

IUPUI

In an emergency, call:

Campus Phone

911

Non-Campus Phone

317-274-7911

EMERGENCY PROCEDURES

University Resources

IUPUI Emergency Preparedness	www.iupui.edu/prepared 317-274-8152
Environmental Health & Safety	www.ehs.iupui.edu 317-274-2005
IUPUI Police	www.police.iupui.edu 317-274-7911
Campus Facility Services	www.iupui.edu/~cfs 317-278-1900
Radiation Safety	researchadmin.iu.edu/cs-radsafety.html 317-274-4797
Safety Escort	317-274-SAFE
Campus Operating Status / Emergency Weather Closing	www.iupui.edu/prepared 317-278-1600

University Information

University Radio	1610 AM
University Information Line	317-278-1600

Health and Mental Health Services

IUPUI Health Services	www.health.iupui.edu 317-274-8214
Ouch Pager (Needlesticks)	317-312-OUCH (6824)
Employee Assistance	888-234-8327
Student Counseling and Psychological Services (CAPS)	317-274-2548
Crisis and Suicide Hotline	317-251-7575
Midtown Mental Health Center (24 hours)	317-630-8485

Emergency Information Resources

This guide is intended for use by faculty and staff members at IUPUI and has been designed for quick reference during emergency conditions on **this campus**. Employees working at other locations may have slightly different procedures and phone numbers.

Recipients of the guide should become familiar with its contents and any additional site specific procedures. Dedicate time during faculty and staff meetings to review and discuss emergency procedures relevant to your laboratories or work areas.

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

In instances where emergency procedures for hospitals or for the IUPUI Police Department differ from those in this guide, such procedures will supersede the instructions in the guide for persons in those departments.

We, members of the IUPUI community, play a critical role during emergency response procedures. Our students and visitors may not be familiar with the building they are in, the hazards presented in the building, or the procedures that should be followed to ensure their health and safety in the event of an emergency. They will depend on us for immediate direction and assistance. Please review and become familiar with this guide.

If you have questions regarding this this Emergency Procedures Guide or would like more copies, contact the Office of Emergency Preparedness at 317-274-8152.

About this Guide

When calling Emergency Personnel, you should have this information readily available.

Building Name:	Building Street Address:	
Department:	Floor / Room #:	
Department Safety Coordinator:	Phone #:	
Building Warden:	Phone #:	Room #:
Floor Warden:	Phone #:	Room #:
Severe Weather Shelter (for Shelter-in-Place):		
Designated Meeting Place for Evacuation:		
Refuge Place for Disabled (2 places):	Refuge Place for Disabled (2 places):	
Emergency Exits:	Nearest First Aid Kit:	
Automated External Defibrillator (AED) Device Locations (campus locations can be found at police.iupui.edu):		

My Building Information

If you discover a utility failure, call Campus Facilities Services at **317-278-1900**. Be prepared to give:

- Building name:
- Floor:
- Room number:
- Nature of problem:
- Person to contact and phone number:

Electrical/Light Failure

If hallway lights are out, locate exit stairs or doors and **evacuate** the building while emergency lights are on. Do not enter the building or use laboratories until power is restored. Emergency lighting should be considered temporary and will not support building operations. If you are in a laboratory equipped with a fume hood and/or biosafety cabinet, close all hoods and biosafety cabinet sashes.

Plumbing/Floor/Water Leak

If you discover leaking water or know the source of a water leak, contact Campus Facilities Services. Do not walk through standing water due to the potential for electrocution.

Natural Gas Leak

If you discover a natural gas leak, leave the area immediately and contact IUPUI Police at **911** from a campus phone or **317-274-7911** from a non-campus phone.

Utility Failure

If you discover a fire, explosion or smoke in a building, activate the nearest fire alarm and proceed to evacuate, following the evacuation procedures in this booklet. Warn others as you exit. Notify IUPUI Police at **911** from a campus phone or **317-274-7911** from a non-campus phone. Always call from a safe location. Do not use elevators unless directed to do so by authorized emergency personnel.

