

MARTIN UNIVERSITY

EMERGENCY PREPAREDNESS PLAN



Emergency Preparedness for universities is a serious issue. Administrators and law enforcement officials develop emergency preparedness plans to ensure the safety, security, and well-being of all university constituents. Ultimately, each person is personally responsible for his/her own safety. By establishing, implementing and diligently following the established procedures along with reporting unsafe or suspicious activities can help to ensure campus safety. This emergency preparedness plan establishes the steps that are to be followed in case of an emergency.

EMERGENCY PREPAREDNESS

Click below for Information

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Annual Security Report & Campus Crime Statistics

MARTIN UNIVERSITY
Emergency Preparedness Plan
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GENERAL INFORMATION

The safety of Martin University students, personnel, and constituents is a top priority. As such, emergency preparedness is critical so that efficient execution of the plans is possible. Efficient planning encompasses a wide array of contingencies and response procedures. The Emergency Preparedness Committee or Core Response Team has the responsibility for planning, implementing, and communicating the procedures as well as conducting emergency preparedness trial drills and handling crisis situations when campus emergencies arise. The Team meets on a regular basis to ensure that procedures are relevant for current and future situations. The University cooperates with local, state, and Federal officials in responding and remaining current on safety and security issues.

GUIDING PRINCIPLES

The Martin University Emergency Preparedness Committee coordinates all safety, security, and emergency preparedness matters for the university. They have oversight for Public Safety, Buildings and Grounds, Health Services, and Counseling. The Committee commits itself to operate as a team and with integrity, to cooperate with its university administrators/colleagues, to communicate in an effective and timely manner within and externally to the university, to work in a collaborative and effective manner with local, county, state and Federal agencies and authorities. The Team will remain in constant contact with the university's President and provide regular briefings. The Committee will also evaluate the crisis and provide recommendations for avoiding such a crisis in the future.

WHAT TO DO IN CASE OF AN EMERGENCY

When an emergency occurs do the following:

1. Recognize the sound of the emergency siren.
2. Know two or more ways to evacuate the room or building.
3. Remember the predetermined meeting place or location for your unit or building.
4. Obey authorized officials.
5. After hearing the emergency siren or verbal command to evacuate the unit or building, make sure that your classroom or work colleagues also evacuate the area quickly by checking unit cubicles, restrooms, storage rooms, copier rooms, etc.
6. When needed assist persons with disabilities, senior citizens, etc.
7. Close or shut all doors behind you as you exit so fires, etc. will not spread.
8. Evacuate quickly, but be courteous. Do not push, shove, or use profane language.
9. After exiting the building move at least 100 feet away from the building.
10. Follow all instructions of Emergency Personnel, legal or university authorities.

WHO TO CALL IN CASE OF EMERGENCIES

When campus emergencies occur or help is needed, **CALL 911**

POLICE..... 911 Emergency

POLICE..... (317) 327-3811 Non-Emergency

FIRE.....911

MEDICAL.....911

CAMPUS CORE RESPONDERS

1. Campus Police and Safety.....(317) 917-3336
2. Vice President of Administration.....(317) 917-3323
3. Director of Police and Safety.....(317) 917-3311
4. Director of Human Resources.....(317) 917-3259
5. Chief of Staff.....(317) 917-3628
6. Vice President of Enrollment Management
and Student Affairs..... (317) 917-3249
7. Facilities.....(317) 339-7254
8. Vice President of Academic Affairs....(317) 543-3618

CAMPUS EMERGENCY PROTOCOL

In the case of an emergency the protocol for the crisis is:

- Protection of human life, safety, health and welfare.
- Protection of property.
- Operating with integrity.
- Protection of Institution's reputation.
- Provide recommendations to President and senior administrators for administering the crisis situation according to nature and scope of the emergency situation.
- Coordinating information dissemination to media and concerned constituents internally and externally.
- Making recommendations to senior leadership for avoiding similar situations(s).
- Primary responsibility is to make recommendations to President and senior staff so that they may lead the university successfully through the crisis.

