



Upper Iowa University – Fort Riley location Emergency Procedures

In the event of an emergency, the Fort Riley Location will operate under the Emergency Operations Plan of the Fort Riley Military Installation. .

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

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- If safe to do so, notify other people in the area.
- If fire and you see flame, call 911.
- Depending on the situation, proceed to the nearest safe exit – leave your things, don't try to take a bunch of items with you.
- Wait for the all clear – this will most likely come from your instructor, law enforcement, or other recognized emergency personnel.

POTENTIAL EXPLOSION: If you discover this sort of threat to learner or faculty safety, call 911. Warn those who can safely be warned. Evacuate as soon as possible by the nearest safe exit. **Assemble at the designated meeting point.**

LOCKDOWN PROCEDURE FOR POTENTIAL GUNMEN

If you discover this sort of threat to learner or faculty safety, call 911. Notify those around you who can safely be warned; use good judgment in deciding when and who can be warned safely. If possible, lock doors between you and the potential shooter. Move to a location within the building that has a lockable door and lock it, use a door wedge to secure door from inside, or stack furniture in front of the door if a shooter related event. Hide. Get out of the potential shooter(s) line of sight. 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 law enforcement 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. Law enforcement, other recognized emergency personnel, or a UIU official will notify occupants when it is safe to resume normal activities. ALL CLEAR.

CLASS CANCELLATIONS

- **Fort Riley Center** – If an instructor cancels a class, the Fort Riley staff and adjunct will attempt to get in touch with you.
- **Weather Related Closings** – Inclement weather may require closures of UIU and cancellation of its scheduled classes. If this occurs, reschedule the class(es) missed as required and permissible.
- Learners may also log on to Fort Riley’s home page for information related to potential Center closings at:
 - Fort Riley UIU location <https://uiu.edu/locations/fortRiley/index.html>
 - UIU Fort Riley Facebook page.