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

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

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

PHONE NUMBERS
EMERGENCY
POLICE, FIRE, EMS
911
NON-EMERGENCY
Security: 765-269-5254
Security Emergency: 765-430-2882
Police Non-Emergency: 765-807-1000
Suicide Prevention Line: 800-273-8255
Sign up for emergency alerts at:
getrave.com/login/ivytech

SUSPICIOUS ACTIVITY
SEE SOMETHING, DO SOMETHING
- Object is out of the ordinary
- Person is behaving strangely
- Gut feeling that something is wrong
- If you see something suspicious, do something
- Call 911 and Security: 765-269-5254

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

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SEE ONE SOMETHING, SAY SOMETHING
FOR MORE INFORMATION GO TO: IVYTECH.EDU/SAFETY