



BUILDING EMERGENCY PLAN

Prepared By
The Athenaeum Foundation

(Revised February 2024)

INTRODUCTION.....	2
HOW TO USE THIS PLAN.....	2
GLOSSARY.....	3
TENANT EXPECTATIONS.....	3
COLOR SYSTEM.....	3
THE ATHENAEUM FOUNDATION CHAIN OF COMMAND.....	5
TENANT CHAIN OF COMMAND.....	5
DUTIES OF POINT PEOPLE IN AN EMERGENCY.....	5
ACCIDENT CAUSING MASS CASUALTY.....	6
ARMED ROBBERY.....	6
BOMB THREAT.....	7
CIVIL DISTURBANCE / ACTIVE SHOOTER.....	9
CRIME SCENE.....	11
EARTHQUAKE.....	11
FIRE.....	13
HAZARDOUS MATERIAL INCIDENT.....	14
LOST CHILD / ADULT.....	15
MEDICAL EMERGENCY.....	18
SEVERE WEATHER / TORNADO.....	20
ACCESSIBILITY DISCUSSION.....	20
THE ATHENAEUM FOUNDATION.....	22
CRISIS COMMUNICATION PLAN.....	23
EMERGENCY CONTACTS.....	25
TENANT POINT PEOPLE.....	26

INTRODUCTION

To have an effective emergency plan for an institution as large as The Athenaeum, it is imperative that all staff, tenants, and tenants' team members be familiar with all types of emergencies or security problems that may occur. These include fires, power disruptions, severe weather (tornado, winter storm, etc.), earthquakes, armed robberies, bomb threats, riots or civil disturbances, as well as other possibilities including plane crashes, explosions, and hazardous material incidents.

The Emergency Committee will be responsible for training on proper procedures for all emergencies. The Emergency Committee as of February 2023 includes: David Johnson, Craig Mince, and a designated representative(s) from each tenant organization.

Emergency training courses/safety workshops will be held on a regular and ongoing basis. All emergency drills will be exercised throughout the year.

HOW TO USE THIS PLAN

Do not wait until you are in the midst of an emergency to read this plan. Read the entire document, become familiar with the proper response to each emergency, and know how to quickly locate information within the plan. During an emergency, follow the emergency plan listed for that type of situation and, without endangering your safety, be aware of those around you who may need assistance.

Everyone should be familiar with the floor plan of the building, including planned evacuation routes and exits. Know the location of fire alarms, fire extinguishers, first aid kits, and AED.

This emergency plan will be updated as needed to ensure the safety and security of our guests, staff, tenants, and facility. Athenaeum staff and tenant participation in development of the plan is essential. Please send any suggestions for corrections, additions, deletions, and other changes to David Johnson at djohnson@athenaeumindy.org

GLOSSARY

Within this document, the following terms will be used:

- **The Athenaeum Foundation** – any staff employed by the Foundation
- **Staff** – those employed by The Athenaeum Foundation
- **Tenant** – any business/organization that leases space from The Athenaeum Foundation
- **Point Person/People** – employees designated by each tenant who serve as an emergency contact for that entity and who will be tasked with assisting guests and other employees during an emergency

TENANT EXPECTATIONS

All tenants shall maintain a list of their point people (first contact and at least two additional people) and their contact information, and update that information with The Athenaeum Foundation by submitting it annually (by January 1) or as needed to David Johnson.

Any time a 911 call is made, The Athenaeum Foundation should be made aware of the events leading to that call.

If The Athenaeum Foundation finds cause to close the building for the purpose of maintaining the safety of guests and tenants, tenant point people will be notified and all tenant organizations will be expected to close operations and vacate the building.

COLOR SYSTEM

The Athenaeum Foundation will use a color code system to indicate the need for evacuation and lock down, and to indicate an isolated emergency that is being handled but does not necessitate action by tenants or point people.

Code Green Evacuate!

In the case of evacuation, people should move to these locations:

- A. People in Coat Check Coffee, Basile Theatre, or Auditorium should move to the Murat corner or the Penrose corner.
- B. People in the YMCA and Rathskeller should move to the gravel parking lot behind the Biergarten/Block20 Garage.

Code Red Lockdown!

If there is an emergency situation that necessitates lock down, or The Athenaeum Foundation gives the directive to lock down, do the following:

1. Lock all exterior doors and guide employees and guests to designated Safe Areas. Safe Areas are defined as areas of the building that will provide the best level of protection for guests and staff in the event of severe weather or emergency conditions. These areas are identified as follows:
 - Hallway between the lobby and auditorium
 - Hallway between Coat Check Coffee and the YMCA
 - Kellersaal Ballroom in the Rathskeller
 - Levo Massage
2. In the event of an active shooter situation, if you are able to move to a room with a door that can be locked, do so.
3. If emergency personnel has not already been contacted, call 911.
4. Remain in your safe area until you receive all-clear communication from emergency personnel or The Athenaeum Foundation.

Code Yellow Business as usual – you may see emergency personnel responding to an emergency in the building – i.e., a person is having a heart attack – but no action is needed.

THE ATHENAEUM FOUNDATION CHAIN OF COMMAND

The President/CEO of the Athenaeum is the first in command. In the event of the incapacitation of the President, the Controller will be authorized to make and execute all fiscal decisions related to The Athenaeum Foundation, and the Building and Facilities Manager shall be authorized to execute decisions related to all other areas of the institution.

Craig Mince	David Johnson	Marianne Isaacs
-------------	---------------	-----------------

TENANT CHAIN OF COMMAND

All tenants shall maintain a list of point people, including first contact and a line of succession of two additional people within their organization/business. This list can be referenced at the end of this manual. The line of succession may be longer or shorter than two people.

DUTIES OF POINT PEOPLE IN AN EMERGENCY

1. Point people will notify The Athenaeum Foundation of any imminent or potential threats to public safety that occur in their area of responsibility.
2. Point people will notify The Athenaeum Foundation of any accidents.
3. Point people will coordinate public safety activities in the area to which they are assigned.
4. Point people will disseminate all information to enforce public safety policies and procedures, to initiate preparedness, and to enforce response and recovery activities as directed by the President of The Athenaeum Foundation and public safety officials.
5. Point people will assist with emergency evacuation or direct shelter-in-place actions if directed to do so by The Athenaeum Foundation or public safety officials.

