



**IUPUI**

**In an emergency, call:**

**Campus Phone**

911

**Non-Campus Phone**

317-274-7911 or 911

If calling 911 from a non-campus phone, inform the dispatcher you are calling from the IUPUI campus.

**February 2015**

For more copies call (317)274-8152

**EMERGENCY PROCEDURES**

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 IUPD-Indianapolis differ from those in this guide, such procedures will supersede the instructions.

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 Emergency Procedures Guide or would like more copies, contact IU Emergency Management and Continuity at 317-274-8152.

## About this Guide

## University Resources

Campus Operating Status / Emergency Weather Closing Info	<a href="http://emergency.iu.edu">emergency.iu.edu</a> 317-278-1600
IU Police Department (IUPD)	<a href="http://www.police.iupui.edu">www.police.iupui.edu</a> 317-274-7911
Safety Escort	317-274-SAFE (7233)
Environmental Health & Safety (EHS)	<a href="http://ehs.iupui.edu">ehs.iupui.edu</a> 317-274-2005
Radiation Safety	<a href="http://researchadmin.iu.edu/cs-radsafety.html">researchadmin.iu.edu/cs-radsafety.html</a> 317-274-4797
Campus Facility Services (CFS)	<a href="http://www.cfs.iupui.edu">www.cfs.iupui.edu</a> 317-278-1900
Loss Control (INLOCC)	<a href="http://inlocc.iu.edu">inlocc.iu.edu</a> 317-274-8951
Telecommunications	<a href="http://telecom.iu.edu">telecom.iu.edu</a> 317-274-3004
IU Emergency Management & Continuity (IUEMC)	<a href="http://emergency.iu.edu">emergency.iu.edu</a> 317-274-8152

## University Information

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

## Health and Mental Health Services

Crisis and Suicide Hotline	317-251-7575
IUPUI Campus Health	<a href="http://www.health.iupui.edu">www.health.iupui.edu</a> 317-274-8214
Ouch Pager (Needle sticks)	317-312-OUCH (6824)
Employee Assistance	888-234-8327
Student Counseling and Psychological Services (CAPS)	317-274-2548
Midtown Community Mental Health (24 Hours)	317-880-8485

# Emergency Information Resources

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

Building Name:	Building Street Address:	
Department:	Floor / Room #:	
Department/Lab. Safety Coordinator:	Phone #:	
Building Emergency Coordinator:	Phone #:	Room #:
Floor Warden:	Phone #:	Room #:
Severe Weather Shelter (for Shelter-in-Place):		
Designated Meeting Place for Evacuation (inside and outside):		
Area of Rescue Assistance (Primary):	Area of Rescue Assistance (Alternate):	
Emergency Exits:	Nearest First Aid Kit:	
Automated External Defibrillator (AED) Device Locations (campus locations can be found at <a href="https://protect.iu.edu/emergency/aed/locations-iupui">protect.iu.edu/emergency/aed/locations-iupui</a> )		

## 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 IUPD-Indianapolis at **911** from a campus phone or **317-274-7911** from a non-campus phone.

#### **Telecommunications**

If you discover a telecommunications failure with or without electricity on in the building, call UITS Telecommunications at **317-274-3004** from a non-campus phone or a campus phone still in operation.

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 IUPD-Indianapolis 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 wardens and building emergency coordinator(s).

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 IUPD-Indianapolis of your location.

Report all fires, even those that have been extinguished, to IUPD-Indianapolis at **911** from a campus phone or **317-274-7911** from a non-campus phone. *Never attempt, unless you have been properly trained, to put out a fire yourself until someone has notified the authorities.*

**If the fire is small enough** to be extinguished by *one fire extinguisher* 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!

Report potential hazards to Loss Control at **317-274-8951**. This is for non-emergencies only; in the event of an actual emergency, call **911** from a campus phone or **317-274-7911** 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

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”
- Unattended packages, mail, bags; seems out of place
- Feel of powdery or foreign substance
- Excessive weight

**What to do if you are suspicious of a package:**

- Stay calm, do not panic.
- Do not move or handle a suspicious package.
- Evacuate the area and call IUPD-Indianapolis 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

### **Accidents and Injuries**

In an effort to maintain a safe and healthy campus and work environment, illnesses and injuries that occur on campus or during the course of employment with IUPUI must be reported. It is the intent of Indiana University to minimize illnesses and injuries by correcting identified causes when appropriate and feasible.

### **Obtaining Medical Treatment**

Obtain medical attention from IUPUI Campus Health during normal working hours;  
M, T, W, F 7:30 a.m. – 5 p.m. Thursday 9 a.m.– 5 p.m.