TYPES OF NOTIFICATION

1. Emergency Warning Alarm will emit a continuous sound during emergencies. The Bogen Paging System also has ten pre-programmed tone alerts to alert the campus community to the nature of the emergency and is connected to the University telephone system.
2. Telephone Alert – Instant telephone alert (s) will be sent to all campus offices
3. Emails – Instant emails will be sent to all personnel if time permits and system equipment is operable.
4. Communications Center on University Web Site will have updated information.
5. Normal Emergency Preparedness, Sirens, i.e. city siren for tornado or hurricane alerts.
6. Local media (radio/television)
7. University newsletter report
8. The Weather Channel or local television/radio
9. EmergencyEmail.com

EMERGENCY COMMUNICATION METHODS

Martin University will use various electronic communication methods to relay information to the campus community. This information will include safety instructions and will vary based on the security level of the situation. The methods include the following:

Campus Intercom System: This method is used to request action as it relates to a specific situation and to distribute immediate safety information upon the confirmation of a significant emergency or dangerous situation.

Emergency Warning Alarm: The campus emergency warning alarm is used to emit a warning sound. The warning will last 3 minutes uninterrupted.

Emergency Notifications: E-mails sent to campus community to request action related to a specific situation.

University Newsletter Reports: These notices can be delivered by hand or e-mail to assist in spreading safety information and official security updates.

Martin University home page: When emergencies occur we will use the home page to post official information and updates for all audiences.

University Voice Mail: The University will deliver voice mails to all campus voice mail boxes to inform campus personnel of official information if time permits.

These methods will be used as the official communication tools for the University. These allow the University to ensure safety & security situations and awareness is communicated to all audiences. We ask that everyone review these official communication methods to assist in eliminating speculation and rumors.

University Newsletter Reports:

These reports are given out to the faculty, staff, and students as official updates and information. These updates assist in raising awareness to the situations or incidents on and around the campus. The method of delivery is through handouts or e-mails, and they do not call for any immediate action. Most public safety situations that require immediate action are handled by professionally trained staff at the scene of the incident.

Campus Intercom System:

The Campus Intercom System consists of 15 zones across the university that is connected to the campus telephone system and stand alone phones. There are over Fifty (50) Bogen ceiling speakers with volume control installed throughout the interior hallways and spaces for internal paging. There are six Bogen paging speakers, one Bogen emergency notification module that allows for ten (10) pre-programmed tone alerts. Each tone alert

is different depending on the type of emergency. This early alert mass warning system enables the campus community to implement emergency preparedness measures as well as take the necessary safety precautions.

Emergency Warning Alarm:

In the event of a campus emergency the Campus Intercom Siren will sound a 3-minute uninterrupted siren. This siren is used to alert the campus community that there is a safety threat or weather emergency pending locally or nationally. The alarm will sound an alert for 3-minutes, but the emergency may last longer, do not assume the situation is over when the alarm stops sounding.

If you hear the alarm you should immediately:

1. Take cover inside and tune to your local radio station or television station for instructions
2. In most cases the alarm will be alerting you to a tornado warning, so proceed with tornado warning procedures if you do not have access to a radio or television.
3. We will be testing this system frequently on Fridays at 11:00 a.m. for 30 seconds. If the alarm last for more that the 30 seconds please initiate emergency procedures.

EXPECTATIONS OF RESPONDERS

- When Police, Fire or Emergency Preparedness Workers appear at an emergency situation, they become the authorities for managing the situations or crisis.
- Obey their instructions immediately and be courteous and respectful.
- Provide needed information as requested by them.
- The initial police officers or officials will form teams to coordinate or respond to the event. They may be from different agencies and wear different clothes. They may be commissioned, armed police officers who may use guns, tazer or pepper spray to gain control of the situation.
- Remain calm and do not interfere with the work of police or emergency personnel while they are handling a crisis unless they ask for assistance.
- Remember that once the area is evacuated, the police may designate the area as a crime scene, and you may not be permitted to re-enter the building. Remain in whatever assembly area that authorities designate for you.