ACCIDENT CAUSING MASS CASUALTY

Should a mass casualty occur, the following instructions are to be followed:

1. **Call 911.** Immediately following a call to 911, or as soon as safely possible, contact The Athenaeum Foundation.
2. The Athenaeum Foundation will contact all tenants' point people with information and instructions. A trained tenant point person should remain with the victim(s) and render initial aid if needed.
3. Staff or point person will meet emergency personnel at the Michigan Street doors and escort them to the location of the accident or casualty.
4. Witnesses will be asked to go to a designated safe place and wait for emergency response personnel to come speak with them.
5. After the occurrence has ended and it is safe to re-enter the area, Athenaeum Foundation staff will be called to assist in getting the area secured or cleaned up.

ARMED ROBBERY

Should an armed robbery occur at any location within The Athenaeum Foundation building, the following instructions are to be followed:

1. Take no risk. Try to remain calm. Do nothing to provoke the robbers.
2. Obey the commands of the robbers exactly and promptly, but resist fast or sudden moves. Do not be a hero. Move in slow, deliberate movements and repeat the robber's command out loud as you move.
3. Do not answer any telephones unless specifically instructed to do so by the robbers.
4. If a note is used, avoid unnecessary handling. Retain the note as evidence if safe to do so.
5. Be alert and observant. Concentrate on a description of robber(s) closest to you. Pay particular attention to any unusual physical characteristics. Try to observe the type of weapon used, which hand held it, and whether or not gloves were worn.
6. Give robbers only the amount of money demanded.
7. Let the robbers leave and do not attempt to follow them.
8. From a safe position, try to observe the direction of flight of robbers and any outside accomplices or witnesses. Try to obtain a vehicle description and license plate – but do not leave the building.
9. Call 911 and relay all necessary information. This includes the location of the incident by which the police and/or emergency personnel should enter the building. Be sure to tell the emergency operator if you need medical assistance.
10. If you are a point person, notify the first person in your organization's chain of command. That person should immediately notify The Athenaeum Foundation.
11. Touch nothing in areas where the robbers were. Note specific objects touched by the robbers. If the robbery occurred in a public space, ask witnesses to go to a designated safe place and wait for emergency response personnel to come speak with them.
12. Do not discuss robbery details with anyone other than the police, the first person in your organization's chain of command, and The Athenaeum Foundation President. Do not discuss robbery details with the media.

Remember, during an actual robbery, the risk of injury to yourself, your associates, and our guests can be greatly reduced by observing these procedures. Do not try to be a hero – observe and cooperate.

BOMB THREAT

A bomb threat is a threat to detonate an explosive or incendiary device to cause property damage, injuries, or death. Rather than an actual warning or the presence of a real device, the great majority of such threats are intended to cause disruption, enact revenge, or are meant to be a practical joke. Regardless, bomb threats should always be taken seriously.

In the event that a bomb threat call is received or a suspicious letter/package is located, follow the instructions below.

BOMB THREAT BY PHONE

1. Remain calm.
2. Keep the caller on the line and get as much information as possible by asking the following questions:
 - When is the bomb set to go off?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does the bomb look like?
 - Who are you?
3. Listen carefully for clues such as:
 - Sex
 - Age
 - Accent
 - Background noises (music, conversation, traffic, machinery)
4. After caller hangs up, call 911. If you are with other staff or employees, ask another person to contact The Athenaeum Foundation while you call 911. If you are alone, call The Athenaeum Foundation after calling 911.
 - Do not discuss the details of the call with other employees.
 - Inform The Athenaeum Foundation immediately of the received threat and a building evacuation alert will be issued immediately.

- If it is determined that the building should be evacuated, each point person will be responsible for overseeing the evacuation in their area.
 - People in Coat Check Coffee, Basile Theatre, or Auditorium should move to the Murat corner or the Penrose corner.
 - People in the YMCA and Rathskeller should move to the Athenaeum parking lot.
5. Staff members should assist visitors.
 6. The President of The Athenaeum Foundation will alert tenants if and when it is safe to reenter the building.

LETTER/PACKAGE BOMBS

Should you encounter a suspicious letter or package, do not touch it. Call 911. If you are with other staff or employees, ask another person to contact The Athenaeum Foundation while you call 911. If you are alone, call The Athenaeum Foundation after calling 911.

1. Do not touch, examine, or move the suspicious letter/package.
2. Do not turn on or off any electrical or electronic equipment/devices.
3. Evacuate the area immediately and do not allow others to enter.

CIVIL DISTURBANCE / ACTIVE SHOOTER

An active shooter is an armed person who uses deadly physical force against other individuals. This protocol also applies to a riot or other disturbance involving shooting. When an armed intruder or active shooter is in your area, follow these steps:

Run...and if you can't, **Hide**...and if found, **Fight**.

Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

Hide

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone or any other devices

Fight

- As a last resort, and only when your life is in danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the shooter

Call 911 when it is safe to do so, providing the following information

- Location of the active shooter
- Number of shooters
- Physical description of shooter(s)
- Number and type of weapons held by shooter(s)
- Number of potential victims at the location

When law enforcement arrives

- Remain calm and follow instructions
- Put down any items you are carrying and raise your hands
- Avoid quick movements, pointing or yelling
- Do not stop to ask officers for help when evacuating

CRIME SCENE

If an incident occurs within the building that requires notification of law enforcement, the location of the incident must be secured for investigation by the police.

1. In the event of an emergency, call 911.
2. Staff and point people should direct visitors towards a safe area to wait for emergency personnel.
3. Do not touch anything.
4. Once emergency personnel arrive, staff and point people will give them the information they have about the incident and inform them of the location of everyone on site.

EARTHQUAKE

An earthquake is the result of a sudden release of energy in the Earth's crust that creates seismic waves. Rupture of geological faults causes earthquakes. While earthquakes are unlikely in Indianapolis, two major fault systems are located in or adjacent to Indiana, the New Madrid Seismic Zone and the Wabash Valley Seismic Zone. Sections of these fault systems are located in southwestern Indiana. The U.S. Geological Survey estimates there is a 7-10% chance, in the next 50 years, of a major earthquake in one of these zones. The Indianapolis metropolitan area has felt the effects of recent earthquakes. A large earthquake could cause structural damage and damage to utilities in the downtown area.

WHEN AN EARTHQUAKE STRIKES DURING REGULAR OPERATING HOURS, DO NOT EVACUATE THE BUILDING.

1. Duck, cover, and hold your head under a sturdy table, if possible.
2. Cover your head with your hands to protect yourself from falling objects.
3. Move away from glass windows, doors, and mirrors.
4. If possible, staff and point people should direct visitors to the ground level of the building.

