



EMERGENCY PROCEDURES

Introduction.....	1
General Procedures.....	3
My Department/Building Information.....	4
Types of Emergencies and What To Do	5





General Procedures for Emergency Planning

Building Coordinators

Complete the building-specific emergency plan on [page 4](#). Keep a copy of it in a convenient location where anyone can get to it.

Hold additional practice drills as often as necessary to keep employees prepared.

Supervisors

Review the emergency action plan with employees.

All Employees

Participate in all training sessions and drills.

Know who your building coordinator(s) is/are. They are appointed by campus police and have the authority to make decisions during emergencies.

Checklist: What Every Employee 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
- at least two evacuation routes (an elevator is never a way out during a fire)
- the two nearest areas of refuge
- where emergency supplies are located
- to stay outside during an evacuation, until instructed otherwise by campus police
- to leave or seek shelter when an alarm sounds
- emergency shutdown procedures (if any)

Contact the Marian University Office of Campus Safety and Police Services (campus police) at 317.955.6789 if you have questions regarding this *Emergency Procedures Handbook*.

Emergency Phone Numbers

Campus police (also fire, EMT, and HazMat)	6789 or 911
Campus Operations (utility failures)	6362

Information Resources

1. Voice mail (recorded announcement): **317.955.6600**
2. Related web page: [BTTBTJETBTI8 Tm1 BTBT24S7BT1 0 0 1 63 465.43 Tm 465.43r2-\(pa\)6](#)





EMERGENCY PROCEDURES: GENERAL

Always assess if anyone is injured and the severity of injuries. Immediately call 6789 or 911.



ACTIVE SHOOTER

e situations. The following guidelines are based on federal training guidelines and best practices. An alternate response may be necessary depending upon the actual situation.

Notification will be interrupted blasts of tornado siren, building coordinator, campus voice mail, campus e-mail, text message. A fire alarm will indicate building evacuation.

IMMEDIATE ACTION: IF YOU ARE **INSIDE A BUILDING**

And the shooter is not in your building, begin EXTERNAL LOCKDOWN procedure.

And the shooter is also inside your building, begin INTERNAL LOCKDOWN procedure.

Close doors. Lock or barricade if possible.

Close window blinds and move away from windows.

HIDE: turn off computer monitors, radios, cell phones, and other audio devices. Stay quiet and out of view.

DO NOT an



Notification will be delivered by building coordinator, campus voice mail, campus e-mail, and/or text message of a lockdown. **DO NOT CALL CAMPUS POLICE.**

EXTERNAL LOCKDOWN

External lockdowns are ordered when the potential threat is outside the building. Building doors are locked and no one is allowed to enter or leave the building. Faculty, Staff, and students will continue their regular schedule without leaving the building.

INTERNAL LOCKDOWN

Internal lockdowns are ordered when a potential threat is known or suspected to be in the building. All classroom and office doors are secured. Faculty, Staff, and students must remain in the classrooms and offices until the lockdown is lifted.

DESIGNATED SAFE PLACE



Building will be restricted and notifications will be delivered via building coordinators, campus voice mail, campus e-mail, and text message depending upon the severity of the situation.

IMMEDIATE ACTION

Call campus police 6789 or campus operations 6362



IMMEDIATE ACTION

Call campus police 6789.

Stay inside. Campus buildings may be locked down.

DO

Avoid confrontations with aggressive individuals, people involved in a physical fight, or demonstrators.

If you are uncertain whether a demonstration or gathering is approved, call 6789.

DON'T

DO NOT evacuate building or campus. Wait for instructions from campus police, building coordinators, or local authorities.

DO NOT get involved in the event.

EARTHQUAKE

Notification will be delivered by building coordinator, campus voice mail, campus e-mail, text message.

IMMEDIATE ACTION

If inside, stay there.

DO

Get under desk or table, or stand in a doorway or corner.

Stay clear of windows, bookcases, mirrors and fireplaces.

Extinguish any open flames or sources of ignition immediately.

If in a multi-story building, **stay on the same floor**. An evacuation may not be necessary. Wait for instructions from safety personnel.

DON'T

DO NOT use elevators.

DO NOT rush for doors.

If outside, get into an open area away from trees, buildings, walls, and power lines. If outdoors near tall buildings, step inside a doorway, drop down and cover your head and shoulders to protect yourself from falling glass and other debris.



EVACUATION (continued)

Evacuation of Persons w21m 0 1 36 670.66 Tmβ(2Pe)JTSp1m eci23(Pe)41 m eB5(s 0 0 1



Notification will be delivered by building fire alarms, text message, building coordinators.

IMMEDIATE ACTION

Pull fire alarm

Call campus police 6789

Evacuate the building, close the doors, and go to the assembly area listed on [page 4](#).

DO

Smother or douse a small, minor fire if you feel you can control it without endangering **others**. Call 6789 even if the fire is out.



HAZARDOUS MATERIAL SPILL

A hazardous spill could occur off-campus and affect the campus community; in this case you will be advised by police and emergency personnel if you should enact the [SHELTER-IN-PLACE](#) procedure.

Notification will be delivered via building coordinator, campus voice mail, campus e-mail, text message, information on web site, designated radio and TV stations.

IMMEDIATE ACTION:



Notification will be delivered by interrupted blasts of tornado siren, building coordinator, campus voice mail, campus e-mail, text message. **DO NOT CALL CAMPUS POLICE.**

IMMEDIATE ACTION

STAY INSIDE. Remain sheltered until you are given further instructions or the all-clear is announced.

Move away from windows and doors to the interior space of buildings. Take an emergency radio and flashlight, if available

If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you should:

Close exterior doors and windows.

Campus procedures are in place that will initiate the shut-down of air handling systems for buildings so outside air is not brought into the building.

If specifically told to evacuate or seek medical treatment, do so immediately.

DON'T

DO NOT use elevators.

MEDICAL EMERGENCIES, AMBULANCE

IMMEDIATE ACTION

Call campus police 6789

DO

Give as much information as possible regarding the nature of the illness or injury:



