

What you need to know for an emergency!

1. Take responsibility for your students and yourself.

- You are responsible for your classroom.
- Know your options in an emergency.

2. Be prepared.

- Emergency Procedures Handbook and Classroom Card
- Emergency Preparedness Website
- Weather Radio in every building on campus
- Have a personal preparedness kit at home and encourage your students to do the same.

3. Know 3 things: how to evacuate, how to shelter in place, and how to be notified.

- Evacuation: Know your building and floor wardens and your building's evacuation/emergency action plan. Know where to go if you evacuate.
- Shelter in Place: This is hunkering down, as in a tornado drill. Know your classroom – where are the exits? Does the door lock?
- How you will be notified: Primarily through a JagAlert via the IU-Notify system. Make sure that you and your students have all updated their information on OneStart, on the black notifications tab.

4. Know what you can do in advance.

- Include emergency information in your syllabus for each class.
- Keep in mind that you don't need corroboration on a JagAlert. Act as directed.
- Keep your cell phone on during class so that at least one person in the room can receive JagAlerts.
- Understand why the Marion County sirens go off.
- Get involved: Be a Community Emergency Response Team (CERT) member when a campus team is formed.
- Get involved: Participate in an on-campus emergency preparedness exercise.
- Know who to call: Program IUPUI Police into your phone: (317) 274-7911.