AFTER THE EARTHQUAKE HAS ENDED

1. All staff and point people will assist guests out of the building.
2. Move to an open area away from buildings, power lines and trees. Remember to watch for falling objects.
3. Check for injuries. Do not move seriously injured people unless there is an immediate danger. Get assistance for them as soon as possible.
4. Be prepared for aftershocks. These may occur from one minute to one year following the earthquake.
5. The Athenaeum Foundation President and the Building & Facilities Manager will assess the condition of the building before anyone will be allowed to re-enter.

OTHER IMPORTANT ITEMS OF NOTE

- Do not use any type of open flame device at any time during this type of emergency.
- After the event is over, all injuries and damages should be reported to The Athenaeum Foundation.
- The Building and Facilities Manager will shut off gas, electricity, and water sources to the building if necessary. These will remain turned off until the systems can be inspected.
- Do not use elevators until they have been inspected and approved by the elevator contractor.
- Watch for fire and smoke.
- Keep streets and drives clear for emergency vehicles.
- Watch for secondary effects and be prepared for the following: fire suppression system going off, fire, flooding, or aftershocks.
- The Athenaeum Foundation will contact emergency management if necessary.

AFTER HOURS OF OPERATION

1. The Athenaeum Foundation will inspect the building for damage and take any necessary action.
2. The Athenaeum Foundation will contact tenants and ask them to report to the building to assist if necessary.

Remember – during an earthquake, casualties are not caused by the ground movement but from falling objects, fire and explosion. Hazard mitigation should be an ongoing process to prevent as much damage as possible, if such an event were to take place. Securing items to the best of our ability will help save lives and preserve property.

FIRE

If there is a visual sighting of fire or smoke, pull the nearest fire alarm.

- Only trained employees should attempt to put out a small fire with a fire extinguisher.
- All other situations call for immediate evacuation.

FIRE DURING HOURS OF OPERATION

1. Staff and point people should assist guests in evacuating their area by pointing people towards exits and asking people to remain calm.
2. Guests should be instructed to exit the building and cross the street.
3. After all people have been evacuated from an area, staff should close interior doors as they leave.
4. No one is to remain in the building. Everyone is to evacuate the building and remain out until The Athenaeum Foundation President gives the all-clear to re-enter.

FIRE AFTER HOURS OF OPERATION

1. The Athenaeum Foundation will inspect the building for damage and take any necessary action.
2. The Athenaeum Foundation will contact tenants and ask them to report to the building to assist if necessary.

HAZARDOUS MATERIAL INCIDENT

In the event of a hazardous material spill/incident, the following instructions should be followed:

1. Call 911, if necessary.
2. Notify the Building and Facilities Manager.
3. In the event of a hazardous chemical spill/release, staff and point people should assist guests in evacuating their area by pointing people towards exits and asking people to remain calm.
4. Guests should be instructed to exit the building and cross the street.

LOST CHILD / ADULT

Instances where a person is separated from their caregiver or loved one require immediate action and excellent customer service skills. People endure a significant amount of stress and extremely high emotions when a person for whom they are responsible is missing. The goal in this situation is to reunite the parent/guardian as quickly and safely as possible.

WHEN A PARENT/GUARDIAN REPORTS A MISSING PERSON

1. When a staff member or employee receives a report of a missing person, they should immediately notify The Athenaeum Foundation and lock down their area. The Foundation will notify point people to lock down the building via SMS text.
2. Ask for the following information about the missing person:
 - a. Name
 - b. Race
 - c. Age
 - d. Gender
 - e. Height and weight
 - f. Hair color and style
 - g. Clothing
 - h. Shoes
 - i. Distinguishing marks or features
 - j. Last location seen
3. The Athenaeum Foundation staff will go outside the building to observe the building exits, surrounding streets, and parking lot.
4. The Athenaeum Foundation will send the descriptive information about the missing person to point people via SMS text.
5. Parents or legal guardians should remain in the area where the missing person was last seen, and a staff member or employee should remain with the parent or guardian until the person is found.
6. Every staff member and employee is expected to search for the missing person until that person is found.

7. If the person is not found within 20 minutes, more people will be sent to aid the search outside the building. When possible, the parents/guardians should be consulted to determine the location of their vehicle and their vehicle should be searched for the missing person.
8. If the person is not located in 30 minutes, the police will be notified by The Athenaeum Foundation President.
9. When the person is found, The Athenaeum Foundation must verify the identification of the person receiving the child/lost person and verify that this person is actually the parent/guardian. Staff must ask for identification, and make a record of the information on the person taking custody of the child.
10. If the child is found and appears to have been lost and is unharmed, the child is reunited with the parents or caregiver.

WHEN A CHILD/ADULT HAS LOST THEIR PARENT/GUARDIAN

1. When a staff member or employee receives a report of a lost person, they should immediately notify The Athenaeum Foundation and lock down their area. The foundation will notify point people to lock down the building via SMS text.
2. Obtain the following descriptive information of the child/confused adult and give it to The Athenaeum Foundation.
 - a. Name
 - b. Race
 - c. Age
 - d. Gender
 - e. Height and weight
 - f. Hair color and style
 - g. Clothing
 - h. Shoes
 - i. Distinguishing marks or features
 - j. Current location

3. The Athenaeum Foundation will communicate the description of this person to point people via SMS text along with the location of the child/person missing their parent/guardian.
4. Point people should search their immediate area for the parent/guardian.
5. If the parents or guardians are not located in a timely manner, the child/confused adult will be escorted by the staff member using the stairs or public areas to Coat Check Coffee.
6. Staff members should refrain from making physical contact with a child. Holding the child's hand is appropriate if needed.
7. No food or drinks should be provided to the child or confused adult (to prevent allergic reactions and other medical problems).
8. The staff member shall remain with the child/confused adult until a parent/guardian is located.
9. The staff member must physically verify that the person receiving the child/confused adult is the parent/guardian. The staff member must ask for identification, and make a record of the identifying information of the person that is representing themselves as the parent/guardian.

MEDICAL EMERGENCY

If a medical emergency involving a single individual occurs, such as heart attack, seizure, allergic reaction, etc., call 911 immediately.

IF YOU DO NOT KNOW WHAT THE EMERGENCY IS

1. Remain calm.
2. Do not move the person.
3. If the person is bleeding, attempt to stop the bleeding by applying firm pressure to wounds. Avoid contact with blood and bodily fluids.