**Location:** 1140 W. Michigan St., Coleman Hall, Room 101.

**Phone:** 317-274-5887

### **Emergencies**

If the injury is an emergency, employees should go to the IU Health Methodist Hospital Emergency Room. If an ambulance is needed, the employee must be transported to Methodist Hospital.

### **After Hours Medical Treatment**

Employees who are injured on the job during hours in which the IUPUI Campus Health Clinic is closed (evening between 5:00 p.m. and 7:30 a.m., and weekends) have three options for medical treatment depending on the nature of the injury:

1. **Emergency** - if the injury requires emergency medical treatment the employee must go to the IU Health Methodist Hospital Emergency Room. Call 911 for ambulance assistance. Emergencies include but are not limited to: difficulty breathing, loss of consciousness, chest pains, chemical spill exposures, broken bones, severe cuts.
2. **Immediate Treatment** - if the injury requires immediate medical attention, employees are required to seek treatment at U.S. Healthworks located at 5603 W. Raymond St.
3. **Next Business Day** - if the injury is minor and can be tolerated until the next business day, employees are required to go to the IUPUI Campus Health Clinic located in Coleman Hall.

## **Employee Work-Related Injuries**



**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.** If there is enough time, safely attempt to secure and safeguard your area.

- 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 including first responders, floor wardens and building emergency coordinators.
- 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 area of rescue assistance or the nearest area where there are no hazards. Notify a floor warden or other individual of your location.
- Notify IUPD-Indianapolis 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 Access and/or Functional Needs:**

Persons who may require assistance to evacuate a building must be provided that assistance by those trained to do so, if possible. Persons in wheelchairs 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 if they cannot evacuate the building. They should normally be safe in a designated area of rescue assistance or an interior room near the stairwell if an area of rescue assistance is not designated. If an alternate stairway is available it should be used in this event. Persons with access and/or functional needs as well as those who have been identified (Buddies) to assist them should be familiar with the locations identified in the “My Building Information” tab as well as in the Building Emergency Action Plan.

**Notify Responders:** The location of all persons who remain in a building should be relayed to floor wardens, building emergency coordinators and responding emergency personnel.

- 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 IUPD-Indianapolis at **317-274-2058**.
- Location of nearest Automated External Defibrillator (AED) ([protect.iu.edu/emergency/aed/locations-iupui](http://protect.iu.edu/emergency/aed/locations-iupui)):  
\_\_\_\_\_
- For student injuries that do not require urgent attention, go to IUPUI Campus Health during their normal working hours, [health.iupui.edu](http://health.iupui.edu), or call **317-274-8214**. For employee injuries, see the Employee Work-Related Injuries tab.

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

- Indianapolis EMS Ambulance Service: **911** from a campus or 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](mailto:capsindy@iupui.edu). CAPS is not a 24-hour facility. Please contact the Emergency Help numbers listed below or the IUPD-Indianapolis for 24-hour assistance.

**Emergency Help:** Crisis & Suicide Hotline at **317-251-7575**; Midtown Community Mental Health (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](mailto:capsindy@iupui.edu), or by going to [studentaffairs.iupui.edu/health-wellness/counseling-psychology/index.shtml](http://studentaffairs.iupui.edu/health-wellness/counseling-psychology/index.shtml)

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

**Behavioral Consultation Team (BCT):** The BCT is designed for early intervention regarding behavioral issues to help support the health, safety, and success of the IUPUI community. The BCT can be contacted by calling **317-274-4431**. Ask to speak with the **Chair or Vice-Chair** of the BCT. Other information may be found at [bct.iupui.edu/](http://bct.iupui.edu/).

## **Medical Emergency and Mental Health**

All bomb threats are to be taken seriously. Notify IUPD-Indianapolis 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:**

- |                                    |                                     |   |   |  |
|------------------------------------|-------------------------------------|---|---|--|
| <input type="checkbox"/> Clear     | <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Restaurant               | <input type="checkbox"/> Traffic                | <input type="checkbox"/> Weather           |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Music / TV | <input type="checkbox"/> Animal Noises / Wildlife | <input type="checkbox"/> Conversation / Talking | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Static    |                                     |   |   |  |

**Caller's Voice:**

- |   |                                  |                                   |  |                                    |
|---|----------------------------------|-----------------------------------|--|------------------------------------|
| <input type="checkbox"/> Accent         | <input type="checkbox"/> Angry   | <input type="checkbox"/> Calm     | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Coughing  |
| <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Crying  | <input type="checkbox"/> Deep     | <input type="checkbox"/> Deep breathing  | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct       | <input type="checkbox"/> Excited | <input type="checkbox"/> Laughter | <input type="checkbox"/> Lisp            | <input type="checkbox"/> Loud      |
| <input type="checkbox"/> Nasal          | <input type="checkbox"/> Ragged  | <input type="checkbox"/> Rapid    | <input type="checkbox"/> Raspy           | <input type="checkbox"/> Slow      |
| <input type="checkbox"/> Soft           | <input type="checkbox"/> Stutter |                                   |  |                                    |