When a fire alarm sounds, Indiana law requires complete evacuation of the building. Follow the steps on the **Evacuation** page of this booklet, your building's evacuation plan, and the instructions of your floor and building wardens.

If smoke, heat or flames block your exit routes, stay in the room with the door closed. If there is a telephone in the room, call **911** from a campus phone or **317-274-7911** from a non-campus phone to alert IUPUI Police of your situation.

Report all fires, even those which have been extinguished, to IUPUI Police at **911** from a campus phone or **317-274-7911** from a non-campus phone.

If the fire is small enough to be extinguished *and you have had extinguisher training*, use a portable fire extinguisher to put out the fire. If you have any doubts about the size of the fire or your ability to extinguish it, do not try. Evacuate! *Never attempt to put out a fire yourself until someone has notified the authorities.*

Report potential hazards to Fire Protection Services at **4-8000** from a campus phone or **317-274-8000** from a non-campus phone.

Evacuate if:

- A fire alarm is sounding
- There is the presence of fire, smoke, or the odor of burning in the building

Fire

Evacuate:

Leave your building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel; **this is required by Indiana law.**

- Turn off equipment.
- Secure hazardous operations if possible.
- If you are in a laboratory equipped with a fume hood and/or a biosafety cabinet, close hoods and sashes.
- Notify others on your way out.
- Close doors behind the last person out.
- Walk quickly to the nearest safe exit, or follow instructions of floor warden(s).
- Do not use elevators unless authorized emergency personnel direct you to do so.
- Report any missing or trapped persons to authorized emergency personnel.
- Move away from the building and go to your evacuation meeting site.
- Do not re-enter the building until authorized emergency personnel give the “all clear” signal.

If You Cannot Evacuate (because of disability, injury, or obstruction):

- Go to the Place of Refuge or the nearest area where there are no hazards.
- Notify IUPUI Police at **911** from a campus phone or **317-274-7911** from a non-campus phone.
- Signal out the window to emergency responders if possible.
- Remain calm, responders will arrive.

Persons with Disabilities:

Persons who may require assistance to evacuate a building must be provided that assistance by those trained to do so, if possible. Persons in wheel chairs should not use the elevator unless instructed to do so by the fire department. These individuals must be protected in a safe place while awaiting rescue by the fire department. They should normally be safe in a designated Place of Refuge or an interior room near the stairwell if a Room of Refuge is not designated. If an alternate stairway is available it should be used in this event. Persons with disabilities as well as others who plan to assist them should be familiar with the Emergency Evacuation Action Plan.

Notify Responders: The location of all persons who remain in a building should be relayed to responding emergency personnel.

Evacuation

Biological threats targeting individuals or departments can frequently be controlled by screening materials and by following the procedures listed below. Responding public safety agencies have plans in place to deal with these types of threats. Following the procedures below will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents.

Mail and package delivery to each department should be screened for suspicious letters and/or packages.

Common features of threat letters/packages are:

- No return address,
- Handwritten or poorly typed address,
- Misspelling of common words,
- Restrictive markings such as "Confidential" or "Personal",
- Excessive weight,
- Feel of a powdery or foreign substance.

What to do if you are suspicious:

- Stay calm, do not panic.
- Do not move or handle a suspicious package.
- Evacuate the area and call IUPUI Police at **911** from a campus phone or **317-274-7911** from a non-campus phone. Tell them exactly what you have done and any information you have with regard to the threat.
- Do not clean up a suspicious powder.
- Turn off local fans or ventilation units in the area if you suspect that a device has been activated and the fan/ventilation switches are quickly and easily accessible.
- Wash your hands with soap and water to prevent spreading contamination.

Public safety responders can evaluate the risk to those in the room at the time of potential exposure as well as any impact on the remainder of the building. Based upon that risk assessment, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the area involved to normal activity will begin as soon as possible.