HEART ATTACK/SEIZURE/STROKE/ALLERGIC REACTION

1. If you are not trained in First Aid or CPR, find someone who is.
2. If you need an AED, there are three in the building:
 - a. In the YMCA
 - b. In the 1st Floor lobby
 - c. In the 2nd Floor box office
3. If a person tells you they are experiencing an allergic reaction and they have an EpiPen (or other medication), administer the medication.
4. If a person is choking, clear the air passages using the Heimlich Maneuver.

SEVERE WEATHER / TORNADO

Severe weather is a threat throughout the year. Severe weather includes the following.

- A severe thunderstorm may produce damaging winds in excess of 60 miles per hour, hail in excess of one inch in diameter and the potential for tornados. They can also produce heavy rain, damaging straight line winds and cloud to ground lightning. Lightning is responsible for many fires as well as potential death in the case of a direct hit to a person.
- A tornado is a funnel-shaped, rapidly rotating column of air that passes in a narrow path over land. The size of a tornado can range from a few yards wide to a mile across. Tornados can strike with little or no warning. The average forward speed of a tornado is 30 mph, but may vary from stationary to 70 mph.
- A winter storm can include blizzards and ice storms.

In the event of severe weather where a determination has been made that the safety of our guests and staff could be at risk, it will be necessary to move guests and staff to areas of the facility that provide a safe environment. The Athenaeum Foundation will make the determination based on the following information:

The National Weather Service (NWS) has issued a warning for the Indianapolis Metropolitan area that would include the direct threat of tornado activity or abnormally high winds in the downtown area or emergency sirens are activated in the downtown area.

SEVERE WEATHER PROCEDURE

The Athenaeum will send notice to point people via SMS text of the emergency situation and will ask people to take shelter. Shelter in the event of severe weather is as follows:

1. Hallway between the lobby and auditorium
2. Hallway between Coat Check Coffee and the YMCA
3. Kellersaal Ballroom in the Rathskeller

BUILDING CLOSING DUE TO WEATHER

The building will be closed only when a state of emergency is declared in Marion County. Weather related closings will be relayed to point people via SMS text, and communicated via television, radio and the foundation website.

ACCESSIBILITY DISCUSSION

Staff and employees who may need assistance due to a disability should designate a co-worker to provide assistance if an emergency develops. This person, identified as an “evacuation assistant,” should be informed about the disabilities and how they can best help.

It is the responsibility of staff and employees of The Athenaeum Foundation and its tenants to be aware of the presence of people who may need assistance in the event of an emergency. When assisting guests in your area in the event of an emergency, special care should be taken to assist people with disabilities.

SUGGESTED GUIDELINES FOR DIFFERENT TYPES OF ABILITIES

1. Mobility Impaired – Wheelchair

Persons using wheelchairs should stay in place, or move to a designated safe area with their evacuation assistant when the alarm sounds. The evacuation assistant should then alert emergency personnel to their location by calling 911. If the person with a disability is alone, they should stay in place or move to an area of refuge and call 911.

Stairway evacuation of wheelchair users should be conducted only by trained professionals or the Indianapolis Fire Department. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users.

2. Mobility Impaired – Non Wheelchair

Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. To assist people with mobility impairments who are ambulatory, ask the person how you can be of assistance and follow their instructions. If danger is imminent, the individual should wait until heavy traffic has cleared before attempting the stairs. If there is no immediate danger (such as detectable smoke, fire, or an unusual odor,) the person with the disability may choose to stay in the building until emergency personnel arrive and determine if evacuation is necessary.

3. Hearing Impaired

The building is equipped with fire alarm strobe lights. If a person with hearing impairments does not see a strobe light, they will need to be alerted of emergency situations. Emergency instructions can be given by writing a short note to evacuate.

4. Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The evacuation assistant should offer their elbow to the individual with a visual impairment and guide them through the evacuation route. During the evacuation, the assistant should communicate as necessary to assure safe evacuation.

Remember, when staying in place or using any of the areas of refuge, tell someone to inform the first emergency responder they encounter where you are located.

THE ATHENAEUM FOUNDATION

CRISIS COMMUNICATION PLAN

COMMUNICATIONS PLAN:

Only The Athenaeum Foundation President is authorized to release information to the media and to the public.

All other staff, volunteers, board, contractors, and vendors will conduct themselves in a professional manner and assist the media by connecting them with the spokesperson or crisis manager, but will neither speak to the media, nor provide any information.

Do not share any information about this event to friends, family, or the media via phone call, text, posts on any social media platforms, or other communication methods.

CALL ORDER

Craig Mince, Athenaeum Foundation President/Spokesperson

Cell:

David Johnson, Athenaeum Building & Facilities Manager

Cell:

PURPOSE

To effectively manage communications through a formal, clearly defined channel in order to mitigate crisis or serious negative repercussions for the The Athenaeum Foundation, and maintain a reputation of leadership and transparency on vital issues and breaking news.

In speaking with the media and public, The Athenaeum Foundation will provide factual information and strategic messaging, and help the media by providing information that enables them to accurately represent the events they are covering.

The objectives of this crisis communications plan are as follows:

- A. Prepare The Athenaeum Foundation staff and tenants to effectively and nimbly manage crisis communications.
- B. Help staff and point people respond in a unified, professional manner that reinforces leadership and establishes trust.
- C. Strategically enhance the organization's brand/role, and the public understanding of the value provided by The Athenaeum Foundation and its tenants.
- D. Manage the distribution of critical, often sensitive, information to the media, members and public.

IMPLEMENTATION

- A. All incidents should be reported to a supervisor and The Athenaeum Foundation immediately.
- B. Only the chief spokesperson, The Athenaeum Foundation President, is authorized to release information to the media and to the public. All other staff, volunteers, board, contractors and vendors will conduct themselves in a professional manner and assist the media by connecting them with the spokesperson and crisis manager, but will neither speak to the media nor provide any information.
- C. There will be one designated crisis manager, The Athenaeum Foundation Executive Assistant, directing and coordinating all aspects of the organization's response, including managing the messages and the media.
- D. Personnel matters are to remain confidential.

EMERGENCY CONTACTS

Emergency Medical Services	911
Fire Department	911
Police Department	911
Non-emergency police line	317-327-3811
Poison Control	1-800-222-1222

VENDOR/UTILITIES etc.

