Public Safety and Emergency Preparedness

**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 weather app for updates
  - Stay away from hazardous materials
- 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
- 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

**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
  - Stay out of the building
- 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
- 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
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    - Call 911

**ACTIVE THREAT**
- 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, over power the shooter - fight for your life
- 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
- 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

**PHONE NUMBERS**
- 911
- EMERGENCY POLICE, FIRE, EMS
  - Security: 219-392-3600 ext. 3253
  - Security Emergency: 219-392-3600 ext. 3253 or 911
  - Security Escort: 219-392-3600 ext. 3253
  - Police Non-Emergency: 219-391-8400
  - Suicide Prevention Line: 800-273-8255
- Non-Emergency
  - Security: 219-392-3600 ext. 3253
  - Security Escort: 219-392-3600 ext. 3253 or 911
- 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

**SUSPICIOUS ACTIVITY**
- SEE SOMETHING, DO SOMETHING
  - Object is out of the ordinary
  - Person is behaving strangely
  - Gut feeling that something is wrong
- 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
- 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

**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

**SEXUAL ASSAULT PREVENTION**
- BE ALERT
  - Trust Your Instincts - If you feel uncomfortable in any situation - Leave
  - Think about your safety everywhere
  - Always walk, drive and park in well-lit areas
  - Keep doors locked, don’t pick up hitchhikers

**SUICIDE AWARENESS**
- QUESTION, PERSUADE, REFER
  - Consider any reference to suicide serious
  - Call Security or 911
  - Stay with person until assistance arrives
  - Persuade to get help
  - National Suicide Prevention Lifeline: 800-273-8255

**SEE SOMETHING, SAY SOMETHING**

**FOR MORE INFORMATION GO TO:** IVYTECH.EDU/SAFETY