

# 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 or local news for updates.
- Stay away from hazardous materials.



## FIRE

### EVACUATE

- Pull the fire alarm.
- **CALL 911.**
- Leave the building and **CLOSE DOORS.**
- If unable to exit the building, go to the nearest stairwell or place of refuge. Do not use elevators.
- Assemble in a 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 or CPR.



## 911 EMERGENCY: POLICE/FIRE/MEDICAL



FOR MORE INFORMATION:  
[protect.iu.edu](http://protect.iu.edu)

### NON-EMERGENCY

- IUPD-Indianapolis .....317-274-2058
- Campus Facilities Services .....317-278-1900
- Environmental Health & Safety (EHS).....317-274-2005
- IU Emergency Management & Continuity.....317-274-8152
- Loss Control (INLOCC).....317-274-8951

## UTILITY FAILURE

### IDENTIFY LOCATION

- Call Campus Facilities Services or IUPD to report issues.
- Be prepared to provide failure type and location.
- University officials may evacuate a building due to utility failures.



## SUSPICIOUS ACTIVITY

### SEE SOMETHING, SAY SOMETHING

- Examples include a person is behaving strangely, an object is out of the ordinary and there is a gut feeling that something is wrong.
- If something is spotted, **CALL 911.**



## HAZARDOUS MATERIALS

### STAY BACK

- If life threatening, pull the fire alarm, evacuate, and **CALL 911.**
- If not life threatening, call EHS (IUPD for nights and weekends) and provide information on type of incident and location.
- If contact is made with a hazardous material, decontaminate and seek medical attention as necessary.



## 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.**