

2. When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed; those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, or incubation period, is characteristic of un-infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community.
3. Agents of concern include, but are not limited to:
 - Anthrax
 - Cholera
 - Ebola
 - Botulinum Toxin
 - Plague
 - Q Fever
 - Ricin
 - Staphylococcal Enterotoxin B
 - Trichothecene Mycotoxins (T2)
 - Tularemia
 - Smallpox
 - Venezuelan Equine Encephalitis
4. Reporting Requirements and Contact Information
 - a. The University Primary Care Clinic may be the initial site of recognition and response to bioterrorism events. If the University Primary Care Clinic or University employees suspect a bioterrorism event, they must contact the Vincennes University Police immediately at 5555. Vincennes University Police will contact emergency agencies. If the event is identified as a terrorist action, Vincennes University Police will contact state and federal authorities.
 - b. Mail/Unusual Packages - If you are suspicious of a mailing and are unable to verify the contents with the addressee, do not take a chance or worry about possible embarrassment if the item turns out to be innocent. Contact the Vincennes University Police at 5555. **DO NOT OPEN OR MOVE THE PACKAGE.**
5. Evacuation
 - a. Immediately notify all on-site personnel of an emergency requiring evacuation.
 - b. Proceed according to the building evacuation plan.

Chemical

1. Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects.
2. A terrorist incident involving a chemical agent will demand an immediate reaction from emergency responders - fire departments, police, hazardous materials (HazMat) teams, emergency medical services (EMS), and emergency room staff. Hazardous chemicals,

including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination.

3. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have a serious consequence. Agents of concern include, but are not limited to:
 - a. Nerve Agents
 - Tabun
 - Sarin
 - Soman
 - V Agents
 - b. Vesicants (Blister Agents)
 - Sulfur Mustard
 - Distilled Mustard
 - Nitrogen Mustard
 - Mustargen
 - Lewisite
 - Phosgene Oxime
 - c. Chemical Asphyxiants (Blood Agents)
 - Hydrogen Cyanide
 - Cyanogen Chloride
 - Arsine

4. Reporting Requirements and Contact Information

- a. The University Primary Care Center (UPCC) may be the initial site of recognition and response to chemical terrorist events. If the UPCC or University employees suspect a bioterrorism event, they must contact the Vincennes University Police immediately at 5555. Vincennes University Police will contact emergency agencies. If the event is identified as a terrorist action, Vincennes University Police will contact state and federal authorities.
- b. Mail/Unusual Packages - If you are suspicious of a mailing and are unable to verify the contents with the addressee, do not take a chance or worry about possible embarrassment if the item turns out to be innocent. Contact the Vincennes University Police at 5555. **DO NOT OPEN OR MOVE THE PACKAGE.**

5. Evacuation

- a. Immediately notify all on-site personnel of an emergency requiring evacuation.
- b. Proceed according to the building evacuation plan.

Nuclear/Radiological

1. The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used.

2. Unless confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain.
3. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards.
4. Warning and Evacuation of Campus
 - a. Initial warning of an impending or actual attack or nuclear incident may be received through the AM or FM radio and television services via the Emergency Broadcast System (EBS).
 - b. Evacuation will proceed ONLY if ample warning is received to move all personnel out of the Knox County area. Otherwise “in place” sheltering in building safe areas will be used as an emergency measure.

Downed Aircraft

1. If an airplane crashes into a building:
 - a. If phones work, notify Vincennes University Police at 5555, and if not, use a cell phone to call 911.
 - b. Proceed according to the building evacuation plan. Don't use the elevator.
 - c. If you are trapped:
 - Seal door and window cracks if smoke is present.
 - Stay near the floor if smoke is present and tie a towel or cloth (preferably wet) around your nose and mouth to filter smoke.
 - Hang an article of clothing out the window. This alerts rescuers that people are inside.
 - Do not jump outside the building unless death is imminent.
 - d. If you smell gas or airplane fuel, try to get fresh air via exiting your building or getting to a window.
2. If an aircraft crashed onto an area other than your building, stay at least 100 yards away from the crash site.

Train Derailment

1. Vincennes University Police Responsibilities
 - a. Determine if hazardous materials are involved.
 - b. If so, identify the types of materials if possible.
 - c. If there appears to be an imminent danger, the first responder on the scene shall contact the Vincennes University Police who will in turn notify the Provost or designee.
 - d. The responding Campus Police officer will act based on the information available to him/her at the scene of the derailment and notify appropriate county/city resources.

- e. Because time is critical, the Vincennes University Police Chief shall have the authority to evacuate any part of or all of the campus and will act based upon the information available at the time.
 - f. Vincennes University Police shall keep students and others away from the accident scene and shall discourage onlookers.
2. Physical Plant Responsibilities
 - a. Physical Plant personnel shall install barricades and fencing as required and directed by Vincennes University Police.
 3. Faculty and Staff
 - a. VU employees shall follow building evacuation plans, and shall assist in the evacuation of campus as directed by the Vincennes University Police.

Access Failure/Blockage

Access Failures are defined as any overpass, bridge, or road failure that would impede access to the University.

