for your area, you should take shelter immediately!

B

Move to a pre-determined shelter location or take shelter in the nearest facility (preferably in a reinforced concrete building) and proceed to the building's lowest level away from windows and exterior doors. If possible, avoid auditoriums, gymnasiums, and other areas with wide-span roofs. Interior hallways and restrooms on the lowest level offer the next best shelter.

C

Be prepared to kneel and cover your head.

D

In a high-rise building, vacate the top floors and move to a lower floor or basement. If you are in a building with no basement or cannot reach the basement, get to the lowest level possible and seek an interior room, hallway, or restroom with no windows on the lowest floor possible. Get under heavy furniture near the center of the facility.

E

If in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, lying flat in a depression such as a ditch or ravine offers some protection. Be aware of potential flooding.

F

If you are outdoors, lie flat in the nearest depression, ditch, or ravine. Remain in the sheltered area until the all-clear signal is given via radio or television or the expiration of the original warning.

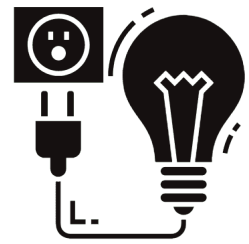
G

Try and obtain additional clarifying information by all means possible (Purdue University/Ivy Tech Emergency Alerts, news, TV, radio, text message, email, etc.)

H

Watch out for flying debris; do not call 911 unless you require emergency assistance.





Utility Failure

Procedures

Utility Failure and Disruption

A

Do not attempt to correct the problem on your own. Call the proper authorities for utility failure:

- **Power outage:** Remain calm and contact the proper support.
 - Ivy Tech: Call Facilities at **260-480-4244**
 - Purdue University: Call Purdue Dispatch Center at **260-481-6827**, and they should notify the necessary emergency, maintenance personnel, clean up, and insurance representatives.
- **Water leak:** Remain calm and contact the proper support.
 - Ivy Tech: Call Facilities at **260-480-4244**
 - Purdue University: Call Purdue Dispatch Center at **260-481-6827**, and they should notify the necessary emergency, maintenance personnel, clean up, and insurance representatives.
- **Gas leak:** Cease all operations, exit the area immediately. Do not attempt to correct the problem yourself. Do not concern yourself with appliances or equipment. Leave the area immediately.
 - Ivy Tech: **Call 911** and then contact Facilities at **260-480-4244**.
 - Purdue University: **Call 911** or **9-911** from a Purdue campus phone and then contact the Purdue Dispatch Center at **260-481-6827**.
- **Internet outage:** Contact the proper support.
 - Ivy Tech: UNITY has to contact Comcast directly for internet services support. Call Comcast at 1-800-XFINITY.
 - Purdue University: Call Purdue Dispatch Center at **260-481-6827**, and they should notify the necessary emergency, maintenance personnel, clean up, and insurance representatives.

B

Be ready to provide the following information:

- Building name, floor, room number, and nature of the problem.
- Name of a person to contact and their phone number.

C

Suppose an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored. In that case, they can move near a window where there is natural light.

Elevator Disruption

A

If you become trapped in an elevator, use the emergency telephone, or activate the elevator emergency bell within the elevator car. If you cannot reach Campus Police or Security while in the elevator, **call 911**. Elevators have mechanical safety brakes that operate in all situations, even during power failures. Try and keep yourself and/or the occupants calm and wait for help to arrive.

B

If you are not inside the elevator but hear an elevator bell, please take the following actions (most elevators on campus are equipped with an emergency telephone) **call 911** and give the emergency dispatcher the following information:

- Name of the building.
- Location within the building of malfunctioning elevator.
- Where the car is stopped, if known.
- Whether a medical emergency exists.

Before you hang up, make sure the dispatcher has all the information they need.





Winter Weather

Heavy snowfall and extreme cold can immobilize an entire region. Even areas that typically experience mild winters can be hit with a major snowstorm or extreme cold. Northern-Indiana residents should prepare for increased snowfall (lake effect). Winter storms can result in flooding, storm surge, closed highways, blocked roads, downed power lines, and hypothermia.

