

"Siren Inside, GO Outside. Siren Outside, GO Inside."

**Valparaiso University
Emergency preparedness on the first day of every semester**

General Preventive Actions

- Know the emergency exits and evacuation areas for the classroom.
- Devise "buddy systems" so that everyone is accounted for in an evacuation.
- Evaluate the challenges that you might face during an evacuation.
- Discuss emergency procedures with your instructor.

Emergency Communication

- Campus emergency communications are sent via E-mail, Twitter and/or PC Alert.
- Go to <https://www.valpo.edu/campus-alerts> for more information and to sign up for Twitter alerts.
- Add the VUPD [Emergency Information number – 219-474-5430 -- to your cell phone.](tel:219-474-5430)
- When you need help immediately or to report a dangerous situation, CALL 911.

Building Evacuations

- Take every call to evacuate seriously, as you may not know if an evacuation is a drill or not. Take your personal belongings and immediately leave the building.
- Re-enter buildings only when directed by campus authorities.
- Leave the campus only if instructed.
- Identify the two exits closest to the classroom.
- Identify an external gathering place for class, to gather at in case of evacuation.

Suspicious People or Items

- If you see something, say something.
- If something or someone looks suspicious or out of place, notify VUPD at 219-464-5430.

Fire

- When you see smoke or fire, immediately evacuate the building.
- If the fire alarm is not already activated, pull the switch to alert others of the situation.
- Use a fire extinguisher only if you know how to use it and the fire is small.

Shelter in Place or Dangerous Situation

- If possible, move away from the dangerous situation as fast as you can.
- If directed, or you feel it is best to do so, seek shelter in a room with a lock.
 - Turn off the lights and silence all cell phones.
 - Hide until authorities have given the all clear signal.
- If you cannot safely escape or hide, be prepared to take action to protect yourself.

Information provided by the Valparaiso University Incident Command Team Management
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