AES	317.261.8111
CITIZEN GAS & WATER	317.924.3311

ATHENAEUM FOUNDATION STAFF

Craig Mince	317-730-7627
David Johnson	317-450-5743
Marianne Isaacs	
Francie Cohen	
Diana Gingerich	

TENANT POINT PEOPLE

Coat Check Coffee			
Grant Bea		317-798-9091	
Erin Buckley		314-707-7329	
Scott Halwes		812-746-5136	
Neal Warner	Owner	765-277-2901	neal@coatcheckcoffee.com
Paul Warner	Owner	765-277-2427	paul@coatcheckcoffee.com
Indiana German Heritage Society (IGHS)			
Ron Flick	Secretary	812-309-2141	rflick1881@att.net
Brian Griesemer	Vice-President	317-646-9467	griebria@hotmail.com
Al Hirt	Treasurer	317-696-1199	mahirt@msn.com
Jim Kienle	President	317-459-9879	
Indiana Performing Arts Center (IPAC)			
Trina Dingle	President/CEO	317-294-7005	td1877@yahoo.com
Flores Law			
Enrique Flores			
Levo Massage Therapy			
Mary Ann Marchand	Owner	813-841-3530	levomassage@outlook.com
Max Kade German-American Center			
Dr. Claudia Grossman	Associate Director	317-918-7047	cgrossma@iupui.edu
Dr. Karen Roesch	Director	830-459-9301	karoesch@iupui.edu
The New Harmony Project			
Jenni Werner	Exec. Artistic Director	917-202-0983	jenni@newharmonyproject.org
Denise Reiter	Dir. of Advancement	463.221.4999	Denise@newharmonyproject.org
Rathskeller Restaurant			
Dan McMichael	Owner	317-590-3705	rathskel@flash.net
Brooke Morrison	Event Coordinator	317-457-5303	rathskellerevents@yahoo.com
Noah Wilds	Night Manager	317-432-8713	
Jackie Lowden		619-852-2696	
Robyn Fields		317-556-7751	
Tim Hebble		317-525-3121	
React (Young Actors Theatre)			
Justin Wade	Executive Director	317-614-5057	justin@reactclasses.org
Georgeanna Smith Wade	Artistic Director	317-255-2755	georgeanna@reactclasses.org
Ryan Mullins	Assoc. Artistic Dir.		ryan@reactclasses.org
YMCA (at the Athenaeum)			
Zac Boersema	Executive Director	317-994-2792	
Andy	Wellness Director	317-937-1869	
Front Desk		317-685-9765	

PHONE SCRIPT

My name is _____ and I am calling from the Athenaeum, located at 401 E. Michigan Street, Indianapolis 46204.

We have an emergency. (PROVIDE A BRIEF EXPLANATION OF THE SITUATION.)

The best entrance to our facility for this emergency is _____.

Answer the operator's questions to the best of your ability and do not hang up until the operator has done so.

COLOR SYSTEM

Code Green Evacuate!

In the case of evacuation, people should move to these locations:

- A. People in Coat Check Coffee, Theatre, or Auditorium should move to the Murat or Penrose corner.
- B. People in the Rathskeller should move to the gravel parking lot behind the Biergarten/Block20 Garage.
- C. People in the YMCA should move to the sidewalk area in front of Block 20 on Michigan Street.

Code Red Lockdown!

If there is an emergency situation that necessitates lock down, or The Athenaeum Foundation gives the directive to lock down, do the following:

1. Lock all exterior doors and guide employees and guests to designated Safe Areas.

Safe Areas are defined as areas of the building that will provide the best level of protection for guests and staff in the event of severe weather or emergency conditions. These areas are identified as follows:

- Hallway between the lobby and auditorium
 - Hallway between Coat Check Coffee and the YMCA
 - Kellersaal Ballroom in the Rathskeller
 - Levo Massage
2. In the event of an active shooter situation, if you are able to move to a room with a door that can be locked, do so.
 3. If emergency personnel have not already been contacted, call 911.
 4. Remain in your safe area until you receive all-clear communication from emergency personnel or The Athenaeum Foundation.

Code Yellow Business as usual – you may see emergency personnel responding to an emergency in the building – i.e., a person is having a heart attack – but no action is needed.



Fire extinguisher; Basement level, inside main entrance to Rathskeller



Fire alarm; Rathskeller door between indoor bar and biergarten



Fire extinguisher; Basement level, west wall in the Grand Kellersal



Fire extinguisher; Basement level, west wall in the Grand Kellersal



Fire extinguisher; Basement level, east wall in the Grand Kellersal



Fire extinguisher; Basement level, outside hallway to men's restroom in Rathskeller dining room



Fire alarm; Inside main entrance to first floor vestibule



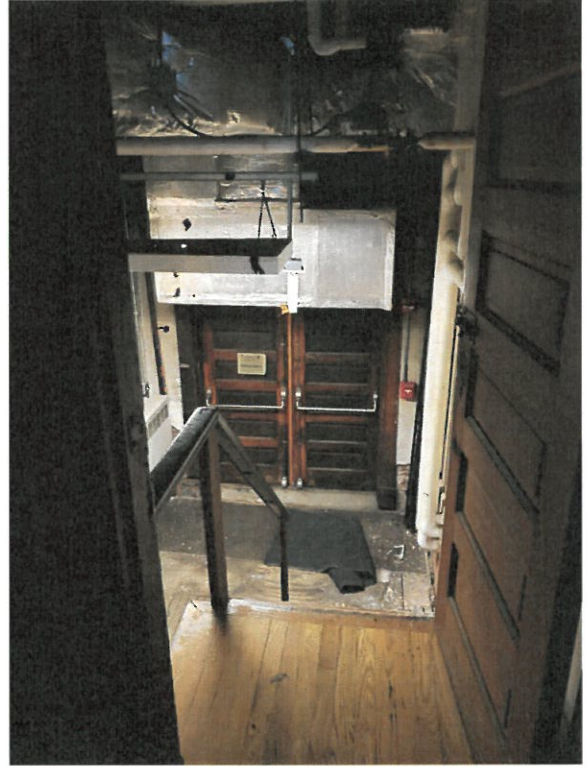
Fire extinguisher; First floor, north wall across from Coat Check Coffee



