Emergency Action Plan

IMMEDIATELY CALL 911 (8-911 from Campus Landline) IN ANY LIFE-THREATENING SITUATION

**Fire Evacuation**
- Activate the nearest fire alarm, and exit the building
- Call 911 once outside
- Call IAIA Security 505-577-1660
- Remain outside

**Medical Emergency**
- Assess the scene for the safety
- Call 911 for help with severe injuries
- Call IAIA Security 505-577-1660
- Locate nearest first aid kit and/or AED
- Provide care to the level of your training

**Natural Hazards**
- Seek shelters on the building's lowest level
- Close doors and avoid windows
- Wait for an all-clear

**Gas Leak**
- Leave the area immediately without shutting the door
- Follow instructions from emergency personnel
- When it is safe, call Facilities at 424-2326
- Call Campus Security at 505-577-1660

**Active Shooter Violence**
- Run, hide and secure immediate area
- Silence phones
- If outside, run, crawl, and hide

**IAIA Alert System**
Emergency/weather alerts for all faculty, staff and students. You will receive texts and/or emails.
Register here: [iaia.edu/emergency-procedures](http://iaia.edu/emergency-procedures)

**Helpful Phone Numbers**
- New Mexico Poison Center.................. 1-800-222-1222
- Santa Fe NON-EMERGENCY............... 505-428-3710
- Santa Fe Sheriff's Office (main).......... 505-986-2455

Campus Address: 83 Avan Nu Po Road
Campus Security: 505-577-1660
IAIA Emergency/Weather Hotline: 505-424-2363