EMERGENCY DRILLS AND PRACTICE TRAINING

Martin University reserves the right and will conduct periodic practice or training drills so that the campus community can respond efficiently and effectively during an emergency situation.

EVACUATIONS

EVACUATION OF BUILDINGS

In case of emergency you should be prepared with the following information:

1. Recognize the notification of the alarm signals.
2. Understand where you are located in the building and know two ways out.
3. Know the predetermined safe location.
4. If you have to leave the campus make sure you are accounted for in the safe location or being listed as out of the building.

Once you have been instructed to evacuate the building either verbally or by alarm:

1. Use the nearest stairway and avoid using the elevators.
2. Offer to assist persons with disabilities.
3. Make sure you try and close all open doors behind you so that you can assist in slowing the spread of fire, smoke and water.
4. Please do not push or shove but evacuate in an orderly manner.
5. Once outside please follow the instructions of emergency personnel on the scene and move at least 100 feet from the building.
6. Please stay away from the entrances to the building to avoid interfering with the emergency personnel or equipment.

EVACUATION OF PERSONS WITH DISABILITIES

The following information provides instructions for assisting persons with disabilities during an emergency evacuation.

Ground Floor- Exit building with all other persons

Above or Below Ground Floors

Visually Impaired - Inform the person of the emergency and offer assistance. After assistance has been accepted take the elbow of the person, and escort person from the building. After exiting the building, tell the person where they are, and inform the safety leader that the person is safe.

Hearing Impaired - Inform the person of the emergency situation by using hand gestures or other nonverbal means of communication. Communicate instructions verbally, written or mouthed. Offer and provide assistance as you exit the building.

Mobility Impaired - Do not use the elevators. Offer assistance and walk with the person. As you are walking ask others to help evacuate the person from the building if needed. Sometimes, you may need to relocate the person to a safe place to wait for emergency

personnel. Always ask a wheelchair user how they would like to be evacuated. In extreme situations you may need to use an office chair, interlock your arms with another person to carry the person to safety.

PROCEDURES TO HANDLE EMERGENCIES

BOMB THREATS AND PROTOCOLS

Bomb threats should be taken seriously. Learn how to use the attached checklist to obtain additional information if time permits. Evacuating the building will depend on whether the bomb threat is inside or outside of the building. Try to assess where the safest place will be prior to evacuation.

Bomb threats received by phone:

1. Listen carefully and try to obtain additional information about the nature, location, and validity of the threat. Always be patient, courteous, and calm with the caller. Show interest in what they are saying while you try to obtain their identity.
2. Please try to identify the phone number by using caller id display or other functions on your phone, if equipped.
3. If time permits try to use the Bomb Threat Checklist to gather information about the caller and the device.
4. Call 911 or (317) 917-3336 for University Security, immediately after the call is completed.
5. University Security or emergency personnel may need to ask additional questions, so please be available for those follow-up discussions or questions.
6. If someone else received the call, please use the Bomb threat Checklist to record any information they communicate to you, so that you can be as thorough as possible in gathering information.

BOMB THREAT PROTOCOL

Questions to ask the terrorist or bomber?

- What time is the bombing going off?
- Where is the exact location of the bomb?
- Describe in detail how the bomb is shaped?
- Who are you?
- Where are you from (address)?
- Why are you targeting Martin University?
- What will trigger the bomb to detonate?
- What kind of bomb are we dealing with?

Characteristics of the bomber's voice:

- Sad
- Happy
- Angry
- Excited
- Calm
- Disguised
- Normal
- Loud
- Soft
- Slow

Do you recognize the bomber's voice pattern?

- Male or Female?
- If possible can you determine the nationality of the bomber?
- If possible can you tell if the bomber is young or old?

Identify word for word of the bomber's threat

Type of threat or language used by the bomber:

- Broken English
- Educated person
- Offensive
- Was the message being read?
- Foreign language

Sounds you hear in the background:

- Music
- Farm Equipment
- Factory noises
- Airplane sounds
- Sound of cars in traffic
- Civilian Life, people conversations
- Any sounds
- Dogs barking/Sheep or Cows
- Familiar Sounds like church bells

Document phone information if possible

- Phone number displayed or private (please note)
- How long was duration of the call?