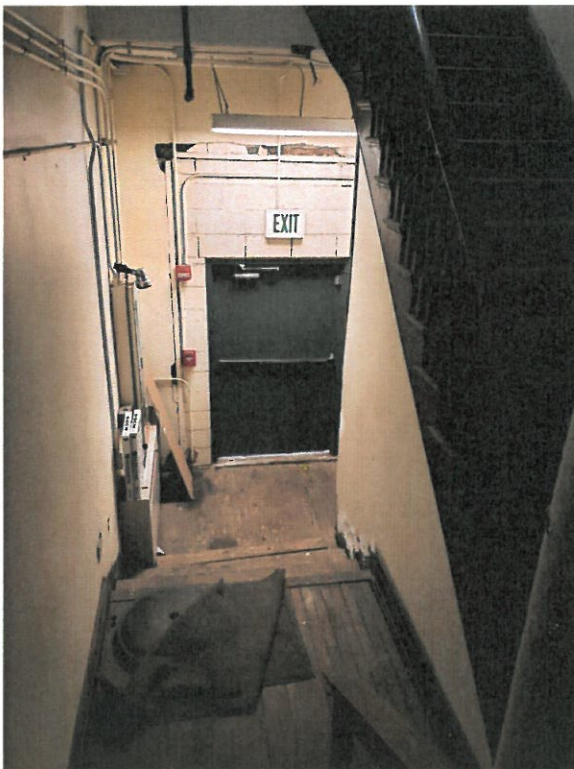
Fire extinguisher; North wall in the Damenverein



Fire extinguisher; North wall inside Auditorium



Fire alarm; Emergency exit to New Jersey behind stage in Auditorium (stage right)



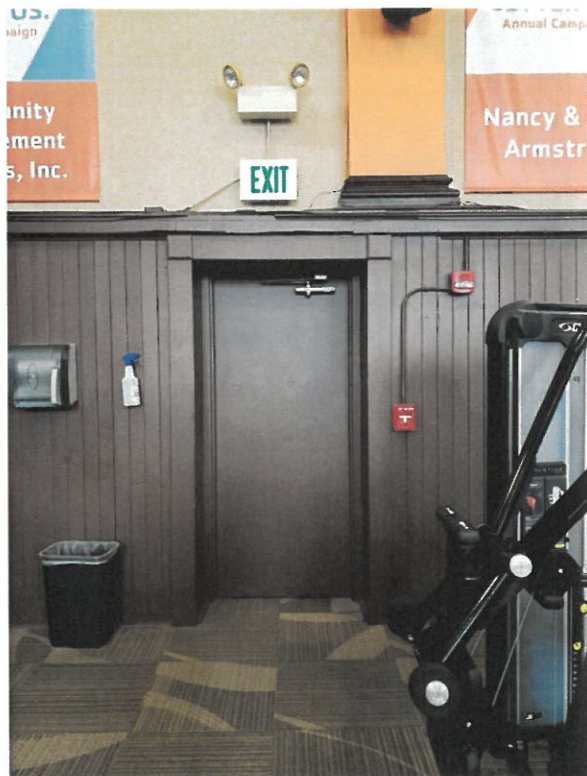
Fire alarm; Emergency exit to biergarten behind stage in Auditorium (stage left)



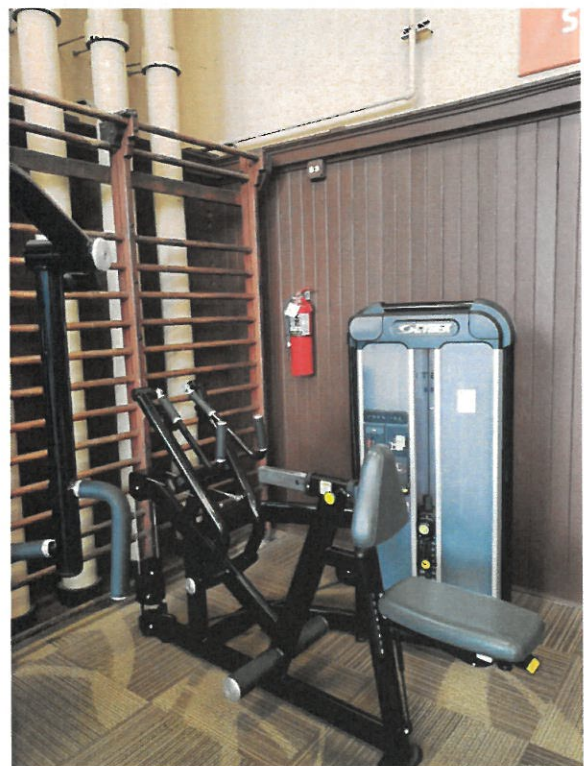
Fire extinguisher; First floor, between entrance to Play & Learn and YMCA main desk



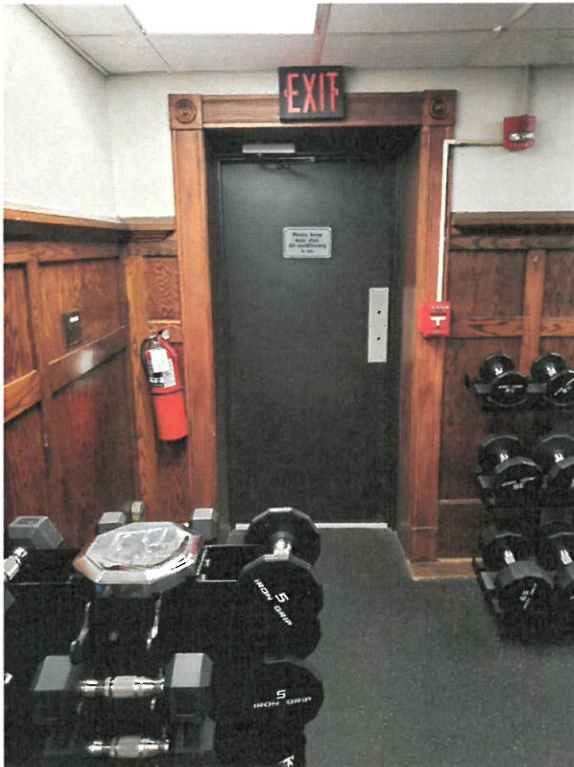
Fire extinguisher and AED; First floor, east wall at north end of YMCA gym



Fire alarm; First floor, emergency exit on west wall at south end of YMCA gym to biergarten



Fire extinguisher; First floor, west wall at south end of YMCA gym



Fire extinguisher and alarm; Basement level, emergency exit from YMCA weight room to biergarten



Fire extinguisher; Second floor landing outside YMCA offices and classrooms



Fire extinguisher; Second floor, Trina's office



Fire extinguisher; Second floor, room between Ambry and preschool (YMCA)



