



# Indiana University

## Emergency Procedures

### NOAC 2018

## Emergency Phone Numbers

**FIRE: 911**      **POLICE - Emergency: 911**

- Police Non-Emergency: 812-855-4111
- NOAC Security 833-662-2272. Ext 19
- NOAC Medical 833-662-2272 Ext 28
- Emergency Medical Service: 911
- Sexual Assault Crisis Line 812-855-8900
- Crisis and Suicide Hotline 812-855-5711\
- Environmental Health & Safety: 812-855-2004
- Emergency Management & Continuity 812-855-2004

## Outdoor Warning Sirens

- Steady Wail—Tornado Warning: Seek shelter.
- Increasing and Decreasing Wail—Unusual emergency: Listen to radio or T.V. for details
- There is no “All Clear” siren signal.

## Shelter in Place

Shelter-in-place (or place/area of rescue assistance) refers to a designated area of safety when it is not safe to go outside. An example is a small, interior room with no or few windows where refuge can be taken. If you receive an emergency notification from IU Notify or another authoritative source, follow the instructions provided.

Because of the differences become familiar with emergency procedures for specific hazards. Depending on the type of emergency, you may be advised to:

1. Close exterior doors and windows.
2. Move away from windows and doors to the interior space of building.
3. Turn off fans, heating and air conditioning systems.
4. Seal the crack around the door and any vents into the room using duct tape or wet/moist rags.
5. Monitor TV 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.

## Tornado/Severe Thunderstorm

*Severe Thunderstorm Watch* - Severe thunderstorms are **possible** - continue activities but have someone monitor the situation.

*Severe Thunderstorm Warning* - Severe thunderstorms are **occurring**. Be prepared to move to a place of shelter if threatening weather approaches.

- Keep people indoors and away from windows until the severe storm passes. If large hail begins to fall, seek shelter.
- Report injuries and damage to the University Police, **911**. Notify your departmental administrative office.

*Tornado Watch* - Tornado and severe thunderstorms are **possible**. Continue normal activities but have someone monitor the situation and notify others in the building if storm conditions deteriorate.

*Tornado Warning* - **A tornado is occurring in the area!**

- If in the warning area, seek shelter immediately.
- 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.
- Do not open windows. Stay away from windows and exterior doors.
- Go to interior rooms or hallways and close the doors.
- Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
- Listen to local radio, television or National Oceanic and Atmospheric Association (NOAA) weather radio for latest National Weather Service bulletins. The Bloomington National Weather Service is WXM78 on a frequency of 162.45 MHZ.
- Report injuries, entrapment and damage to the University Police, **911**. Notify your departmental administrative office.
- After the "all clear" leave badly damaged buildings and do not attempt to return to the building unless directed to do so by University Police. Do not attempt to turn utilities or equipment on or off.
- Stay away from downed power lines.

## Medical Emergencies/Ambulance

1. Do not move a seriously injured person unless they are in a life-threatening position.
2. If trained personnel are not available in your area or if an ambulance is needed, call 911
3. Know persons in your area who are trained in first aid or CPR.
4. Know where your first aid kit is.
5. Know where your Automated External Defibrillator (AED) is located.
6. For non-emergent medical need the NOAC Medical team can be reached at 833-662-2272 Ext 28

## Personal Safety Strategies

Tips to Remember:

1. Use available prevention mechanisms such as lighted walkways, locks, security doors, public transportation, and friends.
2. Always use the buddy system.
3. If bicycling at night, use a light and wear light-colored clothing.
4. Be aware of your surroundings. Avoid dark or hazardous areas. Use the lighted pedestrian routes.  
<https://map.iu.edu/iub/index.html>

5. Know the locations of the 24 outdoor emergency phones on campus:
6. Let someone know where you are and when you will be leaving or arriving at a location.
7. Use campus buildings during high-use times.
8. Be alert. Walk confidently and pay attention to who is around you. Avoid using headphones.
9. Report suspicious incidents and persons to the police immediately. Be as accurate and complete as possible in your descriptions.
10. Lock your doors your home or apartment doors, your residence hall door, and your car doors. Don't open your door until you know who is there.
11. Don't let someone you don't know into your room, your home, or your car.
12. Learn to communicate and listen effectively. People may interpret the same information differently. Question if you are not sure.
13. Remember that alcohol and drugs make it difficult to think clearly and communicate adequately and their use are prohibited.
14. If you witness or are the victim of a violent crime, seek help. Advocacy, medical care, and legal assistance are available. Call the IU Police Department at 9-911, or 812-855-4111, or off campus call the Bloomington Police Department at 911.

