



# **Emergency Preparedness Quick Reference Guide**

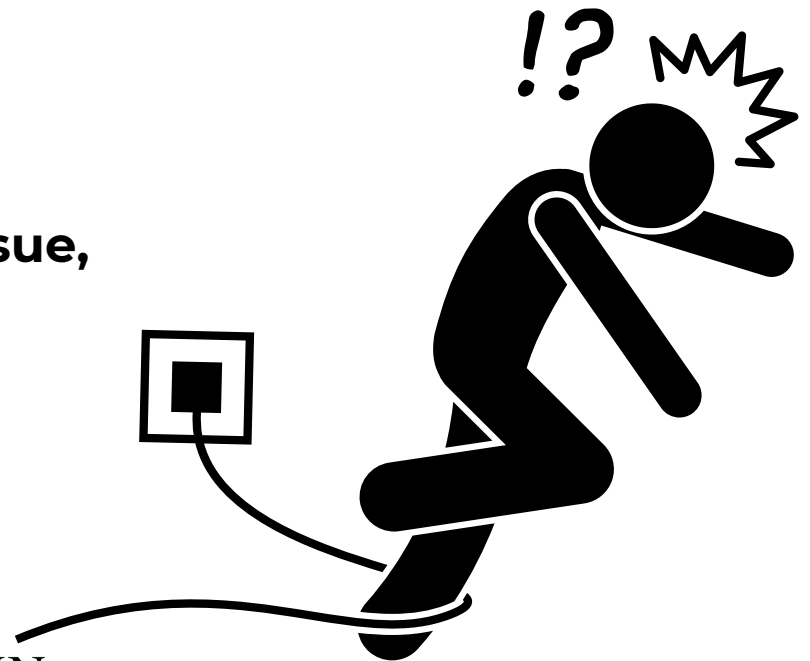
# NEAR MISS REPORTING

Near Miss Reporting is a non-punitive program established to assist in addressing hazards, unsafe work practices, or unsafe work conditions before accident or injury occurs.

## **Near Misses Include:**

- **Signage & Hazard Communication**
- **Stacked Boxes**
- **Fall, slip, or trip hazards**

**To report a non-emergency safety issue,  
please call Campus Safety  
at 317-917-3982.**



# **MEDICAL EMERGENCY**

Report any medical emergency to Campus Safety at **317-917-3982** or call **911**.

## **Calmly State:**

- Name of the caller
- Name of the Injured
- Nature of the injury
- Location of the Injured
- Telephone number at the scene



## **Do as Follows:**

- Listen for instructions from the dispatcher
- Do not attempt to move the injured person unless additional danger exist.
- Administer first aid. If possible, ask someone to find an individual who is trained to administer first aid.
- Stay with the injured person until emergency medical responders arrive. If able, assist responders as requested.

# FIRE EVACUATION

If you see fire or smoke, immediately activate the nearest fire alarm pull station. Report all fire or smoke conditions to Campus Safety at **317-917-3982** or call **911**.

## **Calmly State:**

- Location of the fire and/or smoke.

## **When exiting the building:**

- Leave via the nearest exit.
- Alert others as you leave.
- Meet at the evacuation rally points.



In case of a small fire, you may extinguish it with the nearest fire extinguisher. If in doubt as to whether you are able to contain the fire, **DO NOT** make any attempts.

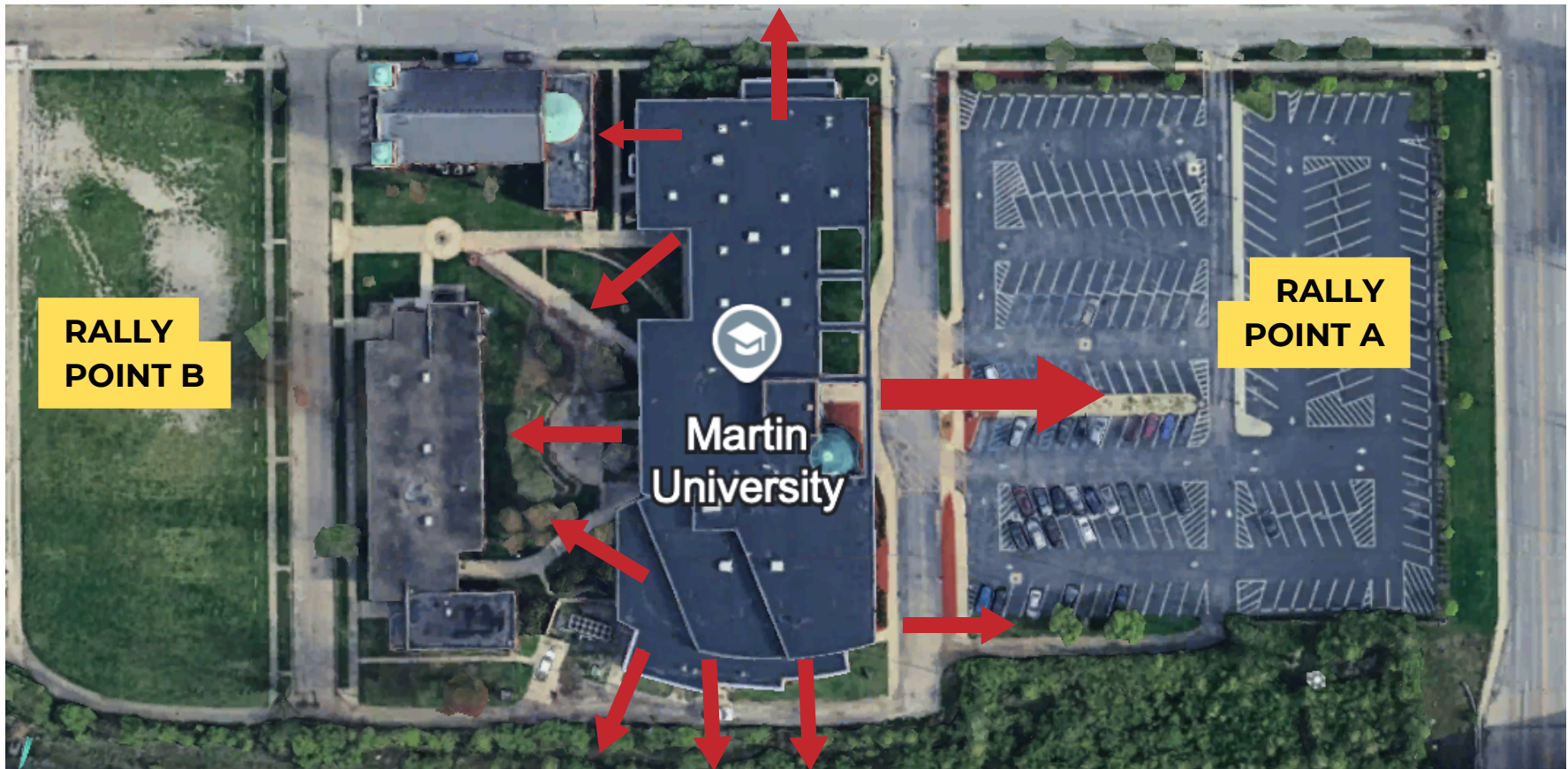
## **Remember to:**

- Fight the fire with your back towards the exit
- Apply the **PASS method** when using the extinguisher
- Evacuate immediately following the evacuation plan.



**Pull**  
**Aim**  
**Squeeze**  
**Sweep**

# FIRE EXITS



# WORKPLACE VIOLENCE/ACTIVE SHOOTER



## ***In the event of workplace violence:***

- Secure your areas (close doors, stay out of hallways, stay in your location).
- Contact Campus Safety at 317-917-3982 if you see suspicious behavior.
- Follow directions of Campus Safety and listen carefully to any emergency messages.
- Exit your area only when safe to do so or until an **ALL-CLEAR** is given.

## ***In the event of an active shooter:***

- Quickly determine the best way to protect your life. Take decisive action.
- Run, if able to escape. Exit out of the closest and safest exit.
- Hide out of view, turn off the lights, lock the door, barricade the room with heavy items, and silence mobile devices.
- Fight as a last resort, be aggressive, throw items, improvise weapons, yell, and commit to your actions.
- Contact Campus Safety and/or **911** from an internal phone or a cellphone when it is safe to do so.
- Know your exact location and state what area of the facility you are located.
- Do not leave your hiding area until an **ALL-CLEAR** has been given.



**SEE SOMETHING  
SAY SOMETHING**

# **SEVERE WEATHER SHELTERING**

## **If Sheltering Indoors**

- Shelter near an interior wall
- Stay away from windows and exterior walls
- Use arms to protect head and neck in “drop and tuck” position
- Report any emergency or unusual condition to Campus Safety at **317-917-3982**

## **If Sheltering Outdoors**

- Lie in a ditch or low-lying area or crouch near a sturdy structure
- Be cautious of other potential weather hazards
- Use arms to protect head and neck in “drop and tuck” position
- Use an article of clothing to protect face and eyes
- Wait until the **ALL-CLEAR** notification before returning to the designated work area.



# EARTHQUAKE

## ***If Indoors:***

- Drop against an interior wall, cover your head and neck with your arms if no table or desk is available, gather in a door frame.
- If in a wheelchair, lock your wheels and cover your head and neck with your arms.
- Avoid windows, hanging objects, or heavy objects likely to fall over.

## ***If Outdoors:***

- Move to an open area where you can avoid power lines, buildings, and trees.
- **DO NOT** attempt to enter building or vehicles.