Fire extinguisher; Second floor, outside west theatre door



Fire extinguisher; Back of theatre, mounted to pillar between doors



Fire extinguisher; Theatre, rear stage left



Fire extinguisher; Theatre, rear stage right



Fire extinguisher; Third floor, inside elevator vestibule



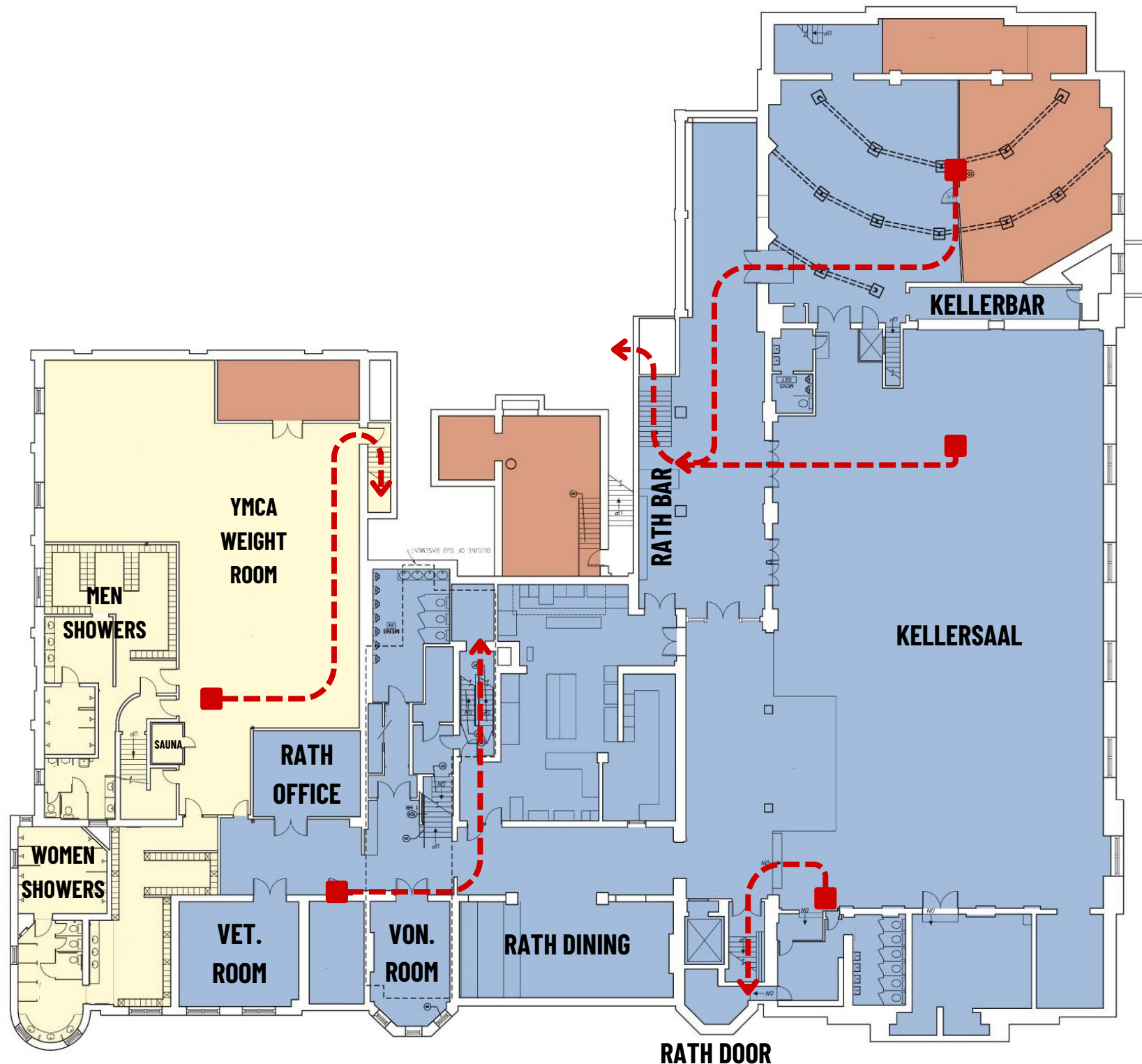
Fire extinguisher; Third floor outside Athenaeum Foundation office



Fire extinguisher; Third floor, southeast corner of hallway in Athenaeum Foundation office

