# 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 SOUTH BEND
- **EMERGENCY: Police/Fire/EMS 911**
  - **NON-EMERGENCY:**
    - IUPD-South Bend: 574-520-4239
    - Facilities Mgr.: 574-520-4386
    - EHS: 574-520-4575
    - IUEMC: 317-274-8152
    - INLOCC: 812-855-9758
  - INFORMATION: [protect.IU.edu](http://protect.IU.edu)

## 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

## 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

## 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

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During an emergency, always CALL 911 first!