- Date and Time of call, example January 14, 2010 (2:57pm)

Immediately call 911 or Campus Security extension zero from Martin phones.

- Richard Ray is the Director of Security at Martin University and can be reached at (317) 917-3311
- Provide responding officers with your name, current date, phone number, job title and the department you work in at Martin University.

DISASTERS

Disasters- are considered to be tornadoes, earthquakes, fires, floods, hazardous spills, explosions etc.

Earthquakes:

If you are inside any of the Martin University buildings during an earthquake:

1. Locate a table or desk that can cover your body or find a doorway to stand in. If you can not find any cover locate an interior wall and kneel at the base of it. You want to face the wall with your head down and use your arms to cover yourself.
2. Make sure your body is NOT facing any windows and mirrors.
3. Watch out for objects that can fall and do not go near electrical equipment, and stay away from filing cabinets, bookcases and overhead fixtures.

If you are NOT inside a building during an earthquake:

1. Get to an area that is away from power lines, buildings and trees.
2. If you cannot get to an open space be on the lookout for objects that can fall.

After an earthquake occurs:

1. Be careful and alert for aftershocks.
2. Once you think it is safe, try to leave the building if all possible and make sure all shaking has stopped.
3. Please do not move any injured people unless you notice they are in harm of fire or falling structures.
4. Move very carefully and open doors slowly and look out for falling debris.
5. Elevators should not be used.
6. Never strike any matches or use a lighter.
7. Emergency service lines will be busy so limit those calls.

Explosion:

Some types of dangerous and fatal explosions are falling aircraft, leaking gas, chemicals or bad boilers.

If you are near an explosion or hear one:

1. Leave the building if you hear the fire alarm go off.
2. Dial 911 or Martin University security (zero).
3. Be alert for other explosions to follow.
4. Get below a desk or table for protection.
5. Do not go near electrical equipment, windows, mirrors, bookcases, filing cabinets and overhead objects.
6. Please do not move any injured people unless you notice they are in harm of fire or falling structures.
7. Before opening any doors feel them for heat and open very slowly.
8. Lookout for falling debris.
9. Elevators should not be used.
10. If asked, help disabled people and stay with them.
11. Never strike any matches or use a lighter.
12. Emergency service lines will be busy so limit those calls.

Fire:

Response to Fire or possible fire:

1. If you smell smoke or burning odor locate the nearest fire alarm and pull it.
2. If you can, turn off the gas in your area.
3. If you know how to use the fire extinguisher in the area try to use it on the fire but be careful. If not leave the area.
4. By all possible means do not let the fire come between you and an exit.
5. As you leave the building, make sure nobody is left behind. Close the doors so that the fire is contained.
6. After leaving the building contact security or dial 911 to report where the fire is located. Once police and fire departments arrive, help direct them to the fire location.

Response to Fire Alarm Sound:

1. If the fire alarm sounds, leave the building and turn off any gas in the building.
2. Do not try and take personal items; leave immediately.
3. Others in the area may not hear the alarm so make them aware and check restrooms and other areas quickly for employees as you exit.
4. Always take the closest stairway. Never use the elevator.

5. If asked, help disabled people and stay with them.
6. Close doors as you leave. This will slow the spread of fire and smoke.
7. Do not hesitate leaving the building, but leave in a controlled manner immediately. Please do not push or shove.
8. After leaving the building make sure you are at least 100 feet away from it.
9. Meet at a location everyone is familiar with and account for all unit members.
10. Only return to the building after it is cleared by the fire department or security staff. After the alarm stops do not assume it is okay to enter the building.

Flooding:

Water damage can occur from a variety of situations including but not limited to: construction errors, broken or bad pipes, clogged drains or damaged windows.

If a water leak occurs:

1. Call Andy Lane@317-339-4409 cell or security to report the location of the leak.
2. Watch out for electrical outlets and appliances near the leak. If you are in danger, then leave the area.
3. If you can stop the leak then do so and turn off the water.
4. Help protect items that can be damaged by water by covering them if you can do so safely.

