Emergency Procedures Guide

Introduction

This brochure is intended to be a quick reference for basic information on different types of emergencies. It meets many, but not all, requirements of the Occupational Safety and Health Administration, Environmental Protection Agency, and National Fire Protection Association.

In the event of any emergency call 911 to report the situation. Then call IU South Bend Police at: 520-4239

To assist you in reporting locations to the police and fire departments, the following are street addresses for IU facilities:

Building Addresses:
- Civil Rights Heritage Center: 1040 W. Washington St.
- Parking Garage: 1850 Mishawaka Ave.
- Wiekamp Hall: 1800 Mishawaka Ave.
- Administration Building: 1700 Mishawaka Ave.
- Elkhart Center: 125 E. Franklin St.
- Education & Arts Building: 1002 S. Esther St.
- Fine Arts: 1717 Ruskin St.
- Schurz Library: 1730 Hildreth St.
- Riverside Hall: 1960 Northside Blvd.
- Northside Hall: 1825 Northside Blvd.
- Purdue Building: 1733 Northside Blvd.
- Greenlawn Hall: 1011 20th St.
- Student Activities Center: 941 20th St.
- River Crossing Apartments: 1735 Titan Drive
- Sculpture House: 910 E. Wayne St.

If further information is required to assess any emergency listed in this handout visit www.iusb.edu/~iupdsb

Information blanks are provided in several sections and should be filled in immediately. Once the blanks are filled in and procedures reviewed, the brochure should be kept in a readily accessible location, preferably near the telephone.

How To Contact Us

For more information about any safety or security issue visit www.iusb.edu/police or call the IU South Bend campus police department business office at 520-4499. (8 a.m.-5 p.m. M-F)

Medical Emergencies

Do not move a seriously injured person unless they are in a life threatening situation. Call 911 immediately. Once emergency assistance is secured, then call campus police at 520-4239.

List persons in your area who are trained in first aid or CPR:

Name: ____________________________
Location & Phone #: ______________________

A first aid kit is located ________________________
Automated External Defibrillator (AED) is located at ____________________________

Tornado/Severe Thunderstorm

Tornado Watch
Tornado and severe thunderstorms are possible. Continue normal activities but designate someone to monitor the situation and notify others in the building if storm conditions become threatening to your safety or the safety of others in your building or area.

Tornado Warning
In the event you are located in a “Tornado Warning” area: Seek shelter immediately. If in a university building, go to the safe area immediately. Remain in the safe area until the “all clear” is given. If in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection.

Call 911 to report emergencies. Call campus police at 520-4239 to report damage or minor injuries.

Your Safe Area Location(s):

__________________________________________________________________________

How To Contact Us

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**Bomb Threat/Suspicious Package**

**Bomb Threat by Phone**
The person receiving the telephone call should remain calm and listen carefully. Immediately call the campus police department at 4239. Provide as much information as possible.

**Questions to Ask:**
When is the bomb going to explode?
Where is it right now?
What building? What floor?
What does it look like? What kind of bomb is it?
What will cause it to explode?
Did you place the bomb? Why?
What is your address? What is your name?

**Suspicious Package**
If a suspicious package or device is found, immediately notify campus police at 4239. Do not touch or handle suspicious items. A university administrator will be responsible for ordering the evacuation of any building.

**Bomb Threat by Writing**
If a bomb threat is received by written communication, immediately notify campus police at 4239. Do not handle the communication and give the document to police.

**Hazardous Materials Release**
If there is a hazardous materials spill or release:
Notify persons in the area that a spill or release has occurred. In case of bodily contact with the hazardous material, remove any contaminated clothing immediately and flush all areas of bodily contact with large amounts of water for 15 minutes.

For medical assistance call 911. Call campus police at 4239 to report the incident and receive further instructions.

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**Fire**

Upon discovering a fire or smoke in the building: Shout “FIRE!” and alert people in the area to evacuate. Activate the nearest fire alarm. After sounding the alarm, leave the building through stairway exits. Close doors as you leave. The alarm may not sound continuously. If the alarm stops, continue the evacuation. Once outside, move away from the building, leaving walks and driveways open for arriving firefighters. Proceed to a prearranged safe area to take roll call.

**DON'T USE ELEVATORS DURING A FIRE EMERGENCY.**

**Earthquake**

**During an Earthquake:**
If you are indoors, stay there. Get under a desk or table. Stay clear of windows, bookcases, and mirrors. If possible, extinguish any open flames or sources of ignition immediately. Do not use elevators.

If you are outside, get into an open area away from trees, buildings, walls, and power lines. If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside the vehicle until the quake is over.

**After an Earthquake:**
Check for injuries. Do not move seriously injured individuals unless they are in immediate danger. If you suspect or know that someone is trapped in the building, call 911.

If gas and water leaks, broken electrical wiring, broken sewage lines, building cracks or damage are noted, exit the building immediately. Do not touch electrical switches in the area. Call campus police at 4239 for assistance.

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**Evacuation of Persons with Disabilities**

Prior to any emergency situation, individuals with impairment should develop an escort system in their daily environment. Escorts can assist individuals with disabilities if emergency evacuation becomes necessary. Persons with mobility limitations should go to the designated disabled evacuation point. The evacuation points are labeled on the emergency evacuation maps located in each building. Remain at the evacuation point until an all-clear is given, or until emergency personnel arrive. Emergency personnel will respond to disabled evacuation locations should evacuation be necessary.

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**Criminal Activity/Assaults**

If you observe a crime in progress or you are the victim call 911 immediately. Report as much information as possible including:

**Suspicious Activity:**
- Suspect’s description: height, weight, sex, clothing
- Location: Direction of travel
- Vehicle: color, year, make, model, license

If you are assaulted: description of assailant, if items were stolen, and any other information listed above that relate to the crime.

If you are sexually assaulted, call 911: preserve all physical evidence, do not take a shower or use the restroom, and seek medical attention.

For additional Information visit: www.iusb.edu/~iupdsb/clerysecurityreport.shtml#sassault

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**Safety Guidelines for Armed Subjects, Active Shooter Situations**

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area.

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

**Run**
If a safe path is available, run. Always try and escape or evacuate even if others insist on staying. Encourage others to leave with you but don’t let the indecision of others slow down your own effort to escape. Once you are out of the line of fire, try to prevent others from walking into the danger zone and call 9-1-1

**Hide**
If you can’t get out safely, find a place to hide. When hiding, turn off lights, remember to lock doors and silence your ringer and vibration mode on your cell phone.

**Fight**
As a last resort, working together or alone, act with aggression, use improvised weapons to disarm the shooter. Commit to taking the shooter down.

**What to expect from responding police officers:**
Police officers are trained to proceed immediately to the area where shots were last heard and stop the shooting as quickly as possible. Officers may be wearing tactical gear. Regardless of how they look, remain calm. The first officers to respond will not stop to aid injured people. Other teams will help them. Comply with all directives given by police. Police will not usually allow anyone to leave until the situation is fully under control and witnesses have been identified and questioned.