PROCEDURES

101 E. Seminary St. • Greencastle, IN
765-658-5555

[illegible]

If you are confronted by a hostile or disgruntled individual who may be armed, by someone who is prohibiting others from leaving an area or by someone threatening violence:

- Remain calm and be cooperative and patient.
- O er to listen and do so respectfully; do not judge or argue with the person.

If a suspicious object or potential bomb is discovered:

- Do not handle the object.
- Clear the area and call 911. Provide the location and the appearance of the object.

If a phone call bomb threat is received:

-

e National Weather Service issues severe thunderstorm “watches” and “warnings,” which are broadcast locally by Putnam County 911 and Emergency Operations Center.

- A watch indicates that severe weather is possible and conditions are favorable for the development of tornadoes; it applies to a broad area.
- A warning means severe weather is occurring, usually in a relatively small geographic area.
- A tornado warning means a tornado has been sighted or indicated by radar.

Before the storm:

- Locate a basement or lowest level of your building and/or an interior room, away from glass.
- Stay informed via media sources on days when severe weather is expected. Use phone apps provided by the National Weather Service or e Weather Channel.
- Keep a reliable ashlight and personal essentials in your living/o ce/work area.

During a storm:

- Seek shelter inside below ground level or at the lowest accessible level. Position yourself in the safest area away from glass. In other locations, look for a bathroom, closet or room at the center of the structure. If possible, get under heavy furniture, kneel facing a wall and cover your head with blankets or pillows.
- Stay sheltered until the storm has passed and an “all clear” has been issued.
- Learn updates from media sources, the Rave Alert™ system and text messages.
- If lightning is a threat, stay indoors. If caught outside, keep a safe distance from tall objects and try to stay lower than any nearby object.

- e key person on site should alert people in the a ected area, evacuate at once and seal o area to prevent further contamination.
- If outdoor air quality has been endangered by a release, follow Shelter in Place procedures, page 4.
  - Stay above ground level.
  - Shut and lock all windows for a tight seal and close exterior doors. Turn o air conditioners, heaters and fans.
  - Close vents to ventilation systems.
- Pull the re alarm if evacuation is warranted. If an evacuation alarm sounds, follow evacuation procedures, page 3.
- Call 911 and tell the dispatcher:
  - Your name, phone number and location.
  - e name and quantity of the material, if known.
  - Injuries or damage, if any.
- If someone is contaminated, the person should avoid contact with others and report to a safe area as designated by emergency personnel. If needed, emergency personnel will wash o contamination and administer rst aid.
- Only people who are trained and appropriately equipped should undertake containment and cleanup.
- Ensure no one evacuates through the contaminated area.
- If air quality has been endangered by a release, follow Shelter in Place procedures page 4.

If you suspect alcohol poisoning or overdose:

- Wake up the person by calling their name; shake and pinch them. If no response, get help by calling 911!
- Turn the person on their side, so the person will not choke on vomit. Check their skin; if it is pale or bluish or cold and clammy, get help!
- Check the person's breathing to determine if it is irregular, slow or shallow. If the person takes fewer than eight breaths per minute or waits more than 10 seconds between breaths, get help!
- If you discover any one of the above problems, stay with person and call for help.
- Call 911 for emergency medical transport or the DePauw University Police Department at 765-658-5555.

If you experience sexual misconduct:

- Go to a safe place. Contact someone you know and trust to be with you.
- If you are in an unsafe situation, call 911 or the DePauw University Police Department at 765-658-5555.
- Seek support from the Sexual Assault Survivors' Advocate 24/7 at 765-658-4650. SASAs are trained advocates who share resources available to you on and o campus.
- Preserve evidence. DO NOT bathe, douche, change clothes or brush your teeth.
- Seek medical treatment for injuries and sexually transmitted illnesses. If you suspect you have experienced a drug-facilitated sexual assault or were giiven what commonly called a "date rape drug," go to the hospital immediately. A medical exam can provide critical evidence for either the university judicial process or criminal prosecution.
- Sexual Assault Nurse Examiners (SANE) are available at local hospitals. DePauw staff can help make contact with these services. Having a SANE exam does not obligate you to take any further course of action, but preserves evidence if you ultimately decide that you want to proceed.
- Make a report. Reports can be made to a number of areas, including the Title IX Administrator and/or the DePauw University Police Department.

If an injury or serious illness occurs and requires immediate ambulance response, call 911 and provide the following information:

- Your name and phone number.
- Location of the emergency.
- e nature and extent of the accident/injury.
- e number of people involved.
- A location where someone will meet the ambulance and direct it to the injured.

Stay on the phone with the dispatcher to provide information about the condition of the injured person and to receive any related instructions. Do not move the person unless safety requires it.

DEPAU