



# EMERGENCY PROCEDURES

# SEE SOMETHING, SAY SOMETHING

## IMPORTANT INFORMATION FOR ALL EMERGENCIES

Report all emergencies by dialing 911 and Campus Security at (563)588-6393.

- Always follow instructions provided by emergency personnel and campus officials.
- Stay away from affected area until given the “all clear” by emergency personnel.
- Classes are suspended in the affected area for the duration of the emergency.
- Whenever possible, assist persons with special needs.

## BUILDING EVACUATION

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

- Use the nearest exit.
- Do not use elevators.
- Help account for individuals and report locations of persons with special needs.
- Do not evacuate campus by vehicle, as this will impede emergency vehicles.

## ACTIVE SHOOTER/ARMED INTRUDER

- If possible, determine location of shooter.
- Run-Hide-Fight. Determine appropriate response given the circumstances.
- Call 911. Provide as much information as possible about the person and his/her direction of travel.
- Direct another individual to call Campus Security at (563)588-6393.
- Follow instructions of emergency personnel.

## MEDICAL EMERGENCIES

- Dial 911 and stay on the phone with operator for instructions.
- Direct another individual to call Campus Security at (563)588-6393.
- Stay with the victim until emergency personnel arrive.

## SHELTER-IN-PLACE

- Stay quiet and calm.
- Silence cell phones or anything that could make noise.
- Pay attention to your surroundings.
- Be prepared to evacuate at any time.

## TORNADO WARNING

- Immediately seek shelter in designated severe-weather shelters (interior areas of lower level of building away from windows).
- Do not use elevators.
- 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. Do not use elevators.
- If you are the last to leave a room, office, or building, close doors as exiting.
- After evacuating, call 911 to report location of fire or smoke.
- Call Campus Security at (563)588-6393.

## SUSPICIOUS OBJECT

- Do not touch or disturb the object or package.
- Do not use your cell phone near the object in question.
- Call 911 and notify Campus Security at (563)588-6393.

**REPORT ALL EMERGENCIES:  
DIAL 911 & NOTIFY CAMPUS SECURITY (563)588-6393**