



Upper Iowa University – New Orleans Center Emergency Procedures

EVACUATION PLAN: Familiarize yourself with the nearest exits to your classroom or office. This may include a door or office. Know your designated meeting point/safe zone (fire = 50 ft away from the building). Going to the meeting point allows for a designated emergency staff to do a head count and know if all have exited safely. The designated meeting point for the New Orleans Center is the parking lot directly across the parade field outside of the main entrance.

If you find yourself in a critical situation where you need to exit the building,

- Notify other people in the area – if it is a fire and you see flame, call 911.
- Proceed to the nearest exit – leave your things, don't try to take a bunch of items with you
- Go to the designated meeting point
- Wait for the all clear – this will most likely come from your supervisor, faculty, or law enforcement

LOCKDOWN PROCEDURE: Call 911, if you discover the threat. Notify those around you and anyone you can that is outside. Use judgment about safety of doing so. Lock doors. Move to a location within the building that has a lockable door and lock it, or use a door wedge to secure door from inside or stack furniture in front of the door

Hide. Get out of the line of sight and fire. Get away from windows, doors, and outer walls, especially basement or first floor windows and doors. Crouch down in areas that are out of sight from doors and windows, such as behind furniture or the wall nearest the view from outside the room. Close, cover, turn off, or lock, if possible, windows, blinds, window in the door, lights, ventilation. Be Quiet and do not draw attention to yourself. Turn off cell phones and radios or turn to vibrate. Do not exit the building when a fire alarm sounds unless you have reason to believe that there really is a fire in the building, or you have been advised by a military police or other recognized emergency responder to evacuate. Be ready to move, if current position is judged to be too dangerous. Be aware of possible escape routes. Local police, other recognized law enforcement or a UIU official will notify occupants when it is safe to resume normal activities. ALL CLEAR.

CLASS CANCELLATIONS: If class must be cancelled on a given evening, a notice will be posted to www.uiu.edu/neworleans, www.facebook.com/neworleans, www.uiu.edu/neworleans. In the event of an evacuation for a potentially extended period, a local TV station will be notified and can assist in updating the community of the status of the Center/classes. If you commute from a long distance, you are urged not to take unnecessary risks at times when road conditions are hazardous. If you must be absent for this reason, inform your instructor