

Stone Family Center For Health Sciences



Safety and Security Manual
2018 – 2019

INTRODUCTION

The Stone Family Center for Health Sciences is a collaboration between three Universities (Indiana University, University of Evansville, and the University of Southern Indiana). Each entity has independent safety and security policies and procedures that should be considered baseline documents for their respective programs. This document should be considered an addendum to those documents and is specific to the Stone Family Center for Health Sciences only. The intent of this document is to help make a safe and secure environment for the faculty, staff, students and guest of Stone Family Center for Health Sciences and provide guidance to help mitigate as much risk as possible. Questions or suggestions about safety and security at Stone Family Center can be directed to the Stone Family Center Safety Committee or the Indiana University Police at (812) 855-2425 or (812) 855-2421.

SAFETY AND SECURITY OFFICE

The Stone Family Center security office coordinates all building safety and security. The office is located on the second floor, room 2009. There is security available 24-hours a day. The office is primarily staffed with police officers from Indiana University and supported by a private security force. The Indiana University police officers are sworn police officers, are armed and do have full police powers. They are charged with the enforcement of federal, state and local laws and ordinances.

In addition to law enforcement, security, and emergency procedure responsibilities, the safety and security office provides several support services for the Stone Family Center. These include (but not limited to):

- Provide escort services
- Providing assistance in starting stalled vehicles
- Inspecting and maintaining all fire extinguishers
- Inspecting and maintaining all automatic external defibrillators (AEDs)
- Maintaining a lost and found department
- Inspecting buildings and grounds for safety compliance

IUPD Dispatch phone number: (812) 855-2425

REPORTING EMERGENCIES AND CRIMINAL ACTIVITY

All members of the Stone Family Center community are expected to assist in making the center a safe place by reporting emergencies and criminal activity directly to the safety and security office by dialing (812) 855-2425. Emergency calls may also be made directly by dialing 911.

There are emergency phones placed around the Stone Family Center. They are recognizable by the blue lights on top and “emergency” written on the sides of the poles. These phones have auto-dial mechanisms that dial directly to the security dispatcher and special emergency lines. All emergency phones are compliant with requirements of the Americans with Disabilities Act.

When reporting/notifying the Safety and Security office of an emergency or criminal activity, you should be prepared to supply the following information:

- Nature of incident
- Location
- Description of person(s) involved, if criminal in nature
- Description of property involved, if criminal in nature
- Suspected injury or condition, if medical emergency
- Your name and where the responding officer can locate you

If you witness a violent crime or criminal behavior, do not take any chances! Notify security immediately.

When the call is received, security officers will be dispatched immediately to the site of the complaint. You should remain available to assist the officers when they arrive by supplying them with additional information. Ask others to do the same. If assistance is needed from other medical emergency or law enforcement personnel, they are notified by the radio-telephone operator when requested by the responding officer.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Center Lockdown Protocol

In the case of a potential threat to the Stone Family Center community, a building-wide lockdown order may be given at the request of local law enforcement or Stone Center security officials. **To maximize the safety of individuals, once the doors are locked, they will not be reopened under any circumstances until law enforcement or Stone Center Security issues an official “all clear.”** During a lockdown, all electronic locking door systems will be manually locked meaning electronic I.D. access cards will not work.

To maximize your safety during a lockdown, please consider the following recommendations:

If the threat is outside of the Stone Center building or in the neighborhood...

- If in a classroom, remain there and take shelter. If the door has an internal lock, lock it. Those in common areas of the building should immediately move into a classroom or other safe area if possible.

- If you are outdoors on Stone Center grounds, take shelter as best as possible or proceed off site.

If the threat is from a person known or believed to be inside the Stone Center building...

- Consider the above recommendations
- Additionally, turn ringers and other tones off on cellphones and turn off lights.

Remember: All exterior doors to buildings will be locked. Card access will be shut off. Use your best judgment in determining the safest course of action to protect yourself.

Shelter-in-Place

“Shelter-in-place” is a procedure to encourage individuals to seek shelter during certain types of emergencies/catastrophic events that may pose a threat to the safety of a small part of the building or the overall safety of the entire Stone Center community. Because of the nature of Stone Center (open atmosphere, windows, long site lines, multiple institutions, students, community members, pathways, shared thoroughfares with the city, etc.), the ability of the Stone Center authorities to “shelter-in-place” and restrict the movement of people is difficult, if not impossible. To maximize safety during a shelter-in-place order, the following recommendations should be considered by each individual:

ACTIVE SHOOTER/HOSTILE INTRUDER

"RUN, HIDE, FIGHT"

- **RUN:** Flee the building **if you can do so safely based on what you know** is taking place within the building. (i.e., if you hear gunshots on the other side of the building and you are close to an exit, law enforcement recommends running from the building) Once you have reached a safe location try to prevent anyone else from entering the danger zone and call 9-1-1. Provide detailed information, location, description, of active shooter/hostile intruder for responding law enforcement.
- **HIDE:** Consider the above recommendations; additionally, lock doors, turn ringers and other tones off on cellphones and turn off lights.
- **FIGHT:** As a last resort, working together or alone, act with aggression, use improvised weapons to disarm the shooter. Commit to taking the shooter down. You (and those with you) stand a better chance of surviving if you do something rather than nothing.