1. Vincennes University Police Responsibilities
 - a. If city police or other partnering safety agencies are unable to enter the campus, Vincennes University Police will manage any emergency situation until additional resources are available.
2. Fire Protection
 - a. The Vincennes City Fire Department will respond to fire and medical emergencies. A major fire would be difficult to control, as there is no way to bring any additional resources to campus. Therefore, the containment of fire to the original site must be the first priority.
3. Medical Response/Triage
 - a. If Good Samaritan Hospital would be inaccessible, all medical response will be provided by University personnel and facilities and the Vincennes Fire Department. When available, the University Primary Care Center staff will coordinate assistance by qualified University personnel such as Nursing and EMS faculty.
 - b. Since the University is neither equipped nor staffed for major health care operations, the University response will be limited to first aid measures.

Building Structural Failure

1. Immediately notify 911 and the Vincennes University Police (5555).
2. Do not use light switches, lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present. In areas with low-light conditions, it is ideal to use snap-glow sticks or flashlights.
3. Proceed according to the building evacuation plan.
4. Do not move seriously injured persons unless they are in obvious immediate danger (fire, further structural failure, etc.).
5. Open doors carefully. Watch for falling objects.
6. Do not use elevators.

7. Do not re-enter damaged building(s).

Mechanical/Electrical/Chemical/Civil

Power Outage

1. An electrical substation is located by the Technology building (TB-10) next to the Wabash River floodwall supplies the Vincennes campus.
2. Should power to this substation be cut off or the substation damaged, the campus would be without power.
3. In case of loss of power, the Welsh Administration Building has a backup generator to provide power for critical information systems. Fire alarms, emergency lighting, and parts of the telephone systems are provided with battery backup, but in most instances, will only provide a maximum of power for two (2) hours.
4. None of the heating/air conditioning equipment will operate when electrical power is off.
5. If an electrical power outage should occur in the winter all buildings and systems would be subject to freezing. Therefore, if there is time, those buildings heated and cooled by water (including sprinkler systems) should be winterized or drained of water to reduce freeze damage to the building.

Central Steam Failure

1. Immediately notify Vincennes University Police at 5555 and Physical Plant at 4227.
2. If necessary, vacate areas affected by steam failure.

Chemical/Petroleum Release

1. Immediately report to Vincennes University Police at 5555 and the Director of Procurement/Risk Management at 4355 any release or spill of a hazardous chemical/petroleum product (gasoline, diesel, kerosene, oil, etc.) that requires special training, procedures, or equipment that is beyond the abilities of present personnel.
2. Notify all affected personnel and evacuate the spill area. Pull the fire alarm if building evacuation is required.
3. When reporting the emergency give the following information:
 - a. Your name, telephone number, and location.
 - b. Time and type of incident.
 - c. Name and quantity of the material, if known.
 - d. The extent of injuries or damage, if any.
4. The key person on site should evacuate the affected area at once and seal it off to prevent further contamination of others until the arrival of emergency personnel.
5. Anyone who is contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity, and give his/her name to the emergency personnel. Washing off contamination and any required first aid should be started immediately.
6. If an evacuation alarm sounds, follow established building evacuation procedures. Take appropriate steps to make sure no one evacuates through the contaminated area.
7. Do not re-enter the area until directed by emergency personnel.

Medical/Biohazard Waste

1. Medical/biohazard waste generated on the Vincennes University campus shall be handled in a safe and efficient manner to protect University employees and students.
2. In the event of a medical/biohazard waste emergency, the following procedure should be followed:
 - a. Notify Vincennes University Police at 5555.
 - Identify the type and location of the emergency.
 - Depending on the magnitude of the emergency, the Vincennes University Police will notify the University Physical Plant and the Director of Procurement/Risk Management.
 - Vincennes University Police will stay at the scene until it is secured and an emergency no longer exists.
 - b. Physical Plant
 - Physical Plant personnel will provide emergency removal and disposal for the medical/biohazard waste.
 - Physical Plant personnel will also provide signs, barricades and fencing as required to secure the emergency area.
 - c. Faculty & Staff
 - Clear the area until instructions from emergency personnel are given to return.
 - d. Containment and Cleanup
 - The primary function of University personnel is to keep unauthorized persons away from contaminated areas and to facilitate the access of properly trained personnel to clean up the contaminated area.

Major Water Leak

1. Notify the Vincennes University Police (5555) immediately. Vincennes University Police will report the exact location and severity of the leak to the Physical Plant.
2. If there are electrical appliances or outlets near the leak, use extreme caution. Evacuate the area if possible when the extreme danger exists.
3. Do not attempt to correct the problem. Be prepared to assist as directed in protecting objects that are in jeopardy.
4. Take only essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.

Asbestos

1. Asbestos materials are hazardous and require special training, procedures and equipment to handle them. Asbestos should only be handled by trained personnel.
2. Report suspected damaged asbestos to the Physical Plant at 4227, Director of Procurement/Risk Management at 4355, and Vincennes University Police at 5555.
3. Turn off fans and ventilation systems if possible.

4. Do not attempt to clean up damaged or spilled asbestos materials. Asbestos-trained certified abatement professionals will do this.
5. Take measures to prevent others from disturbing the material until emergency personnel and/or asbestos abatement crew arrives.