Suspicious Packages

Do not move a seriously injured person unless they are in a life threatening situation.

Know your street address so you can give that to emergency services:

Street Address: _____

In the event of a serious injury or illness, immediately call **911** from a campus phone or **317-274-7911** from a non-campus phone. Give as much information as possible regarding:

- Nature of the illness or injury,
- Victim's location,
- Is victim conscious, breathing, bleeding,
- Victim's injuries,
- Chemicals or radioactive materials involved.

Send someone to the building entrance to meet the ambulance.

Only trained personnel should provide first aid or CPR. If first aid or CPR training is desired, contact the Office of Environmental Health & Safety at **317-274-2005**.

Location of nearest Automated External Defibrillator (AED): _____

AED Locations are available at police.iupui.edu.

For injuries that do not require urgent attention, go to IUPUI Health Services during their normal working hours, www.health.iupui.edu, or call **317-274-8214**.

If trained personnel are not available in your area or if an ambulance is needed, call:

Wishard Ambulance Service: **9-911** from a campus phone or **911** from a non-campus phone

And

IUPUI Public Safety Dispatch Center: **911** from a campus phone or **317-274-7911** from a non-campus phone

Mental Health

If you are concerned about a member of the IUPUI community, call Counseling and Psychological Services (CAPS) at **317-274-2548**, or email them at capsindy@iupui.edu. CAPS is not a 24-hour facility. Please contact the Emergency Help numbers listed below or the IUPUI Police for 24-hour assistance.

Emergency Help: Crisis & Suicide Hotline at **317-251-7575** Midtown Mental Health Center (24 hours) at **317-630-8485** BehaviorCorp (24 hours) at **317-574-1252**.

Students: CAPS provides professional mental health services for students. Further information can be obtained by calling **317-274-2548**, emailing capsindy@iupui.edu, or by going to life.iupui.edu/caps.

Staff: The Employee Assistance Program (EAP) is available to all full-time employees and members of their household. Call **888-234-8327**.

Medical Emergency and Mental Health

All bomb threats are to be taken seriously. Notify IUPUI Police at 911 from a campus phone or 317-274-7911 from a non-campus phone immediately.

If you receive a bomb threat by phone, remain calm, write down the caller's exact words, and note the time of the call.

Time of Call: _____ Length of Call: _____ Person taking call: _____

Exact wording of the threat: _____

Ask the caller:

When will the bomb explode? _____

Where is the bomb? _____

What does it look like? _____

What will cause it to explode? _____

What building is it in? _____

What floor is it on? _____

Did you place the bomb? Why? _____

Caller: _____ Age Male Female

Background sounds:

Clear Cell Phone Restaurant Traffic Weather
 PA system Music / TV Animal Noises / Wildlife Conversation / Talking Factory machinery
 Static

Caller's Voice:

Accent Angry Calm Clearing throat Coughing
 Cracking voice Crying Deep Deep breathing Disguised
 Distinct Excited Laughter Lisp Loud
 Nasal Ragged Rapid Raspy Slow
 Soft Stutter

Threat Language:

Incoherent Message read Taped Irrational Profane Well-spoken

If you receive a bomb threat in written form, notify IUPUI Police at 911 from a campus phone or 317-274-7911 from a non-campus phone immediately.

- Do a quick visual inspection of your area. Do not touch or move suspicious objects.
- Do not use radios, pagers, or cell phones as they can trigger an explosive device.
- Follow your department's evacuation procedures.

Bomb Threat

Severe Thunderstorm Watch

Severe thunderstorms are possible, continue normal activities and monitor the situation.

Severe Thunderstorm Warning

Severe thunderstorms are occurring.

- Keep people indoors and away from windows until the severe storm passes. If you are outside, seek shelter immediately.
- Report injuries and damage on campus to the IUPUI Police at **911** from a campus phone or **317-274-7911** from a non-campus phone. Notify your departmental administrative office.