Hazardous Material Spill:

This type of spill is when a large amount of a hazardous material is released or cannot be contained. Some examples are spills of a gallon or more of bleach and gasoline, and certain amounts of sulfuric acid and mercury. Blood and other body fluids are examples of infectious materials.

Hazardous Material Spill Response:

1. If your skin comes into contact with a hazardous material, pour water on it for 15 minutes and get medical attention.
2. Dial 911 or security.
3. Try to stop the hazardous material spill.
4. Leave the area and make sure all doors are shut.
5. Do not clean up the spill yourself unless you have been trained.
6. Be ready to provide emergency personnel critical information that will help with the clean up.
7. Be ready to inform emergency personnel where the spill occurred (exact location) and if a fire or explosion occurred.

TORNADO/SEVERE THUNDERSTORM

Tornado Warnings and Watches

A tornado warning means a tornado has been spotted in the area and warning sirens sound when there is a tornado warning. A tornado watch means one could be formed given the current weather system.

Emergency Warning Sirens

1. These sirens sound for three minutes non stop.
2. These sirens sound to alert the public of danger such as storms, tornados, safety threats and hazardous spills. When one hears these sirens they should seek shelter inside and away from glass windows and doors. Your local radio and television stations will provide additional information.
3. Note the emergency warning sirens do not sound for the entire tornado warning.
4. Each Friday at 11 a.m. emergency warning sirens are tested and they last for 30 seconds. If you hear these sounds longer than 30 seconds then start your tornado protection procedures.

If you are inside and a tornado warning has been issued:

1. Stay inside.
2. Do not go near unsecured objects such as heavy filing cabinets and stay away from windows, mirrors, glass and outside walls.
3. If possible move to below ground level floor or room without windows and sit low with your hands covering your head and neck.
4. Never use an elevator.
5. If asked, help persons with disabilities to a safe area on the same floor.
6. Never leave the safety area until the storm has passed.
7. Stay tuned to radio and television for updates until the storm has passed.

If you are outside and a tornado warning has been issued:

1. If in your car, never try to speed away from a tornado. Get out of the car ASAP.
2. Try to locate a safe place to seek shelter.
3. If you can't find shelter, lie down in a low area such as a ditch and away from trees. Use your hands to cover the back of your neck and head.

CAMPUS SITUATIONS

The following items represent workplace Situations:

Suspicious Object

Demonstrations and Disturbances

Hostage Situation

Medical Emergencies

Power Outage

Suspicious Mail or Package

Violence in the Workplace

Suspicious Object:

A suspicious package is a container or object that can be deemed an explosive device, because it is not in its normal place and is considered to be unusual for that area.

If a person finds a suspicious object:

1. Please do not touch the object.
2. Have individuals get away from the object.
3. Never use a cell phone or portable radio equipment within 100 feet of the object.
4. Dial 911 or security.
5. Obey all law enforcement instructions carefully.
6. Do not try to evacuate the building without emergency workers assistance.
Usually people are safer in their offices and classrooms.
7. If emergency workers need to search the campus, some staff may need to assist them to determine if something is out of the ordinary.

Demonstration and Disturbances:

Any demonstration at Martin University that interferes with the education in the class room and the business function at the University is considered unlawful.

If a demonstration or disturbance appears to threaten the safety of students, faculty and staff:

1. Call 911 or campus security.
2. If you can lock any doors to shutoff the disturbance.
3. Try to get people to leave the area ASAP.

4. Take precautions to protect yourself, students and other staff members.

Hostage Situation:

If you are in a hostage situation:

1. Dial 911 or campus security and provide as much information as possible regarding the situation.
2. Obey the attackers and do not argue with them.
3. Never attempt to try to conduct hostage negotiations.
4. Try to get the other hostages to remain calm if you are not the only hostage.

Medical Emergencies:

If someone is injured or ill and needs immediate assistance:

1. Dial 911 or campus security. Provide as much information as you can regarding the situation.
2. Please do not try to provide emergency assistance to the injured unless you are trained and certified.
3. Never try to move an injured person.
4. If all possible try to get the following information from the injured or ill: name, symptoms, medications, allergies, medical history such as heart condition, diabetes, etc.
5. Please stay at the scene to provide information to emergency workers.