Information Technology

Security Incident (Cyber Attack, Data Breach, Compromised System)

This is defined as a threat to the legitimate use and/or operation of any University computing resource, or the actual occurrence of any situation identified as a potential risk to those resources. All such events must be immediately reported to the Management Information Center at 4332 who will initiate the IT Security Incident Response Plan.

Network Communications Loss

Voice (Phones)

In the event of campus-wide voice communication loss, Vincennes University Police radios and Physical Plant radios will be relied upon for primary emergency communications. Cell phones and other portable devices may not be reliable during extensive emergency events and therefore will not be considered as a reliable communications resource

Data (WAN)

In the event the university wide area network (WAN) is unavailable for an extended period of time, the Management Information Center will notify students, faculty, and staff of status with possible alternative data communications methods and expected resumption of availability.

Systems Failure (Email, Public Website, Web Portal, LMS, ERP, etc.)

In the event of extended downtime for critical systems due to loss of power or catastrophic event that has destroyed the university computer room, the Chief Information Officer will, after consulting with University Administration, declare a disaster by invoking the MIC Disaster Recovery (DR) plan.

EVACUATION PROCEDURES

Building Evacuation

1. Each facility on campus will have a building/facility-specific evacuation plan which is inclusive of individuals with diverse abilities, and which identifies appropriate EVACUATION AREAS. Each building's document must be reviewed and revised before

each academic year. Training on the evacuation plan will occur as outlined in the Annual Pre Planning Assessment as described earlier in this document.

2. All building evacuations will occur when a fire alarm sounds and/or upon notification of Vincennes University Police, building supervisors, or designee.
3. When the building alarm is activated, leave by the nearest marked exit and alert others to do the same. Know your assembly point.
4. Failure to evacuate a building will constitute a violation of state statute.
5. ASSIST INDIVIDUALS WHO ARE UNABLE TO EVACUATE INDEPENDENTLY IN EXITING FROM THE BUILDING. Everything possible should be attempted to safely assist all individuals in exiting during an emergency evacuation. If it is not possible to safely evacuate an individual prior to the arrival of emergency personnel, assist the individual to a designated EVACUATION AREA, and follow the posted instructions for communication of the individual's location.
6. DO NOT USE ELEVATORS IN CASE OF POSSIBLE STRUCTURAL FAILURE.
7. Once outside, proceed away from the affected building.
8. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
9. After any evacuation, report to your pre-determined assembly point until an accurate headcount is taken. DO NOT return to an evacuated building unless told to do so by a University official.

Campus Evacuation

1. Evacuation of all or part of the campus grounds will be announced by the Vincennes University Police.
2. All persons (students and staff) are to immediately vacate the site in question and relocate to a safe location as directed.
3. VU staff and faculty will assist in evacuation of students and guests as directed by the Vincennes University Police.

EMERGENCY CONTACT NUMBERS

It is important to keep in mind:

- If calling a campus number from a campus phone, only the extension number needs to be dialed.
- If calling a campus number from an off-campus/cell phone all numbers must be preceded by 812-888-XXXX.
- If calling an off-campus number from an on-campus phone, a 9 must be dialed first. Ex. 9+911.

Vincennes Campus Extensions

Vincennes University Police	5555
President	4208, 4201
Provost & VP for Instructional Services/Dean of Faculty	4262, 4025
Assistant Provost for Curriculum & Instruction	4176
Assistant Provost for Student Affairs/Dean of Students	4241, 4301
Diverse Abilities and Accommodations	4501
VP Financial Services	5101
VP Workforce Development/Community Services	4309
Senior Director of External Relations	4587
University Relations	4164
Counseling Center	4374
Parent & Family Services	5004
Food Services	4127, 5841
Housing & Residential Life	4225, 4504
University Events	4125
University Primary Care Clinic	7777
Physical Plant	4227, 4207, 5555 (night)
Director of Procurement/Risk Management	4355
Switchboard Operator	(812)888-8888

Jasper Campus Extensions	
Assistant VP & Dean (Jasper)	(812)481-5907
Director of Student Services	(812)481-5905

Off Campus Emergency Agencies	
Center for Disease Control	(800)232-4636 <i>24 hr</i> , (404)639-3311
CHEMTREC (Hazmat)	(800)262-8200
Vincennes City Fire Department	(812)882-2600 or 911
Vincennes City Police Department	(812)882-1630; (812)886-6997; or 911
Indiana Department of Transportation	(812)882-8330
Duke Energy	(800)286-8491
Knox County Emergency Management Agency	(812)882-5669
Good Samaritan Hospital	(812)882-5220
Knox County Health Department	(812)882-8700
Knox County Sheriff's Department	(812)882-7660
Knox County Emergency Dispatch	911
Medical Center of Vincennes	(812)882-1106
National Response Center (spills)	(800)424-8802 <i>24 hr</i>
Poison Control	(800)222-1222 <i>24 hr</i>
Vectren Gas Utility	(800)227-1376
Vincennes Mayor's Office	(812)882-7285
Vincennes Water Utilities	(812)882-7877