

Emergency Situation QUICK REFERENCE GUIDE

	Examples	ID and Reporting	Notification and Communication	Individual and Team Action	Instructions and Tips
Medical Emergency	<ul style="list-style-type: none"> Heart Attack Choking Toxic Substance Drowning Infectious Disease Allergic Reaction Injuries from Accidents Mental Health Crisis 	<ul style="list-style-type: none"> Call 911 immediately if a life-threatening injury exists Call ext. 444 to report health-related emergencies Call ext. 555 to report all other emergencies 	<ul style="list-style-type: none"> The university will provide notification as appropriate 	<ul style="list-style-type: none"> Assist or find assistance 	<ul style="list-style-type: none"> Call for help and provide details of the emergency. Designate someone to flag down Police/Fire/EMS to direct them to the emergency.
Severe Weather	<ul style="list-style-type: none"> Tornado Snow/Ice Storms Excessive Cold Watches and Warnings 	<ul style="list-style-type: none"> Dial ext. 555 to report all emergencies 	<ul style="list-style-type: none"> Bloomington Severe Weather Siren RAVE E-mail/Text Web Page Campus Digital Signage 	<ul style="list-style-type: none"> Shelter in Place 	<ul style="list-style-type: none"> A warning means a tornado or severe weather is imminent. A watch means the weather conditions could produce threatening weather. Move away from outside rooms and go to a center hallway on the lowest level or to an interior room. If there is a school closure, you will be notified via RAVE and/or university website, and local media.
Fire	<ul style="list-style-type: none"> On Campus – In Building On Campus – Outside Building 	<ul style="list-style-type: none"> Dial 911 immediately Dial ext. 555 and provide the exact location and, if known, the type of fire (paper, grease, electrical, etc.) Alert the people in the vicinity Pull the fire alarm 	<ul style="list-style-type: none"> Fire Alarms RAVE E-mail/Text 	<ul style="list-style-type: none"> Evacuate 	<ul style="list-style-type: none"> Evacuate the building and assemble in the field west of the building. Do not use the elevators. Do not attempt to extinguish a fire on your own until after 911 and the proper university administrators have been notified.
Hazardous Exposure	<ul style="list-style-type: none"> Chemical Spill or Leak 	<ul style="list-style-type: none"> If a chemical spill occurs, immediately notify Security at ext. 555 Alert the people in the vicinity 	<ul style="list-style-type: none"> Fire Alarms RAVE E-mail/Text 	<ul style="list-style-type: none"> Evacuate the Area 	<ul style="list-style-type: none"> Persons in the immediate vicinity should immediately evacuate the area. Only employees with training in hazardous materials should attempt to contain or clean up a chemical spill.
	<ul style="list-style-type: none"> Needle Sticks 				<ul style="list-style-type: none"> Consult Safety Procedures posted in area.
Criminal Episode	<ul style="list-style-type: none"> Active Shooter Assault 	<ul style="list-style-type: none"> Immediately seek safety, then call 911 	<ul style="list-style-type: none"> RAVE E-mail/Text 	<ul style="list-style-type: none"> Run, Hide, Fight 	<ul style="list-style-type: none"> See TSA Run, Hide, Fight information on the back side of this card.
	<ul style="list-style-type: none"> Bomb Threat or Suspicious Package 	<ul style="list-style-type: none"> If bomb threat by phone, get as much information as possible, then call 911 Notify Security at ext. 555 	<ul style="list-style-type: none"> Suspicious package call 555 The university will provide notification as appropriate 	<ul style="list-style-type: none"> Evacuate the Area 	<ul style="list-style-type: none"> If evacuation is required, follow evacuation procedures notified via RAVE. If by phone, secure as much specific information as possible about the location and appearance of bomb.
Utilities	<ul style="list-style-type: none"> Gas Leak 	<ul style="list-style-type: none"> Dial ext. 555 to report all emergencies 	<ul style="list-style-type: none"> Fire Alarms RAVE E-mail/Text Text 	<ul style="list-style-type: none"> Evacuate 	<ul style="list-style-type: none"> If there is imminent danger and the fire alarm sounds, evacuate the building utilizing the assigned exit route for the area and assemble in the field west of the building.
	<ul style="list-style-type: none"> Flood/Water Line Break 	<ul style="list-style-type: none"> Dial ext. 555 to report all emergencies 	<ul style="list-style-type: none"> The university will communicate as appropriate 	<ul style="list-style-type: none"> Remain in area Wait for notification 	<ul style="list-style-type: none"> If there is no imminent danger, remain in your area until administration notifies the campus whether classes will be canceled and departments will be closed.

Extension 555 alerts Security/Facility Staff

Active Shooter HOW TO RESPOND

When an Active Shooter is in Your Vicinity	When Law Enforcement Arrives on the Scene	If You Recognize Signs of Potential Workplace Violence
<p>Quickly determine the most reasonable way to protect your own life. Students and patients are likely to follow the lead of employees and managers during an active shooter situation.</p> <p>1. Run</p> <ul style="list-style-type: none"> ■ Have an escape route and plan in mind ■ Leave your belongings behind ■ Keep your hands visible <p>2. Hide</p> <ul style="list-style-type: none"> ■ Hide in an area out of the active shooter's view ■ Block entry to your hiding place and lock the doors <p>3. Fight</p> <ul style="list-style-type: none"> ■ As a last resort and only when your life is in imminent danger ■ Attempt to incapacitate the active shooter ■ Act with physical aggression and throw items at the active shooter <p>Call 911 when it is safe to do so</p>	<p>When law enforcement arrives on the scene</p> <ul style="list-style-type: none"> ■ Remain calm, and follow officer's instructions ■ Immediately raise hands and spread fingers ■ Keep hands visible at all times ■ Avoid making quick movements toward officers such as attempting to hold on to them for safety ■ Avoid pointing, screaming and/or yelling <p>Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises</p> <p>Information you should provide to law enforcement or 911 operator:</p> <ul style="list-style-type: none"> ■ Location of the victims and the active shooter ■ Number of shooters, if more than one ■ Physical descriptions of shooter/s ■ Number and type of weapons held by the shooter/s ■ Number of potential victims at the location 	<p>An active shooter may be a current or former employee. Alert your Human Resources Department if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior may include one or more of the following:</p> <ul style="list-style-type: none"> ■ Increased use of alcohol and/or illegal drugs ■ Unexplained increase in absenteeism, and/or vague physical complaints ■ Depression/Withdrawal ■ Increased severe mood swings, and noticeably unstable or emotional responses ■ Increasingly talks of problems at home ■ Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes