**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 SOUTHEAST**
**EMERGENCY:** Police/Fire/EMS
**911**
**NON-EMERGENCY:**
- IUPD-New Albany.. 812-941-2400
- Campus Facilities.. 812-941-2330
- EHS................. 812-941-2989
- 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 Southeast**

**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.

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<th>Emergency alerts</th>
<th>Emergency numbers</th>
<th>Shelter-in-place</th>
<th>Additional emergency preparations</th>
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<td>Review this guide and the Emergency Procedures grid. Emergency procedures also can be found at: <a href="https://protect.iu.edu/emergency-planning/procedures/index.html">https://protect.iu.edu/emergency-planning/procedures/index.html</a>.</td>
<td>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.).</td>
<td>Program IUPD-Southeast into your phone: 812-941-2400.</td>
<td><strong>Shelter-in-place</strong> 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.</td>
<td>Buy or assemble an emergency preparedness kit for home AND work. Encourage your students to do the same.</td>
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<td>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: <a href="https://iu.box.com/BuildingEmergency-Plans">https://iu.box.com/BuildingEmergency-Plans</a>.</td>
<td>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.</td>
<td>Record your emergency contacts on paper in case your cell phone becomes unavailable. Emergency contacts can be found online at <a href="https://protect.iu.edu/emergency-planning/emergency-contact/index.html">https://protect.iu.edu/emergency-planning/emergency-contact/index.html</a>.</td>
<td>Know your classroom: Where are the exits? Does the door lock?</td>
<td>Bookmark <a href="https://protect.iu.edu">https://protect.iu.edu</a> to have quick access to emergency information and procedures.</td>
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<tr>
<td>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 <a href="https://protect.iu.edu/about/educational-materials/index.html">https://protect.iu.edu/about/educational-materials/index.html</a>).</td>
<td>Make sure to update your information on one.iu.edu (search for IU-Notify). <strong>Text alerts are the quickest method!</strong></td>
<td>If you see something, say something: Report all emergencies and suspicious activity to IUPD Southeast at: 911 or 812-941-2400.</td>
<td>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</td>
<td>Get a Campus Emergency Preparedness Certificate (CEPC) for IU employees offered through IU Emergency Management and Continuity in cooperation with University Human Resources.</td>
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<td>Know where the weather radio for your building is located and what the alerts mean.</td>
<td>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.</td>
<td></td>
<td>Participate in an on-campus emergency preparedness exercise (email <a href="mailto:IUEMC@iu.edu">IUEMC@iu.edu</a>)</td>
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<td>Understand why the Floyd 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 emergencies.</td>
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<td>Learn about campus emergency procedures at: <a href="https://www.about-southeast/emergency-preparedness/emergency-procedures.php">https://www.about-southeast/emergency-preparedness/emergency-procedures.php</a>. For more preparedness tips, check out: <a href="http://www.ready.gov">http://www.ready.gov</a></td>
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