

# Emergency Procedures

Campus Emergency Services: ON CAMPUS dial 2515, OFF CAMPUS dial 282-2515. In a medical or police emergency in which Public Safety cannot be reached, dial 911. When calling, stay calm and carefully explain the problem and location to the Dispatcher.

## FIRE

- If you notice fire, smoke, or any evidence of fire, activate the building fire alarm.
- Call 911 to give the location and description of the fire. Call 2515 to report the location to ISU Public Safety.
- Attempt rescue efforts only if there is no immediate danger to yourself.
- Close all doors and windows in the vicinity of the fire.
- Go to the nearest exit and leave the building. The Building Coordinator/Floor Monitor and ISU Public Safety will assist you. In buildings where no alarm systems exist, the Building Coordinator will start the evacuation.
- **DO NOT USE THE ELEVATORS.**
- Once outside, proceed to the designated gathering point at least 500 feet away from the affected building. Stay there.
- Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.
- Do not return to an evacuated building unless told to do so by emergency personnel.

## WEATHER EXTREMES

Listen to the latest National Weather Service warnings and bulletins on radio and television or call Public Safety at extension 2515.

### During a Severe Storm

During a cloudburst there is a possibility of flash flooding. Consult the ISU Emergency Response Plan's section on Flooding.

### During a Tornado

Stay away from windows.

- Doors and windows on the side away from the tornado may be opened to help reduce damage to the building.
- Stay near inside wall when possible.
- Keep calm. Even though a warning is issued, the chance of a tornado striking your building or location is very slight.

### During a Winter Storm

Should conditions worsen during the day, the administration may decide to close the University early. When such determination is made, you will be notified through the proper channels.

- If roads leading to your home have been closed, do not attempt to travel home.
- If you are unable to travel home, contact your supervisor, or the person who is next in line of authority. Your supervisor will notify Disaster Task Force Personnel of the situation and arrangements for sleeping will be made.
- Contact Public Safety at extension 2515 for building shut-down instructions and assistance.

## Earthquake

If you are...

**Indoors:** Drop, cover, and hold on. During earthquakes, drop to the floor, take cover under a sturdy desk or table, and hold on to it firmly. Be prepared to move with it until the shaking stops. If you are not near a desk or table, drop to the floor against the interior wall and protect your head and neck with your arms. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and kitchen cabinets with heavy objects or glass. **Do not go outside!**



**Outdoors:** Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards.

## HOSTILE INTRUDER

- Try to remain calm.
- If it is possible to flee the area safely and avoid danger, do so. Notify anyone you may encounter to exit the building immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until assistance arrives. Otherwise;
- Call 911 and Public Safety (282-2515) with your location, if possible.
- If you cannot get through by phone and have e-mail or text message capability, contact Public Safety at [emergenc@isu.edu](mailto:emergenc@isu.edu). Public Safety Dispatch will immediately receive and respond to the message.
- If flight is impossible, secure yourself in your space. Barricade doors and block windows. Turn off all the lights, close blinds and close and lock all windows and doors.
- Seek protective cover for yourself and any others (concrete walls, thick desks, filing cabinets (cover may protect you from bullets).
- Keep occupants calm, quiet and out of sight.
- Silence cell phones (mute or turn off cell phone ringers).
- Turn off radios and computer monitors.
- Do Not answer the door.
- Place signs in exterior windows to identify the location of injured persons.
- Do Not Approach Emergency Responders - let them come to you.
- Remain where you are until an "all clear" instruction is given by an authorized known voice.
- If faculty, staff or students do not recognize the voice that is giving instructions, they should not change their status (stay put). Unknown or unfamiliar voices may be false and designed to give false assurances.

## NOTIFICATION PROCEDURES FOR SERIOUS INCIDENTS

Notification of any serious incident taking place on campus will be initiated by senior university officials and implemented by Public Safety using the following methods:

By campus-wide exterior and interior Emergency Notification Systems

by the automated telephone message system

by e-mail

by University homepage and the Public Safety homepage

by the university closure phone line

by phone tree

by using staff to make physical contact at each building

by vehicle and hand held public address systems

by using KISU radio (Station 91.1fm)

by using public and private television stations

by using the ISU campus information radio station (station 1610 am)

Through Facebook and Twitter

After hours notification will be initiated by Public Safety using the above-mentioned methods.

**EMERGENCY PREPAREDNESS**—Review the ISU Emergency Response Plan @ [www.isu.edu/pubsafe/emergency\\_menu.shtml](http://www.isu.edu/pubsafe/emergency_menu.shtml)