# EMERGENCY PROCEDURES

## TORNADO
**SEEK SHELTER**
- Move to an interior room on the lowest level.
- Stay away from windows and exterior doors.
- Listen to weather radio for updates.
- Stay away from hazardous materials.

## FIRE
**EVACUATE**
- Pull the fire alarm.
- CALL 911
- Leave the building. CLOSE DOORS behind you.
- If unable to exit the building go to the nearest stairwell or place of refuge, don’t use elevators.
- Assemble in designated area.

## ACTIVE ATTACKER
**RUN - HIDE - FIGHT**
- CALL 911
- Leave the building. If evacuation is not possible, hide in a concealed place.
- Lock and barricade door, turn off the lights.
- Wait for law enforcement.
- As a LAST resort, overpower the attacker.

## MEDICAL EMERGENCY
**STAY CLEAR**
- CALL 911
- Provide the location, nature of injury or illness, current condition of the victim and other requested information.
- Do not move the victim unless in immediate danger.
- If trained – administer first aid, CPR/AED.

## PURDUE FORT WAYNE
**EMERGENCY:** Police/Fire/EMS
- 911
**NON-EMERGENCY:**
- PFW PD: 260-481-6827
- FACILITIES: 260-481-6832
- REM: 260-481-4193
**INFORMATION:** purdue.edu / emergency_preparedness

## UTILITY FAILURE
**IDENTIFY LOCATION**
- Call Physical Plant or University Police to report issues.
- Be prepared to provide failure type and location.
- University officials may evacuate a building due to utility failures.

## SUSPICIOUS ACTIVITY
**SEE SOMETHING, SAY SOMETHING**
- Object is out of the ordinary.
- Person is behaving strangely.
- Gut feeling that something is wrong.
- If you see something suspicious, do something.
- CALL 911.

## HAZARDOUS MATERIALS
**STAY BACK**
- If life threatening, pull the fire alarm, evacuate and CALL 911.
- If non-life-threatening, call 911 and provide information on type of incident and location.
- If you come into contact with a hazardous material, decontaminate and CALL 911.

## EXPLOSION
**LEAVE OR TAKE COVER**
- Evacuate the building and leave the area.
- Call 911.
- Take cover under a table or desk if you can’t evacuate.
- Assist the injured.

## EARTHQUAKE
**ACT DONT REACT**
- Seek shelter under a desk, table, or under a doorway frame and hold on.
- Stay away from windows, shelves, and heavy equipment.
- Evacuate the building if an alarm sounds or if told to do so by emergency personnel.
- Move away from building, utility poles, overhead wires, and other structures.
- Avoid downed power or utility lines, as they may be energized.
- Do not call 911 unless you require immediate emergency assistance.

## BOMB THREAT
**REMAIN CALM**
- Get as much information as possible from the caller-location of device, what it looks like, what will cause it to explode.
- Note background sounds, gender of caller, and any notable characteristics of the caller’s voice.
- CALL 911.

## PSYCHOLOGICAL INCIDENT
**BE AWARE**
- If an individual appears to be a danger to themselves or others or displays irrational behavior and/or the situation appears violent or life-threatening CALL 911.

During an emergency, always CALL 911 first!