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

**IUPUI**
**EMERGENCY: Police/Fire/EMS**
911
**NON-EMERGENCY:**
- IUPD-IUPUI.......... 317-274-7911
- Campus Facilities.. 317-278-1900
- EHS.................... 317-274-2005
- IUEMC................. 317-274-8152
- INLOCC.............. 317-274-8951

**INFORMATION:** protect.iu.edu

**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

**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

**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 – IUPUI

### 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.

<table>
<thead>
<tr>
<th>For starters</th>
<th>Emergency alerts</th>
<th>Emergency numbers</th>
<th>Shelter-in-place</th>
<th>Additional emergency preparations</th>
</tr>
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<tbody>
<tr>
<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-IUPUI Police into your phone: 317-274-7911</td>
<td>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.</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://ui.box.com/BuildingEmergency-Plans">https://ui.box.com/BuildingEmergency-Plans</a>.</td>
<td>Your classroom cell phone policy should require at least one person 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.</td>
<td>Know your classroom:</td>
<td></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). Text alerts are the quickest method!</td>
<td>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>Where are the exits?</td>
<td></td>
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<tr>
<td>If you see something, say something: Report all emergencies and suspicious activity to IUPD-IUPUI Police at 911 or 317-274-7911.</td>
<td>Know where the weather radio for your building is located and what the alerts mean.</td>
<td>Depending on the situation, consider these actions while sheltering:</td>
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<td></td>
<td></td>
<td>• Turn out lights</td>
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<td></td>
<td></td>
<td>• Stay quiet</td>
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<td></td>
<td></td>
<td>• Silence your cell phone</td>
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<td></td>
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<td>• Get informed about the situation</td>
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<td></td>
<td>• Check in with others via text or email</td>
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</tbody>
</table>

### Additional tips

- **Emergency numbers**: Include emergency information on fires, evacuations, earthquakes, severe weather, and violence/active shooters in your syllabus for each class.
- **Shelter-in-place**: Where are the exits?
- **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](https://protect.iu.edu/emergency-planning/emergency-contact/index.html).
- **Buy or assemble an emergency preparedness kit for home AND work. Encourage your students to do the same.**
- **Bookmark**: [https://protect.iu.edu](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).