Tornado Watch

Tornadoes and severe thunderstorms are possible—continue normal activities but monitor the situation.

Tornado Warning

An actual tornado has been identified in the area by spotters and/or radar.

- If in the warning area, seek shelter immediately. Stay away from windows and exterior doors. Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
- The nearest shelter is located: _____
- Do not open windows; this can increase damage to the building.
- Report injuries and damage to the IUPUI Police at **911** from a campus phone or **317-274-7911** from a non-campus phone. Also, notify Campus Facilities Services of damage at **317-278-1900** and your departmental administrative office.
- If in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, lying flat in a depression such as a ditch or ravine offers some protection.

Thunder and Lightning

If you hear thunder less than 30 seconds after seeing a flash of lightning, seek safe shelter immediately.

Weather Sirens

Marion County operates tornado sirens which are tested every Friday at 11:00 AM. Upon hearing the siren for a weather emergency, follow the steps above for a tornado warning. Marion County's criteria for sounding the sirens can be found at <http://www.indygov.org/eGov/City/DPS/EMA/home.htm>.

Weather Closing Information

Weather closing information is available from the sources listed on the Emergency Information Resources page of this booklet, which includes primary information sources such as www.iupui.edu/prepared, the IUPUI Hotline / Campus Status line at **317-278-1600**, and local media.

Weather Radios

A NOAA Weather Radio can receive weather information broadcast by the National Weather Service (NWS). While many models are on the market, the features listed below are what to look for to provide maximum safety:

- Tone Alarm — the radio will activate when the NWS sends out a signal that there is a weather emergency
- SAME — the radio can be customized for specific counties
- Battery Backup — if the electricity is off, the radio will continue to work
- Public Alert Device — the radio meets standards set forth by the Consumer Electronics Association

Weather Emergency

Criminal Activity

Call the IUPUI Police Department at **911** from a campus phone or **317-274-7911** from a non-campus phone if you observe a crime in progress or behavior that you suspect is criminal. **Do not approach or attempt to apprehend person(s) involved.**

Report information, including:

- Direction of travel when last seen
- Location
- Physical and clothing description
- Vehicle description, license plate number
- Weapons or tools involved
- What the person is doing

If you believe you are safe, stay on the phone with the police dispatcher until instructed otherwise.

Active Shooter

If an active shooter is outside your building:

- Proceed to a room that can be locked, 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.

If an active shooter is in the same building as you:

- Determine if the room you are in can be locked and if so, follow the same procedure described for a shooter outside your building.
- If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building.
- If you decide to move from your current location, be sure to follow the instructions outlined below.

If an active shooter enters your office or classroom:

- Try to remain calm.
- Dial **911**, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a **911** call can be determined without speaking.
- You have options. You can make attempts to:
 - Hide and Shelter-in-Place
 - Escape
 - Negotiate with the shooter
 - Overpower the shooter (which should be considered a last resort)
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

Under all circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Notify authorities of the location of wounded people as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

Criminal Activity / Active Shooter

During a major earthquake, you may experience a shaking that starts out to be gentle and within a second or two grows violent and knocks you off your feet. You may be jarred first by a violent jolt—as though your building was hit by a truck. A second or two later you'll feel the shaking and, as in the first example, you will find it very difficult (if not impossible) to move from one room to another.

DURING THE EARTHQUAKE

If you are indoors:

- **Drop** to the floor under a sturdy desk or table, **Cover** your head and face with your arms, and **Hold on**.
- If suitable furniture is not nearby, sit on the floor against an interior wall and cover your head and face with your arms.
- Stay clear of windows, bookcases, shelves, mirrors and fireplaces.
- Do not use elevators!
- If possible, extinguish any open flames or sources of ignition immediately.

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, stop, and stay inside the vehicle until the shaking is over.
- Avoid overpasses, bridges, and power lines.
- If the earthquake has been severe, do not attempt to cross damaged bridges, overpasses or damaged sections of road.

