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Crisis Response Training

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Welcome to IPFW's online Crisis Response Training program containing information on what to do in specific crisis situations. Please read the following and take the quiz at the end to record that you have completed the training.

Weather and Natural Disaster Crisis

- The Chancellor's office monitors weather situations and will determine the appropriate actions.
- For information on how the campus is affected by a current weather condition, check local television channels, radio stations or the IPFW website.

Heavy Snow/Ice

- Monitor local radio and TV weather reports.
- Call the IPFW Weather Line at 481-5770 or 481-6050 for information on how the administration is responding to current weather conditions.
- Comply with all safety directives issued by IPFW Administration and the University Police.

Earthquake

- If indoors, remain calm and seek shelter in a doorway or under a desk.
- Stay away from windows and things that could fall and injure you.
- If outdoors, move into an open area away from things that could fall on you.
- Do NOT approach downed power or utility lines.

Floods/Flash Floods

- If a flood watch is issued, monitor local news and the IPFW website for information on how this will affect the campus.
- If there is a flood warning, a flood is imminent, be ready to evacuate away from the rising water.
- Be aware of your surroundings and be prepared to take action.

Severe Thunderstorm

- Move to a substantial shelter if there is a warning in your area.
- Stay away from windows.
- Monitor local news and weather reports along with the IPFW website for information on how this will affect the campus.

Tornado/High Winds

- If there is danger of a tornado on campus, a siren will sound throughout the campus.
- Seek shelter in an interior area on the lowest floor possible and avoid windows and glass.
- Monitor local news and the IPFW website for further instructions.

Chemical, Biological or Radiological Spill or Release

- If there is a spill of any size, the University Police should be contacted at 481-6911, they will contact Radiological and Environmental Management to advise on the proper clean up of the spill.
- In the event of a small spill or release, trained users are qualified to clean up the spill.
- Untrained people should touch nothing.
- In the event of a large spill or release, contact the University Police at 481-6911.
- The Police will coordinate with Radiological and Environmental Management to get the spill cleaned up properly and alert the necessary regulatory agencies.

Fire/Smoke/Fire Alarm

- Evacuate the building immediately and pull the fire alarm on your way out. (Fire alarms are located near the exits)
- The alarm will sound **continuously**.
- Call the University Police at 481-6911 and provide them with information on the building name, location of the fire within the building and how the fire started (if known).
- If you cannot escape the building, move to a room with an outside window and stuff clothing around the cracks in the door.
- Wave something light colored in front of the window so rescuers can find you.
- Open the window and try to stay where you are until help arrives.

Loss of Building Utilities

- Physical Plant personnel will respond and either fix the problem or contact the proper utility company to fix the problem.
- Administrators will determine if the building(s) needs to be closed.
- Employees should maintain contact with their supervisors for further instruction.

Dangerous, Threatening or Intimidating Behavior

- Behavior that is intimidating or threatening to a person or property.

- Move to a safe place and call the University Police at 481-6911 if it is safe to do so.
- If you cannot move to a safe place, take shelter, barricade the door if possible and turn off lights.
- Make sure cell phones are set to silent.
- Be ready to defend yourself if necessary

Bomb Threat

- Keep the caller talking if possible to determine things like gender and age.
- Try to find out information regarding when, where, what kind, what it looks like and why.
- Immediately call the University Police at 481-6911 and give them all the information you have.

Suspicious Package/Object

- This could be a wide range of things from a package that has no return address to a book bag left sitting in a common area.
- Do NOT handle the object.
- Call the University Police at 481-6911 from a land line with information on location and status of the object.
- Cell phones and radios should not be used near a suspicious object.
- Move away from suspicious objects and clear the area if possible.
- If anyone has touched the object, they should wash their hands to reduce the potential for exposure to hazardous materials.
- Remain calm and wait for the proper authorities to respond.

Demonstration/Civil Disturbance

- This is a group act of violence or disorder that can cause damage to people or property.
- If you witness a developing demonstration call the University Police at 481-6911.
- Do NOT engage people involved in a demonstration in discussion or negotiation, this will be handled by the Police.

Crime In Progress

- Observe the crime and call the University Police at 481-6911.
- Gather as much information about the person as possible such as height, age, location of crime, etc.
- Do NOT get personally involved unless self-defense demands it.

Building Evacuation

- The Chancellor or Chancellor's designee will determine if a building needs to be evacuated.
- If your building alarm sounds to signify an evacuation, do so immediately without using elevators.
- If you have a physical disability and need help evacuating, call University Police at 481-6911 with info on your location.
- If you see that a person with disabilities is in immediate danger, please help them if you can.
- Always ask someone with disabilities how you can best help them before doing anything.
- Wait for official notification before re-entering the building.

Active Shooter

- We now ask that you watch a 20 min video on what to do in case of an active shooter. [Please follow this link, watch the video.](#)

This is a shortened version of the Crisis Response Plan. If you would like more detailed information it can be found on the [Resources](#) page.

Please complete the online [Quiz](#) to record that you have completed the Crisis Response Training.

Thank you for your cooperation!

If you have any question please contact: crisistraining@ipfw.edu


URL: file:///P:/senate/REFERENC/2010-11/AttachmentB.htm

Updated: undefined NaN, NaN

URL: http://www.ipfw.edu/crisis/resources/CrisisTraining.shtml

Updated: October 8, 2010

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