

# Know what to do during emergencies

Experience around the country has shown that during a campus emergency students will look to the faculty member for leadership and guidance. IU Emergency Management and Continuity offers the following guidance.

## For starters

Review this guide and the Emergency Procedures grid. Emergency procedures also can be found at:  
<https://protect.iu.edu/emergency-planning/procedures/index.html>.

Learn about your building incident management team and the building's evacuation/emergency action plan so you know where to direct students during evacuations. Find this information at:  
<https://iu.box.com/BuildingEmergency-Plans>.

Include emergency information on fires, evacuations, earthquakes, severe weather, and violence/active shooters in your syllabus for each class.

(See template for your classroom at <https://protect.iu.edu/about/educational-materials/index.html>).

## Emergency alerts

Emergency alerts are sent primarily through the IU-Notify system via phones (voice/-text), email, Facebook, Twitter, and Alertus desktop alerts (Alertus software is available for personal computers from IUware.)

Your classroom cell phone policy should require at least one person, such as a T.A., to leave a cell phone turned on to receive IU-Notify alerts.

Make sure to update your information on [one.iu.edu](https://one.iu.edu) (search for IU-Notify). **Text alerts are the quickest method!**

Know where the weather radio for your building is located and what the alerts mean.

Understand why the Joseph County sirens go off. Understand your community's emergency warning systems. Go to your county's website to learn how and when you will be alerted about an emergency.

## Emergency numbers

Program IUPD-South Bend into your phone:  
**574-520-4499**.

Record your emergency contacts on paper in case your cell phone becomes unavailable.

Emergency contacts can be found online at:  
<https://protect.iu.edu/emergency-planning/emergency-contact/index.html>.

If you see something, say something:

Report all emergencies and suspicious activity to IUPD South Bend at:  
**911 or 574-520-4499**.

Report any concerns you have about students, faculty, or staff to the Dean of Student's Office, Student Affairs or the Threat Assessment Team if one has been formed on your campus.

## Shelter-in-place

**Shelter-in-place** is a request made by campus authorities when moving around campus puts your safety in jeopardy – possibly due to violent acts on campus, hazardous material spills, or other situations.

Know your classroom:

Where are the exits?

Does the door lock?

Depending on the situation, consider these actions while sheltering:

- Lock doors
- Turn out lights
- Stay quiet
- Silence your cell phone
- Get informed about the situation
- Check in with others via text or email

## Additional emergency preparations

Buy or assemble an emergency preparedness kit for home AND work. Encourage your students to do the same.

Bookmark <https://protect.iu.edu> to have quick access to emergency information and procedures.

Get a Campus Emergency Preparedness Certificate (CEPC) for IU employees offered through IU Emergency Management and Continuity in cooperation with University Human Resources.

Participate in an on-campus emergency preparedness exercise (email [IUEMC@iu.edu](mailto:IUEMC@iu.edu))

Learn about evacuation procedures for people with disabilities:  
[https://www.iusb.edu/disability-support/emergency\\_preparedness.php](https://www.iusb.edu/disability-support/emergency_preparedness.php). For more preparedness tips, check out:  
<http://www.ready.gov>



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University Emergency Management and Continuity