AFTER THE EARTHQUAKE

1. Check for injuries, starting with yourself. Do not move seriously injured individuals unless they are in immediate danger. Help people who are trapped by furniture or other items that do not require heavy tools to move. Rescue and emergency medical crews may not be readily available.
2. Keep phone lines open. Do not use the telephone except for genuine emergency calls, such as a serious injury, fire or gas leak.
3. If you suspect or know that someone is trapped in the building call IUPUI Police at **911** from a campus phone or **317-274-7911** from a non-campus phone, or, if the phone lines are out, have one person go to Ball Annex at 1232 Michigan Street. Have someone post a message at the front of the building noting the time, date, number of victims and their last known location in the building.
4. Check for gas and water leaks, broken electrical wiring, and broken sewage lines in your area. Check building for cracks and damage. If there is gas leaking, extinguish all sources of ignition and do not turn on or off any electrical switches in the area. Call **Campus Facilities Services at 317-278-1900** for assistance immediately. If there is damage, report it to **Campus Facilities Services** and **IUPUI Police at 911** from a campus phone or **317-274-7911** from a non-campus phone. Attempt to block off damaged areas to keep people away from the hazard until additional help can arrive.
5. Do not touch downed power lines or damaged building equipment.
6. Check for hazardous materials spills and releases. If any are discovered, follow the procedures in this guide.
7. If the building is damaged, evacuate and attempt to secure the building against entry. Notify IUPUI Police by calling **911** from a campus phone or **317-274-7911** from a non-campus phone and Campus Facilities Services at **317-278-1900** of the damage and evacuation. Do not reenter damaged buildings.
8. If you have to evacuate, post a message in clear view stating where you can be found. List reunion points so that others looking for you later can find you. If you have a university pager, radio or cellular phone, take them with you along with batteries and chargers if available. This may be your only method of communication for several hours.
9. Turn on a battery powered radio for damage reports and information. Check **AM 1610** for campus information.
10. Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.
11. Be prepared for aftershocks. Aftershocks are usually smaller than the main quake but may be large enough to do additional damage to structures weakened during the main shock.

Earthquake

JagAlert is a collection of the emergency notification systems used by IUPUI to inform students, faculty, and staff of any safety issues requiring immediate attention. Individuals need to take steps to verify that their phone, email, and text message (SMS) information for notifications is correct. Follow the steps below to check your information in the IU-Notify message system, which is a component of the JagAlert system, and update your contact information if necessary. Then make a point of checking it once a semester and updating it immediately after any of your contact information has changed.

JagAlert Important Information

- JagAlert will only be used for emergency and urgent notifications.
- Registering with IU-Notify, which is part of JagAlert, will not sign you up for anything other than emergency messages.
- Your contact information will not be given out.

Verify Your Information in IU-Notify

Emergency notifications via SMS (text message), email, and phone calls are part of the IU-Notify system. You should verify your information, which can be done from any internet connected computer:

1. Go to <http://onestart.iu.edu/> and login using your IUPUI User Name and Passphrase.
2. Click on the black tab that says "Notifications" at the top of the window.
3. In the left side of the window, click on "IU- Notify".
4. You should see your contact phone numbers and email addresses. If anything is incorrect, click on the appropriate "update" button below the information.

If you have any questions or problems, please call the Office of Emergency Preparedness at **317-274-8152**.

Systems Incorporated in JagAlert

SMS Text Messaging (via IU-Notify)
Email (via IU-Notify)
Reverse-Dialing (calls to cell, home, and office phones via IU-Notify)
IUPUI Website (currently any within the Core template)
WebEOC
Nextel Radio System
800 MHz Radio System
Sirens (Outdoor)
IUPUI Emergency Alert Radio System
Call Hotline/Weather/Emergency Voicemail – **317-278-1600**
AM 1610 Radio
JagTV (IUPUI Television Station)
Media News Release / Press Conference
Local Television Stations
Local Radio Stations
IUPUI Network Login Pages

Tests of JagAlert Systems

Sirens and Emergency Alert Radios are tested every Friday at 11:00 AM. Components of the JagAlert system, including IU-Notify, will be tested once per semester.

