

Emergency Procedures

DMU is committed to providing a safe learning and teaching environment. Emergency information is available to students in a variety of methods:

- **Building Action Plans** are emergency specific procedures for each campus building. These are located on the Student Portal.
- **Emergency Reference Guides** are a quick instruction to emergency situations on campus. This guide is available on the student portal and is posted in red flip charts around campus.
- **Emergency Maps** are posted in public areas, lecture halls and larger classrooms that illustrate emergency exit routes, severe weather shelters, AED locations etc.
- **Student Emergency Procedure Training** provided through online orientation and is also available on the student portal for review.
- **E2Campus** is an emergency text messaging service that requires sign-up through the student portal.

In addition it is imperative that you follow the instructions of DMU employees and students who are working in employee roles in an emergency situation.

If you have any questions or concerns about this and the following information you may contact the security office or the safety office.

Fire Alarms

Students are required to locate the exit signs in classrooms for efficient evacuation from the buildings in case of fire. When the alarm sounds, students are to exit buildings and follow instructions from university employees. **ALL ALARMS ARE TO BE REGARDED AS AN EMERGENCY.**

1. All lecture halls in the Academic Center – exit by way of the Fire Exit doors at the rear of the room. Proceed to the south parking lot. Do not stand in the driveway.
2. The atrium, bathrooms, etc., of the Academic Center – exit up the stairway located near the link to the SEC, or the middle staircase in the atrium, to the nearest exit. Move away from the building.
3. Tower – exit by way of the stairwells located at the north and south sides of the building. Do not use elevators. Proceed to areas away from the building. Do not block driveways.
4. Olsen Medical Education Center – exit the room via any of the fire doors or exit doors into the west courtyard or east driveway. Move away from the area.
5. Ryan Hall – exit by way of the nearest door. Proceed to areas away from buildings.
6. The Student Education Center – ground floor proceed to the nearest exit. Second floor use the nearest stairway and exit out the ground level or proceed to the north exit by the fitness center. Third floor use the nearest stairway to exit the nearest exit. Do not use elevators!
7. Munroe Building – exit by way of the nearest door. Proceed to areas away from buildings.

Severe Weather/Tornado Watches and Warnings

The National Weather Service in Polk County will issue a tornado warning siren for a severe thunderstorm with straight line winds greater than 70 miles per hour. There is no difference in this siren and the tornado siren. Peak tornado season in Iowa occurs from the middle of March to the end of June. Please be aware of the following weather conditions:

Tornado Watch:

A tornado watch is the first alerting message from the Weather Service to the public which specifies an area and a period of time during which tornado probabilities are expected to be dangerously high.

Tornado Warnings:

The Weather Service issues a tornado warning when a tornado has actually been sighted in the area or detected by radar.

Tornado Warning Signal:

The tornado warning signal means that a tornado funnel cloud has actually been sighted in the area or detected by radar. The outdoor tornado sirens will sound. This is a cycle of 3 minutes on and 5 minutes off repeated until the alert is canceled. Take shelter!

Procedures for a Tornado Alert

A tornado alert will be activated when a tornado warning signal is issued for the Des Moines metro area. An announcement will be issued over the intercom system with the following message, “The National Weather Service has issued a tornado warning for Des Moines. Please seek shelter immediately.” A message will also go out over e2campus.

Move to the center of the building away from windows. Tornado shelter locations are as follows:

- I. Academic Center:
 - A. Lecture Halls 1, 2, and 3—Move out of the lecture halls to the hallways on the lower level, down towards the Help Desk and the Link to the SEC.
 - B. Other areas – Go to the stairwells as instructed by university employees.
- II. Ryan Hall (North Wing)
Move to the tunnels. Stay clear of windows.
- III. Ryan Hall (South Wing)
Move to the stairwells or the east/west hallway on the ground level
- IV. Tower
Go to the center core of rooms or take the stairwells located at the north and south sides of the building and proceed down the stairs to the lower level.
- V. Olsen Medical Education Center if the stairway in the lobby is accessible go to the tunnels. If not, go to the southwest corner of the area and protect your head by covering it with your arms.
- VI. Student Education Center: Move to the inner core of the building away from windows or into a stairwell and proceed to the tunnels. The link on the ground level may be used by the auditorium.
- VII. Wellness Center: Move into the locker rooms, kitchen, classroom, or stairwells.
- VIII. Munroe Building: Move into the restroom/shower areas. Stay clear of the windows.

If possible, sit under a desk or table. If not, sit on the floor and put your arms over your head. When the danger has subsided, an “All Clear” will be given and the student can return to regular activities.

Menacing Person/Weapons Threat

Emergency Actions – If there is a potentially dangerous person in your area:

Initial Response

1. Immediately secure yourself

- 2. Dial 911. If using a cell phone give building and room number.**
- 3. Call Security 515-271-1471**

If you are in a building and there is a threat:

1. Instructors should immediately lock the students and themselves in the classroom by closing and blocking doors with desks and chairs
2. If communication is available call 911.
3. Turn off cell phones.
4. Cover any windows or openings that have a direct line of sight into the hallway or the outside, if possible.
5. Stay low and out of sight and away from windows.
6. Turn off lights and all audio equipment.
7. Keep everyone together, stay quiet and calm.
8. Do not sound the fire alarm. (A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.)
9. Keep classrooms secure until police arrive and give you directions.
10. If you are not in a classroom, try to get to a classroom or an office.
11. Stay out of open areas and be as quiet as possible.

If you are in an open area or outside:

1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
2. If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc. between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles, and other objects to block you from the view of intruders.
3. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
4. Your last option if you are caught in an open area may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
5. If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes.