

## EMERGENCY PROCEDURES

### TORNADO

#### SEEK SHELTER

- Move to an interior room on the lowest level
- Stay away from windows and exterior doors
- Listen to a weather radio or weather app 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
- Stay out of the building



### ACTIVE THREAT

#### 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 shooter - fight for your life



### 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



### PHONE NUMBERS

#### EMERGENCY POLICE, FIRE, EMS

**911**

#### NON-EMERGENCY

Security:

574-289-7001 ext. 5375 (South Bend)

574-830-0375 ext. 4498 (Elkhart)

Police Non-Emergency:

574-235-9201 (South Bend)

574-533-2300 (Elkhart)

Suicide Prevention Line: 800-273-8255

Sign up for emergency alerts at:  
[getrave.com/login/ivytech](http://getrave.com/login/ivytech)

### SUSPICIOUS ACTIVITY

#### SEE SOMETHING, DO 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 and Security:  
574-289-7001 ext. 5375 (South Bend)  
574-830-0375 ext. 4498 (Elkhart)



### 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



### SEXUAL ASSAULT PREVENTION

#### BE ALERT

- Trust Your Instincts - If you feel uncomfortable in any situation - Leave
- Think about your safety everywhere
- Always walk, drive and park in well-lit areas
- Keep doors locked, don't pick up hitchhikers



### SUICIDE AWARENESS

#### QUESTION, PERSUADE, REFER

- Consider any reference to suicide serious
- Call Security or 911
- Stay with person until assistance arrives
- Persuade to get help
- National Suicide Prevention Lifeline:  
**800-273-8255**



**SEE SOMETHING, SAY SOMETHING**

**FOR MORE INFORMATION GO TO: [IVYTECH.EDU/SAFETY](http://IVYTECH.EDU/SAFETY)**