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 facilities on campus:

Building Addresses:
- Parking Garage 1850 Mishawaka Ave.
- Wiekamp Hall 1800 Mishawaka Ave.
- Administration Building 1700 Mishawaka Ave.
- Elkhart Center 125 E. Franklin St.
- Education & Arts Building 1720 Ruskin St.
- Fine Arts 1717 Ruskin St.
- Schurz Library 1750 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

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 visit the IU South Bend emergency preparedness Web site at: www.iusb.edu/~iupdsb.

For information about any safety or security issue, 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. If medically trained personnel are not available in your area and/or an ambulance is needed, call 911 immediately. Once emergency assistance is secured, then call campus police at 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 4239 to report damage or minor injuries.

Your Safe Area Location(s):
________________________________________________________________________
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?

Suspect Information:
Sex: Accent: Age:
Are there background sounds such as, street noises, car sounds, restaurant noises, voices, etc.?
Number at which call is received:
Time: Date:
Name of call taker: Phone#:

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 in 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 campus 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.

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. These persons should be reached safely and secured, or if you can safely exit the building.

If an active shooter enters your office or classroom:
Dial 911. If you can't speak, leave the line open. Normally the location of a 911 call can be detected without speaking.

If you decide to flee during an active shooting situation:
Make sure you have an escape route and plan in mind. Do not carry anything. Do not attempt to remove injured people. Move quickly, keep your hands visible, and follow the instructions of any police officers you encounter. If you know the location of the shooter, tell the officers. Do not attempt to drive off campus until advised by police officers or campus administrators. Until you are released, remain at whatever assembly point authorities designate.

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 attempt to drive off campus until advised by police officers or campus administrators. Until you are released, remain at whatever assembly point authorities designate.

Bomb Threat/Suspicious Package

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 drives open for arriving firefighters. Proceed to a prearranged safe area to take roll call.

DON'T USE ELEVATORS DURING A FIRE EMERGENCY.

Earthquake
If you are outdoors, 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 windows, and power lines exist, avoid overpasses and power lines. Stay inside the vehicle until the quake is over.

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

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:

Person's description: height, weight, sex, clothing Location: Description of travel Vehicle: color, year, make, model, license

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

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

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.

If an active shooter is outside your building, proceed to a room that can be locked. Then close and lock all the windows and doors, and turn off all the lights. If possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police, or a campus administrator known to you, gives the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer or an official campus administrator.

If an active shooter is in the building:
Determine if the room you are in can be locked and if so, follow the instructions above. If your room can’t be locked, determine if there is a nearby location that can