**Threat Language:**

- |                                     |                                       |                                |                                     |                                  |                                      |
|-------------------------------------|---------------------------------------|--------------------------------|-------------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message read | <input type="checkbox"/> Taped | <input type="checkbox"/> Irrational | <input type="checkbox"/> Profane | <input type="checkbox"/> Well-spoken |
|-------------------------------------|---------------------------------------|--------------------------------|-------------------------------------|----------------------------------|--------------------------------------|

If you receive a bomb threat in written form, notify IUPD-Indianapolis 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/Tornado 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 IUPD-Indianapolis at **911** from a campus phone or **317-274-7911** from a non-campus phone. Notify your departmental administrative office.

### **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 IUPD-Indianapolis 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. Suspend activities until the all clear is given after 30 minutes without thunder and lightning.

### **Winter Weather**

Winter storms (snow, sleet, freezing rain, extreme cold) can quickly affect vehicular and pedestrian travel across campus. CFS Grounds will attempt to pre-treat ground surfaces to the best of their ability and remove snow and ice following winter storms.

- Report dangerously slick ground surfaces or blocked building entrances to CFS at **317-278-1900**.
- Report frozen/broken water lines to CFS at **317-278-1900**. If a broken water line poses a life safety concern, contact IUPD-Indianapolis at **911** from a campus phone or **317-274-7911** from a non-campus phone.

### **Weather Sirens**

Marion County operates tornado sirens which are tested the first Friday of every month at 11 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 [www.indy.gov/eGov/City/DPS/DHS/Documents/Copy%20of%20Siren%20Protocol070111.pdf](http://www.indy.gov/eGov/City/DPS/DHS/Documents/Copy%20of%20Siren%20Protocol070111.pdf).

### **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 [emergency.iu.edu](http://emergency.iu.edu), 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

Assistance with programming weather radios may be obtained by contacting the Indianapolis office of IUEMC at **317-274-8152** or by emailing [iuemc@iu.edu](mailto:iuemc@iu.edu).

### **Hazardous Gas Leaks or Releases** (e.g. oxygen, flammable, irritant, toxic, cryogenic, etc.)

If a compressed gas cylinder or gas piping is leaking or is suspected of leaking or if there is any other known or suspected gas release, and if a person knowledgeable about the source decides that it is hazardous to them or to other building occupants, the following steps should be taken:

1. Immediately notify building occupants to evacuate the area using general evacuation procedures.
2. Contact IU Police at 911 from a campus phone or 317-274-7911 from a non-campus phone and be prepared to provide the following information:

- Building name
- Floor and room number
- Specific chemical name of involved gas
- Source of the gas

### **Unusual or Abnormal Odors** (e.g. natural gas, rotten eggs, sewer smell, etc.)

When reporting an unusual or abnormal odor, be prepared to provide the following information:

- Description of odor (e.g. natural gas odor).
- Time(s) of detection.
- Abnormal conditions, activities, or materials at the time of detection (e.g. construction activities).

If the source associated with the odor is potentially hazardous to persons in the area (e.g. natural gas), contact IU Police at 911 from a campus phone or 317-274-7911 from a non-campus phone. For other common or unknown odors, follow the specific procedures listed below:

**Natural gas smells** - Immediately leave the area and contact IU Police at 911 from a campus phone or 317-274-7911 from a non-campus phone.

**Rotten egg or sewer smells** - These odors typically occur when a drain trap dries out. If the odor is moderate, run water down nearby sinks and check to see if the odor dissipates. If the odor is strong or persists after refilling drain traps, the employee should contact Campus Facility Services at 278-1900 to report the odor.

**Fishy or musty smells** - These odors often result from leaks in the steam system. The employee should contact Campus Facility Services at 278-1900 to report the odor.

**Exhaust or diesel smells** - These odors typically enter a building through air intakes when motor vehicles or construction equipment are left idling nearby. These odors are normally dependent on the wind direction and typically last for a short duration. If this type of odor persists, the employee should contact Environmental Health and Safety at 317-274-2005 to report the odor.

If the employee has additional concerns or questions about these or any other unknown odors, contact Environmental Health and Safety at 317-274-2005.

## **Odor Complaints and Gas Leaks**

**IU-Notify** 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, 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.