Emergency Alert Radios

These are available from IUPUI Emergency Preparedness and are activated by IUPUI Police Dispatch for campus emergencies. For more information, go to www.iupui.edu/prepared or call **317-274-8152**.

JagAlert / IU-Notify / Emergency Notification System

E.S.C.A.P.E.

Exit the area – Immediately after a hazardous chemical is spilled you must exit the area. If the spill occurred in a laboratory and access to the fume hood is not blocked by the spill and/or hazardous vapors are not present in the area then raise the sash on the fume hood and increase the airflow.

Shut the doors and secure the area – Shut the doors to the area where the spill is located and secure the area if possible. Most laboratories are under negative pressure which will pull air from the hallway into the lab, keeping potentially hazardous vapors from spreading into other areas.

Call 911 from a campus phone or **317-274-7911** from a non-campus phone from a safe location and give the following information:

- Building name
- Room number or location
- Type of incident
- Name of chemical spilled or description of odor if unsure of the chemical
- Estimate of the volume of chemical spilled

Assess the situation – Determine if the spill is Immediately Dangerous to Life or Health (IDLH). IDLH incidents are those that pose a significant and immediate threat to building occupants due to extreme toxicity, imminent explosion, or other life threatening scenario. These types of incidents are rare. If the spill **does not** pose a threat to the building occupants then remain outside the entrance to the laboratory until the spill response team arrives. If you determine that the situation is Immediately Dangerous to Life or Health, then proceed to the next step.

Pull the fire alarm – After determining that the spill **poses an immediate danger** to the building occupants pull the fire alarm. Activating the fire alarm will evacuate the building occupants and will also notify the Indianapolis Fire Department.

Exit the building – Once the fire alarm has been activated exit the building. Remain at a safe distance from the main entrance of the building. Give your information to the emergency response teams that will be arriving.

Chemical Contamination:

Remove any contaminated clothing immediately and flush all areas of bodily contact with copious amounts of water. This should take place while someone else makes the appropriate phone calls and in a safe location.

Ensure that medical assistance is obtained for those injured or exposed (safety shower, medical attention, etc.). Continue to rinse body contact areas with copious amounts of water for at least 15 minutes unless directed otherwise by appropriate emergency medical personnel. (Physician, Nurse, Paramedic or Emergency Medical Technician).

Visit IUPUI Health Services or the IU Hospital Emergency Room for medical care and evaluation. If possible, take applicable Material Safety Data Sheets (MSDS) with you.

Radiation Release

The *Radiation Safety Procedures Manual* gives detailed instructions on what to do in the event of a release involving radioactive material. Basic instructions include the following:

- Contact the **Radiation Safety Office** at **317-274-4797**.
- Notify everyone in the area of the release and limit access.
- Prevent the spread of contamination (e.g. cover with absorbent paper/chucks).
- All individuals involved should remain in the area until monitored for contamination.

Shelter-in-Place (or Place of Refuge) refers to a designated area of safety when it is not safe to go outside, such as a small, interior room if possible, with no or few windows, and taking refuge there. If you are told to shelter-in-place, follow the instructions provided. Different situations can require different locations, detailed below.

Why You Might Need to Shelter-in-Place:

The air outside may become dangerously contaminated biologically, radiologically, or chemically—either intentionally or accidentally—severe weather such as a thunderstorm or tornado is occurring; or there is an Active Shooter, making it unsafe to be exposed to outside conditions. Should this occur, information will be provided by university authorities through JagAlert. The important thing is for you to follow instructions of university authorities and know what to do if they advise you to shelter-in-place.

In any emergency, local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should monitor television or radio news reports for information or official instructions as they become available. If you're specifically told to evacuate or seek medical treatment, do so immediately.