If someone may have been poisoned:

1. Dial the poison control center at 1-800-222-1222.
2. If an individual is not breathing or has had a seizure dial 911 or campus security

Power Outage:

1. Keep a flashlight in your area with extra batteries if needed.
2. Check with other staff members to ensure they can move around the area in the dark.
3. Try to move to area that has emergency lights if you are in an unlighted area.
4. If you are in an elevator, hit the emergency button or dial 911 and stay calm.

Suspicious Mail or Package:

Some information that may trigger suspicion of a letter or package:

1. Markings on the letter labeled Personal or Special Delivery
2. Addresses that can't be verified and no return address
3. The postmark has a different city or state than the return address.
4. Out of the ordinary shaped envelopes and packages.
5. Very heavy envelopes and packages that are not normal in weight.

If someone at Martin University receives a suspicious letter or package:

1. Never attempt to open it.
2. Remove it to an open area

If you open a suspicious letter or package that contains suspicious material:

1. Leave it exactly where you open it. Do not move any material that is deemed suspicious.
2. Wash or rinse hands if material presents immediate danger.
3. Do not allow others to enter room where the package or letter has been opened.
4. Call 911 or campus security.
5. Stay at the scene to provide information to emergency personnel.

CAMPUS/WORKPLACE VIOLENCE

If a faculty, student or staff member at Martin University witnesses violence on campus:

1. Do not get involved in the situation and get away from it.
2. Try to shield yourself from the situation if you can't get away.
3. Contact Campus Security or dial 911 to report the incident.

If there is a threat to students and staff at Martin:

- Our Security will respond and call local agencies for help if needed.

Workplace Violence:

Workplace violence can happen at anytime and there are certain behavior traits one exhibits before hand that could stop such situations.

If violence or a threat of violence occurs at Martin University:

1. Try to leave the area and if not possible secure yourself in a locked area
2. Contact 911 or Campus security and report the situation.

Workplace Violence examples:

1. Implied or direct threats.
2. Behavior that disrupts, harasses or bothers another person's performance.
3. Behavior such as shoving, fighting or physical contact that has the ability to harm people or property.
4. Behavior that creates an uncomfortable or intimidating work place environment.

Potential Warning Signs of workplace violence:

1. Threat(s) that is written, verbal or nonverbal.
2. People who brag about weapons or violence.
3. Increased amount of stress from the job or home.
4. People who show anxiety and hopelessness.
5. Staff members or students who demonstrate insubordinate behavior.
6. Demonstration of a sudden shift to poor work performance.
7. Property damage.
8. Drug or alcohol abuse.

Factors that contribute to violence in the workplace:

1. Money problems
2. Family or domestic violence
3. Arguing between staff members
4. Disciplinary actions of employees
5. Employees who are terminated

Tips for Workplace Violence Prevention:

1. Everyone at Martin University is responsible for helping to have a safe workplace environment.
2. Do not feel uncomfortable in contacting campus security for help.
3. Enroll in an online seminar or course that emphasizes violence prevention.
4. Inform your manager or coworker when you observe weird behavior.
5. Be Alert to your surroundings. Awareness is key trait for personal safety.

Responding to an Active Shooter at Martin University:

A person who continues to fire a weapon(s) upon others in a random or systematic shooting style is considered to be an active shooter. Their objective is to cause serious injury or death.

An immediate call to law enforcement agencies is critical in these situations because normal security levels are not enough to ensure safety for the University.

Tips for Faculty, Staff and Students:

Responding to an active shooter depends on the situation because there could be more than one shooter involved. If you are in this situation, it is imperative to remain calm and follow these guidelines to remain safe:

Active Shooter inside and outside the Building:

In this situation, head to a room that can be locked. If you cannot lock a door, then place heavy objects behind it. If possible lock all windows in the area and turn the lights off. Lay down on the floor so you cannot be seen. Call 911 and inform them of the situation.