Before Winter Weather

A

To prepare for a winter storm, you should have access to:

- Rock salt to melt ice on walkways.
- Sand to improve traction.
- Snow shovels and other snow removal equipment.

B

Prepare for possible isolation in your home by having sufficient heating fuel; regular fuel sources may be cut off. For example, store a good supply of dry, seasoned wood for your fireplace or wood-burning stove and/or maintain a sufficient amount of liquid propane in your tank for at least two weeks.

Winterize your home to extend the life of your fuel supply by insulating walls and attics, caulking and weather-stripping doors and windows, and installing storm windows or covering windows with plastic.

C

Keep extra blankets, coats, gloves, and other clothing in your vehicle, office, or classroom.

During Winter Weather

A

If a winter storm is likely in your area, you should listen to the radio, television, or NOAA Weather Radio for weather reports and emergency information.

B

Avoid overexertion when shoveling snow. Overexertion can bring on a heart attack—a major cause of death in the winter. If you must shovel snow, stretch before going outside.

C

Watch for signs of frostbite. These include loss of feeling and a white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.

D

Watch for signs of hypothermia. These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion. If symptoms of hypothermia are detected:

- Get the victim to a warm location.
- Remove wet clothing.
- Warm the center of the body first.
- Give warm, non-alcoholic beverages if the victim is conscious.
- Get medical help as soon as possible.

E

Drive only if it is absolutely necessary. If you must drive, consider the following:

- Travel in the day, don't travel alone, and keep others informed of your schedule.
- Stay on main roads; avoid back road shortcuts.
- Maintain an emergency supply kit in your vehicle



Guidelines for Traveling

A

It is not recommended to travel during a winter storm. However, if you become trapped or stranded while traveling, consider:

- Pulling off or to the side of the road or highway. Turn on hazard lights and hang a distress flag from the window or antenna.
- Remain in your vehicle where rescuers are most likely to find you. Do not set out on foot unless you can see a building close by where you know you can take shelter. Be careful; distances are distorted by blowing snow. A building may seem close but be too far to walk to in deep snow.
- Run the engine and heater for about 10 minutes each hour to keep warm. When the engine is running, open an upwind window slightly for ventilation. This helps protect you from possible carbon monoxide poisoning. Periodically clear snow from the exhaust pipe.
- Exercise to maintain body heat but avoid overexertion. In extreme cold, use road maps, seat covers, and floor mats for insulation. Huddle with passengers and use your coat for a blanket.
- Take turns sleeping. One person should be awake at all times to look for rescue crews.
- Drink fluids to avoid dehydration.
- Be careful not to waste battery power. Balance electrical energy needs—the use of lights, heat, and radio—with supply.
- Turn on the inside light at night so work crews or rescuers can see you.
- If stranded in a remote area, stomp large block letters in an open area spelling out HELP or SOS and line with rocks or tree limbs to attract the attention of rescue personnel who may be surveying the area by airplane.
- Leave the car and proceed on foot— ONLY if necessary—once the blizzard passes.

Following Winter Weather

A

Limit time outside.

B

If you need to go outside, wear layers of warm clothing and keep a close watch for frostbite.

C

Avoid carbon monoxide poisoning.

D

Never heat your home with a gas or stovetop oven.

E

If a generator is used to provide power to your home, be sure to maintain the manufacturers recommended distance from the house (only operate in a well-ventilated area)

F

Reduce your risk of heart attack by not overexerting yourself when shoveling snow.

G

Keep a watch for signs of hypothermia or frostbite and take appropriate action:

- **Hypothermia:**
 - Signs: shivering, exhaustion, fumbling hands, memory loss, slurred speech, and drowsiness.
 - Action: Go to a warm place and focus on warming the body core first (chest, neck, head, and groin). Keep dry and wrapped with blankets (including head and neck).
- **Frostbite:**
 - Signs: numbness, white or grayish-yellow skin, firm, or waxy skin.
 - Action: Go to a warm place, soak in warm water. Do not massage or use a heating pad.