Athenaeum Escape Routes

BASEMENT LEVEL

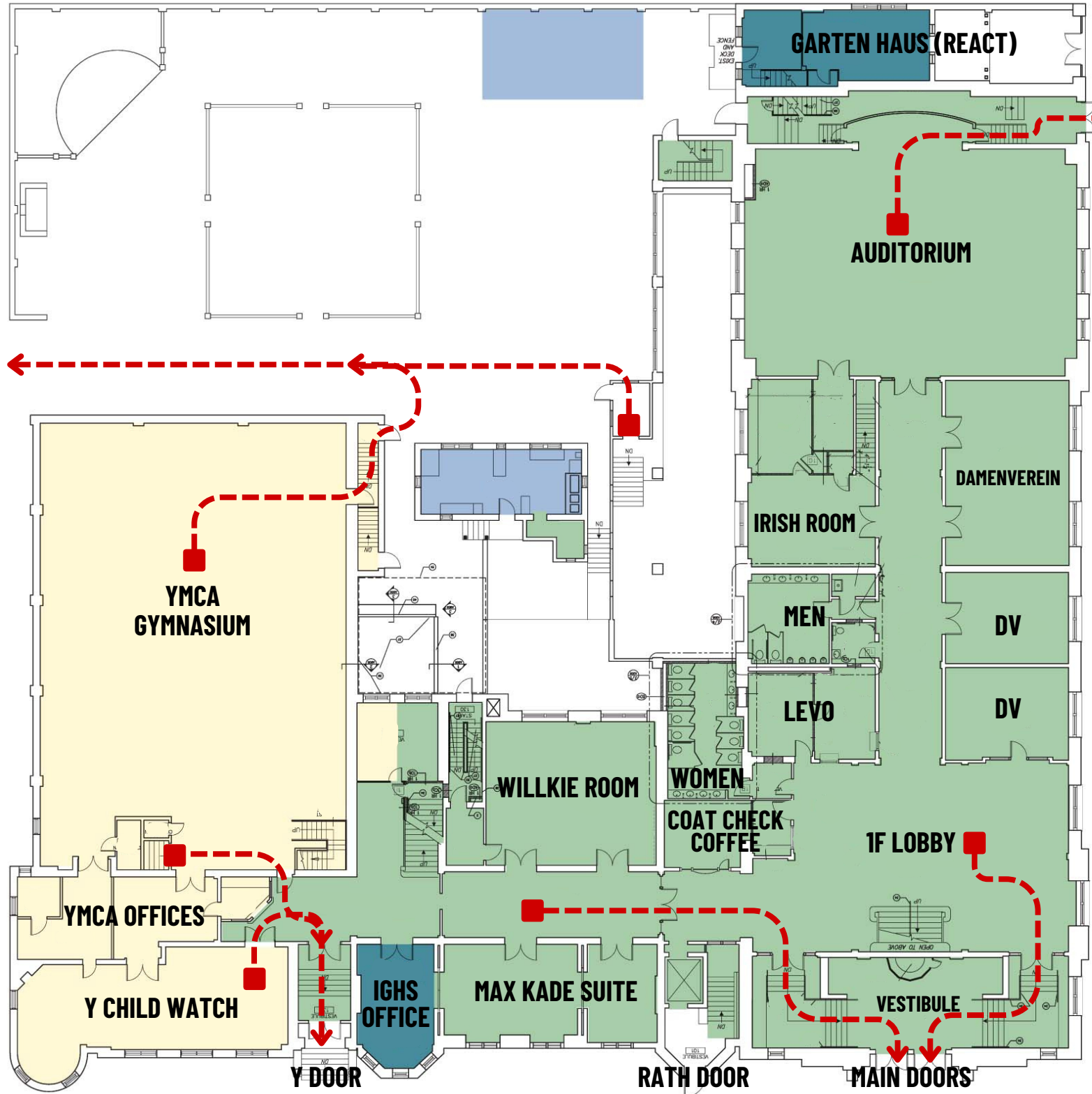


- YMCA
 - Rathskeller
 - Support
 - Theater
 - Miscellaneous Tenants
 - General
- (The Athenaeum Foundation)



Athenaeum Escape Routes

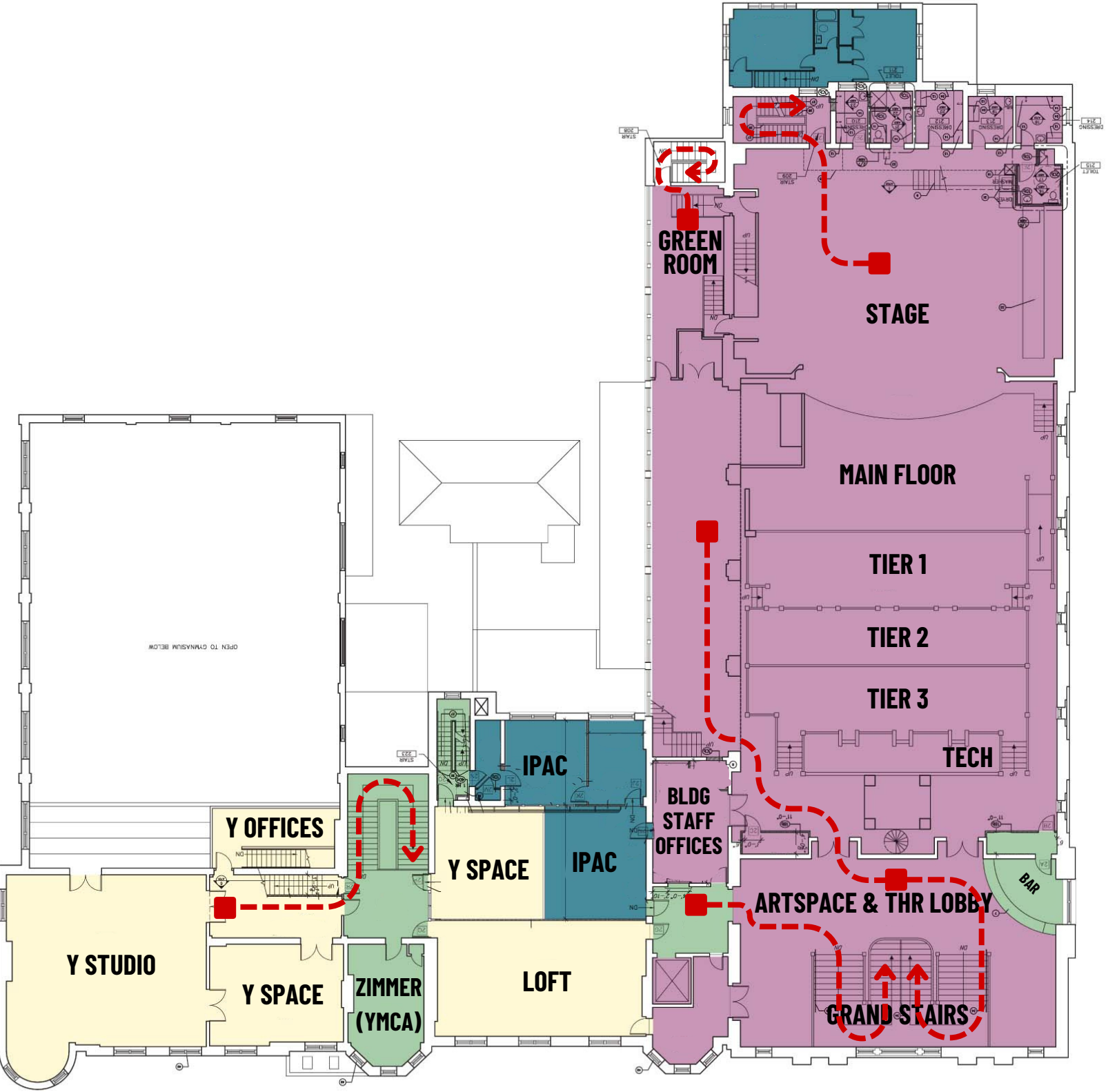
FLOOR ONE (1)



- YMCA
- Rathskeller
- Support
- Theater
- Miscellaneous Tenants
- General
(The Athenaeum Foundation)

Athenaeum Escape Routes

FLOOR TWO (2)



- YMCA
- Rathskeller
- Support
- Theater
- Miscellaneous Tenants
- General
(The Athenaeum Foundation)



Athenaeum Escape Routes

FLOOR THREE (3)



- YMCA
- Rathskeller
- Support
- Theater
- Miscellaneous Tenants
- General
(The Athenaeum Foundation)