### IU-Notify Important Information

- IU-Notify will only be used for emergency and urgent notifications.
- Registering with IU-Notify 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 text message (SMS), 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 username 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, update it, then click “save” at the bottom of the screen.

If you have any questions or problems, please call IU Emergency Management and Continuity at **317-274-8152**.

### Systems Incorporated in IU-Notify

SMS Text Messaging (via IU-Notify)

Email (via IU-Notify)

Reverse-Dialing (calls to cell, home, and office phones via IU-Notify)

IUPUI Homepage ([www.iupui.edu](http://www.iupui.edu))

WebEOC

800 MHz Radio System

Sirens (Outdoor)

Call for Campus Closures—**317-278-1600**

AM1610 Radio

JagTV (IUPUI Television Station)

Media New Release/ Press Conference

Local Television Stations

Local Radio Stations

IUPUI Network Login Pages

### Tests of IU-Notify Systems

Components of IU-Notify system will be tested once per semester.

### NOAA All-Hazards Weather Alert Radios

These are available for purchase from most electronics stores and are activated by the National Weather Service for weather or other emergencies. For more information, go to [www.nws.noaa.gov/nwr/](http://www.nws.noaa.gov/nwr/) or call **317-274-8152**.

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** onto something sturdy.
- 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 or other loose furniture.
- 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 IUPD-Indianapolis 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 St. Have someone post a message at the front of the building where the person is trapped 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 at 317-278-1900** and **IUPD-Indianapolis 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 material 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 IUPD-Indianapolis 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.

### **Criminal Activity**

Call the IUPD-Indianapolis at **911** from a campus phone or **317-274-7911** from a non-campus phone if you feel threatened or observe a crime in progress. **Do not approach or attempt to apprehend any person(s) involved.**

Report information, including:

- Direction of travel where 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** - The following recommendations are all 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 and 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 at **317-274-7911** from 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
- 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
- Be prepared to fight by developing a plan if the shooter should enter your area
- 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 at **317-274-7911** from a non-campus phone or **911** from a campus phone 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 as law enforcement may perceive you to be the threat
- If taking down the shooter, immobilize all limbs (arms, legs, head) until law enforcement arrives

**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**



## **For all chemical spills, follow steps 1 through 3 of E.S.C.A.P.E.**

**1. 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.

**2. 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.

**3. 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 chemical
- Estimate of the volume of chemical spilled

**4. 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.

**5. 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.

**6. 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 is 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 Campus Health Services or the IU Health Methodist 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.

### **Biological Spills**

If the biological spill poses an inhalation hazard, do not attempt to handle the spill. Environmental Health and Safety -Biological Safety will assume responsibility for the situation. If the microorganism does not pose an inhalation threat and you are qualified and comfortable cleaning up the spill, proceed to the next step. If you are unclear if the spill represents an inhalation hazard, always treat it as it is an inhalation hazard.

Cover the area of the spill with absorbent pads or towels, and carefully pour disinfectant around the spill. Because the volume of the spill will dilute the disinfectant, a concentrated disinfectant should be used. Allow at least a 20-minute contact time. Note: Pick up any visible sharp objects with tongs and discard in a sharps container (Never use your hands to pick up sharp items). Refer to the complete spill procedures found in the IUPUI Biosafety Manual.

ALL spills of biological materials, regardless of biosafety level shall be reported to the IUPUI Biosafety Program at [ehsbio@iupui.edu](mailto:ehsbio@iupui.edu). You may also need to complete an Incident Report (See Workplace Injury/Illness) if you were exposed. Extremely large spills should be initially reported to the IUPD-Indianapolis at **317-274-7911**.

**Shelter-in-Place** (or Area of Rescue Assistance) 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, where refuge is taken. 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, due to severe weather such as thunderstorm or tornado; or if there is an active shooter, making it unsafe to be exposed to potentially dangerous conditions. Should this occur, information will be provided by university authorities through IU-Notify. 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**. Refer to the section on 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.

**Seek Safe Shelter 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.
- Secure chemical and biological materials.
- 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 emergency coordinators, floor wardens, and buddies are identified as outlined in the Building 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 rescue assistance
- 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
- NOAA All-Hazards Weather Radio
- 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](http://www.ready.gov)

Information is also available at the IU Emergency Management and Continuity website at [protect.iu.edu/emergency](http://protect.iu.edu/emergency) and at the Environmental Health and Safety website at [www.ehs.iupui.edu](http://www.ehs.iupui.edu).

If you are on campus, [police.iupui.edu](http://police.iupui.edu) has further information and videos for how to react in an Active Shooter scenario..

For additional copies of this guide, contact IU Emergency Management and Continuity at **317-274-8152**.