## ***Following the aftermath:***

- If trapped under debris, cover your nose and mouth with your clothing.
- Check your immediate area for any dangerous conditions prior to exiting.
- **DO NOT** move seriously injured persons, make emergency responders aware.
- Report to designated rally points.





# CPR

## **Before Administering CPR:**

- Check the scene & the person. **CHECK** to make sure the scene is safe, **TAP** the person on the shoulder to see if they're OK, and **LOOK** for signs of rhythmic, normal breathing.
- Ask the victim if they are "OK". If no response, call 911 or ask a bystander to call for help.
- Ask anyone nearby to get the AED.

## **During Administration of CPR:**

- Begin compressions. If the person is unresponsive perform hands-only CPR.
- Kneel beside the person who needs help.
- Place the heel of one hand on the center of the chest.
- Place the heel of the other hand on top of the first hand, then lace your fingers together.
- Position your body so that your shoulders are directly over your hands and keep your arms straight.
- **Push hard and fast.** Use your body weight to help administer compressions that are at least **2 inches deep** and delivered at a rate of at least **100 compressions per minute.**
- Continue hands-only CPR until you see obvious signs of life, another trained responder or EMS professional can take over, you're too exhausted to continue, an AED becomes available, or the scene becomes unsafe.



# AED

## ***Before Using the AED***

- Check the scene for danger, and ensure the person needs help.
- Ask a bystander to call 911 for help.

## ***During Administration of the AED***

- Turn on the AED and follow the visual and/or audio prompts.
- Open the person's shirt and wipe his or her chest dry. If the person is wearing any medication patches, you should use a glove (if possible) to remove prior to wiping the chest.
- Attach the AED pads, and plug in the connector (if necessary).
- Push the "**Analyze**" button (if necessary) and allow the AED to analyze the person's heart rhythm
- If the AED recommends for you to deliver a shock to the person, make sure that no one, including you, is touching the person. Advise everyone to stand clear and press the "**Shock**" button.
- Begin CPR after delivering the shock. If no shock advised, begin CPR.



# BOMB THREAT/SUSPICIOUS PACKAGE

## ***If you receive a bomb threat by a caller:***

- Remain calm and use the Bomb Threat Checklist and Procedures to obtain as much information as possible from the caller.
- Attempt to obtain their name and location.
- Notify Campus Safety immediately at **317-917-3982**.

## ***If you receive a suspicious package or mail:***

- **DO NOT** shake, open, or empty the package, place on table or floor.
- Notify Campus Safety immediately at **317-917-3982**, then call 911.
- Follow instructions of emergency responders.
- If touched , wash hands with antibacterial product.

Exact time and date of call: \_\_\_\_\_

Exact Words of caller: \_\_\_\_\_

### **Bomb Threat Checklist**

Voice	Accent	Manner	Background Noise	Speech	Familiarity with Threatened Facility
<input type="checkbox"/> Loud	<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory Machines	<input type="checkbox"/> Fast	<input type="checkbox"/> Much
<input type="checkbox"/> High Pitched	<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Music	<input type="checkbox"/> Distint	<input type="checkbox"/> Some
<input type="checkbox"/> Raspy	<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Airplanes	<input type="checkbox"/> Stutter	<input type="checkbox"/> None
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Not Local	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Office Machines	<input type="checkbox"/> Slurred	
<input type="checkbox"/> Soft	<input type="checkbox"/> Regional	<input type="checkbox"/> Righteous	<input type="checkbox"/> Mixed	<input type="checkbox"/> Slow	
<input type="checkbox"/> Deep		<input type="checkbox"/> Street Traffic	<input type="checkbox"/> Street Traffic	<input type="checkbox"/> Distorted	
<input type="checkbox"/> Pleasant		<input type="checkbox"/> Irrational	<input type="checkbox"/> Trains	<input type="checkbox"/> Nasal	
<input type="checkbox"/> Quiet		<input type="checkbox"/> Incoherent	<input type="checkbox"/> Animals	<input type="checkbox"/> Lisp	
<input type="checkbox"/> Weezy		<input type="checkbox"/> Emotional	<input type="checkbox"/> Quiet	<input type="checkbox"/> Foul	
<input type="checkbox"/> Shrill		<input type="checkbox"/> Laughing	<input type="checkbox"/> Voices	<input type="checkbox"/> Other	
<input type="checkbox"/> Other			<input type="checkbox"/> Partyng		



# EVACUATION INFORMATION

- Remain calm and evacuate the building immediately
- Aid individuals who may be impaired and require assistance
- Use the stairs to evacuate the building. **DO NOT use the elevator.**
- Proceed to the nearest/safest exit and report to the designated rally points.
- Alert emergency responders and security staff of anyone remaining inside.
- **DO NOT REENTER THE BUILDING**
- Call Campus Safety and/or 911 when you are at a safe distance from the building and report the emergency.

