

ILLINOIS STATE UNIVERSITY
EMERGENCY PROCEDURES QUICK REFERENCE GUIDE
 EMERGENCY NUMBERS

Dial 911 to report an immediate emergency / Dial (309)438-8631 for Illinois State University Police (blue emergency phone)

<p><u>ACTIVE SHOOTER</u></p> <ul style="list-style-type: none"> ▪ Proceed to a nearby room that can be secured, lock all windows and doors, barricade, and turn off lights. ▪ Drop to the floor and ensure no one is visible from outside. ▪ Call 911 and Campus Police to alert the police of the shooter’s location. If it is unsafe to speak, leave the line open so the dispatcher can hear what is happening. ▪ If the shooter leaves the area, proceed immediately to safety. ▪ Keep your hands empty and in view at all times for police. ▪ Follow emergency personnel directions. 	<p><u>EVACUATE</u></p> <ul style="list-style-type: none"> ▪ If the fire alarms sounds or you are notified by an official, evacuate using the nearest safe exit. ▪ Assist others, including persons with disabilities, if safe to do so. ▪ Advise emergency personnel of the location of anyone still in the building or unaccounted. ▪ Do not enter any building unless directed by officials. 	<p><u>POWER OUTAGE</u></p> <ul style="list-style-type: none"> ▪ Turn off or unplug computers and other voltage sensitive equipment. ▪ Move cautiously to a lighted area. Lighted signs may indicate exits. ▪ Report outage to ISU Police.
<p><u>BOMB THREAT</u></p> <ul style="list-style-type: none"> ▪ Evacuate the building. ▪ Do not use cell phones or radios within 300 feet of the area. ▪ Watch for, but do not disturb, unusual objects as you evacuate. Report your observations to emergency personnel. 	<p><u>FIRE</u></p> <ul style="list-style-type: none"> ▪ Alert others in the immediate area and activate the nearest fire alarm pull station. ▪ Exit the building and close doors to help prevent the fire from spreading. ▪ Call 911 and advise the dispatcher of fire size and location. ▪ Advise emergency personnel of anyone in the building. ▪ Do not re-enter the building unless directed by officials. 	<p><u>SEVERE WEATHER</u></p> <ul style="list-style-type: none"> ▪ Stay away from windows. ▪ Move to an interior room or hallway on the lowest floor. ▪ Close any doors. ▪ Remain in the safe area until all danger has passed. ▪ Follow directions given by emergency personnel. Do not enter any building unless directed by officials.
<p><u>SHELTER IN PLACE</u></p> <ul style="list-style-type: none"> ▪ Stay in the building. Close and lock all doors and windows. ▪ Move to an interior room or office away from windows. ▪ If safe to do so, turn off all fans, heating and air conditioning systems. ▪ Stay in place until emergency personnel notify you that it is safe to leave. 	<p><u>MEDICAL EMERGENCIES</u></p> <ul style="list-style-type: none"> ▪ Do not move an injured person unless they are in an unsafe area. If they must be moved, support the head and neck. ▪ Call 911 and follow the dispatcher’s instructions. Notify Campus Security. 	<p><u>STORMS & TORNADOS</u></p> <ul style="list-style-type: none"> ▪ Take shelter immediately. ▪ Move to the predesignated tornado shelter. ▪ If unsure of shelter location, move to an inner hallway, stairwell, underground structure, restroom free from exterior windows/glass. ▪ Avoid the top floor of a building and areas such as an elevator, lobby, gym, auditorium, or dining center. ▪ Keep a flashlight and cell phone close by as to receive the all-clear message via ISU Emergency Alert.