EMERGENCY PROCEDURES

TORNADO
SEEK SHELTER
• Move to an interior room on the lowest level
• Stay away from windows and exterior doors
• Listen to a weather radio for updates
• Stay away from hazardous materials

FIRE
EVACUATE
• Pull the fire alarm
• Call 911
• Leave the building, CLOSE DOORS behind you
• If unable to exit the building go to the nearest stairwell or place of refuge, don’t use elevators
• Assemble in designated area

ACTIVE SHOOTER
RUN - HIDE - FIGHT
• Call 911
• Leave the building
• If evacuation is not possible, hide in a concealed place
• Lock and barricade door, turn off the lights.
• Wait for law enforcement
• As a LAST resort, overpower the shooter

MEDICAL EMERGENCY
STAY CLEAR
• Call 911
• Provide the location, nature of injury or illness, current condition of the victim and other requested information
• Do not move the victim unless in immediate danger
• If trained—administer first aid, CPR/AED

IU EAST
EMERGENCY: Police/Fire/EMS
911
NON-EMERGENCY:
• IUPD-Richmond... 765-973-8357 or -8429
• Physical Plant..... 765-973-8423
• IUEMC............... 317-274-8152
• INLOCC............. 812-855-9758
INFORMATION: protect.IU.edu

SUSPICIOUS ACTIVITY
SEE SOMETHING, SAY SOMETHING
• Object is out of the ordinary
• Person is behaving strangely
• Gut feeling that something is wrong
• If you see something suspicious, do something
• CALL 911

HAZARDOUS MATERIALS
STAY BACK
• If life-threatening, pull the fire alarm, evacuate and call 911
• If non-life-threatening, call 911 and provide information on type of incident and location.
• If you come into contact with a hazardous material, decontaminate and CALL 911

UTILITY FAILURE
IDENTIFY LOCATION
• Call Physical Plant or IUPD to report issues
• Be prepared to provide failure type and location
• University officials may evacuate a building due to utility failures

BOMB THREAT
REMAIN CALM
• Get as much information as possible from the caller—location of device, what it looks like, what will cause it to explode.
• Note background sounds, gender of caller, and any notable characteristics of the caller’s voice.
• CALL 911

During an emergency, always CALL 911 first!