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 NORTHWEST

EMERGENCY: Police/Fire/EMS
911

NON-EMERGENCY:
- IUPD-Gary......... 219-980-6501
- Campus Facilities.. 219-980-6710
- EHS...................... 219-981-4230
- IUEMC............... 317-274-8152
- INLOCC .......... 812-855-9758

INFORMATION: 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

During an emergency, always CALL 911 first!
Faculty quick guide – IU Northwest

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, 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 (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 the Lake County notification system by going to this website: https://www.lakecountyin.org/portal/group/emergency-mgmt/page/response. The emergency management site is: https://www.lakecountyin.org/portal/group/emergency-mgmt/page/default.

### Emergency numbers

Program IUPD-Northwest into your phone:

**219-980-6501**

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 Northwest at 911 or 219-980-6501.

Report any concerns you have about students, faculty, or staff to the Dean of Student’s Office, Student Affairs or the Student Behavioral Consultation 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)

Learn more about preparedness by checking out:

http://www.ready.gov

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**INDIANA UNIVERSITY**

**OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR UNIVERSITY ACADEMIC AFFAIRS**

University Emergency Management and Continuity