Remember: All exterior doors to buildings may be locked as a result of the shelter-in-place order. Card access will be shut off on electronic doors in the event of a shelter-in-place order. Use your best judgment in determining the safest course of action to protect yourself.

Evacuation Plans

Policy: Faculty, staff, and students will follow the procedures outlined in this document in case of earthquake, fire, inclement weather, or need to evacuate the building.

Procedures:

Evacuation Routes

- The goal is to exit the building as quickly as possible rather than proceeding inside the building to the door closest to the assembly point. Stone Center has four (4) stairwells that exit externally. Additionally, there is a central stair well from the second floor to the main lobby.

Exit Doors in Stone Center

- Front door (south side of Stone Center – toward the fountain)
- Rear door (north side of Stone Center – toward the DoubleTree Hotel)
- Four external stairwells
 - Two on the north side (each end of building)
 - Two on the south side (each end of building)

ELEVATORS ARE NOT TO BE USED DURING AN EMERGENCY EVACUATION.

Designated Safe Areas for Those with Disabilities

- If persons with disabilities are unable to evacuate the building, they should move to a room with windows on the outside of the building and call security at (812) 855-2425 or 911 to alert emergency personnel of their location for rescue.

Assembly Points for Stone Family Center for Health Sciences

Earthquake

- Assemble at the surface parking lots on the south side of Stone Center
 - Exit North side of building through either the main entrance or the two external stairwells.
 - Move to the open area of the surface lot, past the green space area / or across Walnut St.
- Classes are to stay together to enable the instructor to verify evacuation of everyone

Fire

- Assembly area is the DoubleTree Hotel 1st floor area, toward the parking garage.
- Exit closest door and assemble in long hall toward parking garage and wait until accounted for
- Classes are to stay together to enable the instructor to verify evacuation of everyone

Faculty and Staff members who were conducting class will check attendance to see that all students are at the assembly point. Faculty members will report to Security and their Department Chair, who will report to the dean to assure all students and employees are accounted for.

Faculty Responsibilities during Evacuation

- Bring class roster with you when evacuating the classroom/building
- Ensure that all students are out of the classroom and adjoining restrooms
- Proceed to the designated assembly area with your class
- Make a note of students who are not present and maintain order
- Remain at the assembly point until the “all clear” signal is communicated by an appropriate administrator or security personnel

DO NOT return to an evacuated building until an “all clear” is sounded.

SAFETY PROCEDURES

Earthquake

- Seek shelter under a sturdy piece of furniture or inside a doorway until shaking ceases
- Stay away from windows and doors
- After shaking ceases, move to the assembly area (see above)

Severe Weather

Severe Thunderstorm Warning (severe thunderstorms are occurring)

- Stay indoors and away from windows
- Be prepared to move to a safe area within Stone Center if threatening weather approaches. These areas has been identified as:
 1. First floor, back hallway (mail room, loading dock area)
 2. First floor men’s and women’s restrooms
 3. First floor, last choice, Smythe Auditorium

Tornado Warning

- Upon notification of a tornado, students/faculty whether in class or in the building, must move to a first floor safety areas defined above until security notifies that "all is clear". Students with disabilities should be assisted to the first floor areas.

Fire/Fire Alarms/Explosions

In all cases of fire, the University Security Office must be notified immediately.

If the fire is a small one and you can access a fire extinguisher, attempt to extinguish the fire. If the fire is not extinguished within a minute, leave immediately. For fires that do not appear to be controllable, immediately evacuate the building after sounding the alarm. Do not use elevators. Close, but do not lock, doors to confine the fire. Know the location of fire extinguishers, alarm pull stations, and exits in your area and how to use them.

Stone Center:

Fire Alarms (pull stations):

- There are four located on each floor. They are located outside the entrance to all four outside stairwells

Fire Extinguishers: There are fire extinguishers mounted on the walls in the hallways.

Distribution of fire extinguishers by floors is as follows:

- First Floor: 10
- Second Floor: 6
- Third Floor: 4
- Fourth Floor: 6

Medical Emergencies

If there is a medical emergency, the first action is to seek (or send for) help. There are code blue signal stations on each floor in the main commons area on the west wall. These should be used as the first means of contacting help. Contact building security at (812) 855-2425, if unable to make contact call 911.

Automatic External Defibrillators (AEDs): *Currently on order and will be deployed when received

AEDs will be located on each floor near the code blue signal stations on each floor in the main commons area on the west wall.

Miscellaneous Policies

Firearms/Weapons

The Stone Center security office enforces all federal, state, local statutes and the three

University regulations pertaining to the possession and/or use of firearms, ammunitions, explosive devices, fireworks, or other potentially lethal weapons. All of these items are strictly prohibited in or on the Stone Center controlled property regardless of whether a federal or state license to possess the same has been issued to the possessor. Any violations of these statutes and regulations may result in disciplinary action as well as criminal prosecution.

Alcohol

All members of the Stone Family Center community and guests are expected to abide by Indiana State Law and Stone Center policies regarding the possession, consumption, use, production or sale of alcohol. The state of Indiana defines the legal drinking age as 21 years of age or older.

Alcohol use is not permitted in Stone Center during normal business days (M-F, 8a-5p). Events that are to have alcohol present must have prior specific approval from the Stone Family Center Condominium Association and appropriate safety personnel present.