

EMERGENCY PROCEDURES

REPORT ALL EMERGENCIES DIAL 9-1-1

<<Building Name>>: <<Building Address>>

Room:

IMPORTANT INFORMATION FOR ALL EMERGENCIES

- Report all emergencies by dialing 9-1-1.
- Classes are suspended in the affected area for the duration of the emergency.
- Always follow instructions provided by emergency personnel, UNI ALERT and campus officials.
- Stay away from affected area until given the “all clear” by emergency personnel.
- Whenever possible, assist persons who need help.

BUILDING EVACUATION

Evacuation may be required due to fire, hazardous materials release, bomb threat or other emergency

- Gather personal belongings if safe to do so. DO NOT delay evacuation.
- Immediately evacuate building using nearest safely accessible exit.
- DO NOT use elevators.
- Follow instructions of emergency personnel.
- Assist persons who need help as able.

SUSPICIOUS OBJECT

- Do not touch or disturb the object or package.
- Do not use your cell phone near the object in question.
- Call 9-1-1 and notify someone in charge of the area.

MEDICAL EMERGENCIES

- Dial 9-1-1 and stay on phone with operator for instructions.
- Stay with the victim until emergency personnel arrive.

SHELTER-IN-PLACE

Shelter-in-place may be required due to hazardous materials release, acts of violence, or other emergency

- Instructions will be issued via UNI ALERT and other available emergency notification systems.
- Stay calm.
- Stay away from windows, doors and outside walls.

TORNADO WARNING

- Immediately seek shelter in designated severe-weather shelters (interior areas lower level of building away from windows).
- Stay in designated shelter until warning expires.

FIRE

- If you smell smoke or witness a fire, activate the nearest fire-alarm pull station.
- Evacuate building immediately when alarm is activated or there is evidence of a fire.
- If you are the last to leave a room, office or building, close doors as exiting.
- After evacuating, call 9-1-1 to report location of fire or smoke.

THREATENING PERSON/ ARMED INTRUDER

- If the person approaches you, your actions will depend solely on your judgment and capabilities. No strategy is 100 percent effective.
- Do not confront the person.
- Call 9-1-1. Provide as much information as possible about the person and direction of travel.
- Do not block the person's access to an exit.

If you hear gunfire or see a person with a weapon, take immediate steps to protect yourself

- Try to escape the area if able.
- If unable to escape, immediately close and lock or barricade the door.
- Stay away from windows and out of view. Turn off lights. Hide behind heavy furnishings if possible.
- If you are in an open area and cannot escape, find a room to hide in.

For more information, see safety.uni.edu