Campus specific information will be broadcast over **AM 1610** and the Emergency Alert Radios. Refer to the section on JagAlert / IU-Notify / Emergency Notification System for further information.

Shelter-in-Place for Contamination:

- Stop classes or work, or close business operations.
- Share the notification with others in the building if possible, but do not leave the area where you were instructed to shelter-in-place.
- Close all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Gather essential disaster supplies if possible.
- Select interior room(s) above the ground floor with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary.
- It is ideal to have a hard-wired telephone in the room(s) you select. Keep the phone available if you need to report a life-threatening condition.
- Bring everyone into the room(s) and shut door(s).
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. University and local officials may call for evacuation in specific areas.

Shelter-in-Place for Severe Weather:

- Stop classes or work, or close business operations.
- Share the notification with others in the building if possible, but do not leave the area where you were instructed to shelter-in-place.
- Close all windows, exterior doors, and any other openings to the outside.
- If you are in a laboratory equipped with a fume hood and/or a biosafety cabinet, close hoods and sashes.
- Gather essential disaster supplies if possible.
- Select interior room(s) below or at ground level. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary.
- It is ideal to have a hard-wired telephone in the room(s) you select. Keep the phone available if you need to report a life-threatening condition.
- Bring everyone into the room(s) and shut door(s).
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate.

Shelter-in-Place for an Active Shooter:

Follow the procedures on the **Criminal Activity / Active Shooter** page in this booklet.

Emergencies can occur at any time, without warning. Time and again history has shown that a well thought-out, coordinated response helps prevent personal injury and property damage, and reduces the resulting confusion. Careful planning, with an emphasis on safety, can help departments on the IUPUI campus handle crises and emergencies with appropriate responses, and save lives. There is no guarantee that a perfect response to emergencies is practical or possible. Therefore, a plan should be considered a guide for building occupants to familiarize themselves with basic emergency planning, response, and evacuation.

General Procedures for Emergency Planning

- Have a building specific emergency plan that covers all emergencies. Keep a copy of your emergency action plan in a convenient location where employees can get to it.
- Once you have reviewed your emergency action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared.
- Appoint someone to a position of authority, a department safety coordinator, who will take charge during emergencies. It is critical that employees know who the coordinator is and understand that person has the authority to make decisions during emergencies.
- Building Wardens, Floor Wardens, and Buddies are appointed as outlined in the IUPUI Emergency Evacuation Action Plan.

Employees Should Know

- Where campus emergency phone numbers are posted
- The location of a fire alarm manual pull station
- The location of two portable fire extinguishers
- Central area where emergency supplies are located
- To leave or seek shelter when an alarm sounds
- At least two evacuation routes (remember that an elevator is never a way out during a fire)
- To stay outside during an evacuation, until instructed to do otherwise by the IUPUI Fire and Police officials
- The two nearest areas of refuge
- Emergency shutdown procedures (if any)
- The two nearest severe weather shelters
- Lab personnel should know the location of the nearest emergency eye wash and shower station

Supplies and Equipment

Departments will need basic emergency supplies and equipment to be as self-sufficient as possible after an emergency. Department emergency kits will vary in size and composition, but when appropriate, all departments should have the following essentials in an accessible location: (check off to indicate that supplies are available)

- First aid supplies, with training
- Flashlights/batteries, approved power strips, and extension cords
- Portable AM/FM radios/batteries
- Campus Emergency Alert Radio (available through Emergency Preparedness)
- Employee rosters
- This booklet

Every manager should encourage employees to keep a personal emergency kit in their work area and at home. Further information is available at the sources listed below.

Further Information / Preparedness at Home

The Department of Homeland Security has a wealth of preparedness information online at www.ready.gov

Information is also available at the IUPUI Office of Emergency Preparedness website at www.iupui.edu/prepared and at the IUPUI Environmental Health and Safety website at www.ehs.iupui.edu

For additional copies of this guide, contact the IUPUI Office of Emergency Preparedness at **317-274-8152**.