## Fire

1. Upon Discovering a fire, explosion, or smoke in the building, activate the fire alarm system.
2. After sounding the alarm:
3. Call: 911 and Give IUPD your building name, floor, room number, type of incident.
4. When a fire alarm sounds, complete evacuation is required. Walk, do not run, to the nearest stairway exit and proceed to ground level. **Close doors as you leave.** The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.
5. **DO NOT USE ELEVATORS DURING A FIRE EMERGENCY.** Persons unable to use stairs should move to a designated area and wait for rescue.
6. Leave the building and move away from it, leaving walks and drives open for arriving fire fighters. Proceed to a prearranged safe area for a head count.
7. A person familiar with the situation and who knows the area involved should meet the fire department.
8. Everyone must follow the orders of the Fire and Police Departments when they arrive.
9. Notify emergency personnel of individuals awaiting rescue in the building.

## Active Shooter

An active shooter or aggressor is a person who appears to be actively engaged in killing or attempting to kill people in a populated area -- typically using firearms but possibly using other weapons, such as knives, or vehicles.

Active shooters or aggressors may use other weapons and/or improvised explosive devices (IED) or vehicles to cause additional harm and mayhem and to impede law enforcement and emergency services responders. There may be no pattern or method to their selection of victims.

These situations are dynamic and evolve rapidly, so it's important that you act quickly and that you remember Run Hide Fight.

### How to respond during active shooter or aggressor attacks

The following recommendations are options to be considered and should not be thought to be sequential. Select the best course of action according to the situation in which you find yourself.

#### RUN

- If a safe path is available, run
- Always try to escape or evacuate even if others insist on staying
- Encourage others to leave with you but don't let their indecision slow down your escape
- Try to prevent others from entering the danger zone.
- Keep your hands visible for law enforcement

- Call IUPD from either a non-campus phone or 911 from a campus phone to report the incident and description/location of shooter(s)

## HIDE

- If you can't escape, find a place to safely hide and be silent
- Turn out lights, close window blinds/curtains, lock doors if possible and silence your cell phone ringer and vibration mode
- Barricade doors and windows if able to with furniture and other objects
- Stay low to the ground but don't sit down; be prepared to move
- Gather items to use for self-defense
- Identify other methods of evacuating should the opportunity to escape occur (other doors, stairwells or windows)
- Render first aid to the injured if safely able to do so
- If unable to evacuate, remain in place until the "All Clear" is released through IU-Notify or by law enforcement in the area
- If safe to do so, call IUPD and report your location. If shooter is in the area and able to be heard, call and keep the line open for dispatchers to listen

## FIGHT

- As a last resort, act with aggression and use improvised weapons to distract and/or disarm the shooter
- Throw objects at the shooter's head – aim for their eyes
- Work together as a team if others are present
- Upon use of a distraction device, immediately attempt to escape or take down the shooter
- Commit to action as your life is at risk
- Remove the weapon from the shooter's reach and safely hide it – do not handle it because law enforcement may perceive you to be a threat
- If taking down the shooter, immobilize all limbs (arms, legs, head) until law enforcement arrives

If you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Also:

- 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 until advised it is safe to do so by police or campus administrators

'Run, Hide, Fight' directions aren't meant to be sequential actions. 'Run' is viewed as the best option because it gets you away from the attack. 'Hide' is the second-best option. The key, separate yourself from the incident if at all possible, and do what YOU need to do to protect yourself whether it's hiding or fighting.

## Suspicious Activity

Please remember that "If you see something, say something" you may notify NOAC security or call 911