Active shooter in the classroom or office:

In this situation it is critical to remain calm. Call 911 and if you cannot speak leave the line open so the operator can hear what is going on. If you cannot escape then try to talk your way out of the situation. If this does not work then your last option is to overpower the shooter. If you get away then head to a safer area and do not touch anything when leaving the scene.

CAMPUS ESCORT AT MARTIN UNIVERSITY

- If you would like to have an escort, please tell the officer on duty.

OTHER SAFETY INFORMATION AT MARTIN UNIVERSITY

- Campus Security Cameras exist inside and outside of buildings.
- Campus Identification Check-In System. All persons must obtain and show badges of identification for entry into building(s).
- Intensity security lighting is located on buildings and in parking lots.
- 24-hour police and security officers are on duty.

Martin University's Safety and Security Department has four major obligations:

1. Protection of life and property;
2. Prevention of drugs, alcohol, smoking, weapons, and sex offenses;
3. Maintaining a successful traffic and parking system;
4. Providing friendly service to members of the university campus, and preserving an environment conducive to both educational and personal growth.

Drug Policy & Alcohol Policy

Martin University does not permit or condone the illicit or unauthorized possession, use, consumption, sale, or distribution of illegal drugs and/or alcohol by its students and employees on its property or as part of its activities. This policy applies to all full-time and part-time students and all full-time and part-time permanent and temporary employees, including faculty, administration, all exempt and nonexempt staff, and any student employees and interns. Students who violate this policy will be subject to appropriate disciplinary action consistent with Martin University Student Handbook, local, state, and federal laws, and University policies and procedures which may include counseling, a reprimand and warning, disciplinary probation, suspension, expulsion, and referral to the proper law enforcement authorities for prosecution. Employees who violate

this policy will be subject to appropriate disciplinary action consistent with Martin University Employees' Handbook, local, state, and federal laws which may include counseling, mandatory participation in an appropriate rehabilitation program, a warning, placement on strict probation, unpaid suspension from employment, termination of employment and referral to the proper law enforcement authorities for prosecution. The purpose of this policy is to produce a workplace and campus environment that discourages the unauthorized or illegal use of drugs and alcohol by students and employees. Martin University, through its policies and programs, is dedicated to providing an atmosphere that encourages:

- The reinforcement of the positive, drug-free elements in life;
- Respect for laws and rules prohibiting illegal drugs;
- An understanding of the effects of drugs, including alcohol and tobacco, on personal health and safety;
- The value of sound personal health and safety.

Everyone is expected to make a good faith effort to continue to maintain a drug-free environment through implementation of all of the above.

Smoking

Martin University is committed to providing a healthy, smoke-free environment of students, staff, faculty and visitors on the campus by reducing health risks associated with tobacco smoke and minimizing discomfort and inconvenience to non-smokers.

Therefore, smoking in campus buildings is not permitted. This includes hallways, stairwells, restrooms, lounges, offices, workrooms and all campus grounds.

The university provides smoke cessation programs at no cost to staff and students, and smokers are encouraged to take advantage of these programs.

Parking Regulations

It is the policy of Martin University that parking is permitted only in approved lots. The Security staff provides parking permits to all employees and students. These permits are free and help identify vehicles in an emergency. Failure to register vehicles may result in loss of services, as well as being towed. The Indianapolis Metropolitan Police Department has the authority to ticket and/or tow all offenders.

When parking in the lots provided by the university, please observe all lane and space markings. If vehicles are improperly parked (backed in, over the lines, observed driving in the wrong direction) students may be creating an unsafe situation that could result in receiving a ticket.

Parking on Station Street is strictly prohibited, as this is a fire lane.

Parking on Avondale Place is limited to the East Side of the street and has a 15 minute time limit. This is for the purpose of picking up or dropping off a student or employee only. An adult must remain with the vehicle at all times. Parking on 22nd Street is "*Residential Only*." This is enforced by the Indianapolis Metropolitan Police Department.

