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

**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: 219-879-9137 ext 6226
  - Police Non-Emergency: 219 874-3221
  - Suicide Prevention Line: 800-273-8255
  - Sign up for emergency alerts at: getrave.com/login/ivytech

**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

**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: 219-879-9137 ext. 6226

**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