

# 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/BuildingEmergencyPlans>.

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 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 Marion County sirens go off by visiting this site: <http://www.indy.gov/eGov/City/DPS/DHS/Documents/Copy%20of%20Siren%20Protocol%20070111.pdf>.

## Emergency numbers

Program IUPD-IUPUI Police into your phone: **317-274-7911**.

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-IUPUI Police at **911** or **317-274-7911**.

Report any concerns you have about students, faculty, or staff to the Behavioral Consultation Team at:

<http://bct.iupui.edu>.

## 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))

For more tips on preparedness, check out:

<http://www.ready.gov>



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University Emergency Management and Continuity