The parking policies of the Security Department are:

1. First offense: warning ticket;
2. Second offense: state-issued ticket;
3. Third offense: ticketed and towed.

Guidelines on Sexual Harassment

Martin University reaffirms its commitment to providing student, faculty, staff, and visitors an environment free of sexual and other unlawful harassment. It is imperative that administrative personnel, faculty, staff, students, and visitors at Martin comply with both the spirit and the intent of all federal, state, and local laws, government regulations, executive orders and court orders, which relate to sexual and other unlawful harassment.

Harassment is verbal or physical conduct that derogates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends, or associates and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of unreasonably interfering with classroom activities, instructor's performance, or the student's academic performance.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; derogatory jokes; and written or graphic material that derogates or shows hostility or aversion toward an individual or group.

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purpose of this policy, sexual harassment is defined as in the Equal Employment Opportunity Commission (EEOC) and the Office of Civil Rights of the United States Department of Education (OCR) as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term of employment by the University or an individual's participation in a program;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual;
3. such conduct by an employee, by a student, or by a third party is sufficiently severe, persistent or pervasive to:
 - a. limit an individual's ability to participate in or benefit from an educational program or activity;
 - b. create a hostile or abusive environment; or,
 - c. have the purpose or effect of unreasonably interfering with and individual's work or academic performance, or creating an intimidating, hostile, or offensive work or academic environment at the University.

Retaliation Prohibited

Retaliation by University employees, volunteers, vendors, contractors, or students against a person who makes a complaint of sexual harassment, supports a complaint of sexual harassment or testifies during an investigation of a complaint of sexual harassment is expressly prohibited. If an individual is found to have engaged in retaliation in violation of this Policy, he/she will be subject to disciplinary action. Any individual who has been subject to retaliation in violation of this Policy should immediately report such conduct to the Director of Human Resources.

Confidentiality

The University will protect the confidentiality of harassment complaints and the parties involved to the extent possible except to the extent of the University's ability to conduct an effective investigation is jeopardized. All parties involved in the sexual harassment investigation or resolution shall use good faith efforts to keep confidential all information relating to a complaint. Failure to maintain confidentiality may result in disciplinary actions.

The University is committed to protecting the rights of all persons involved in the complaint; therefore, it is a violation of the Policy for an individual to file an untruthful or bad faith claim of sexual harassment. If an individual has filed such a complaint he/she will be subject to disciplinary action.

Procedure for Filing a Complaint

Any person who believes he /she have been a victim or target of sexual harassment, retaliation or other conduct which violates this Policy should promptly file a complaint with the Director of Human Resources. Any member of the University community who receives a report of sexual harassment or becomes aware of conduct in violation of this Policy shall immediately notify the director of Human Resources.

Resolution Procedures

Under informal resolution procedures, the complaint may be oral or in writing. Administrators, faculty, and staff shall submit the complaint to the Director of Human Resources.

Under the formal resolution procedures, the complaint must be in writing, shall spell out in detail the alleged sexual or other unlawful harassment, and shall list the names of all persons known to have knowledge of the alleged harassment. Administrators, faculty and staff shall submit the complaint to the Director of Human Resources.

Upon completion of either formal or informal investigation, the investigator shall submit a detailed written report to the President of the University. The report shall include the investigator's findings as to whether or not there is a reasonable basis to believe the sexual or other unlawful harassment allegation, as well as recommendation for action. The President will determine the appropriate action to be taken and shall inform the

person who filed the complaint of the decision and the action that has been or will be taken.

CAMPUS SECURITY

Campus Safety and Security is everyone's business! Please be pro-active in reporting emergency situations.

Martin University

Silent Witness

Head of University Security
Richard Ray
(317) 917-3311 Office phone

IMPD Metro Northeast District
(317) 327-6200
3229 N. Shadeland, 46219

If you witness a crime or have information about a crime that occurred at Martin University then you can report it anonymously at the above numbers.

CLERY COMPLIANCE

The Clery Act was signed into law in 1990, and it specifies a person's right to know about crime occurring on or near the grounds of a college or university campus. As such Martin University collects the annual Clery Report crime statistics data and distributes the information as is reported in the next few pages.