

**Emergency Response Guide**

Univ Security

507-389-2111

Emergency

911

**In the absence of instruction use your best judgment.**

 **GO Decide STAY**

|  |
| --- |
| **Evacuate** |
| * Leave using the nearest exit.
* Take personal belongings, but do not delay your exit to retrieve items.
* Relocate to safe/clear area.
* May need to run, crawl or cover face.
* Do not reenter until instructed by emergency personnel.
 |
| **Fire** |
| * Activate nearest fire alarm if you discover smoke.
* Evacuate. Close doors if safe to do so. Avoid elevators.
* Assist people with disabilities.
 |
| **Explosion** |
| * Evacuate. Stay clear of affected area. Find a safe location.
* Watch out for falling debris and chemical leaks.
* If you become trapped, tap on a wall or pipe to alert rescuers.
 |
| **Hazardous Material** |
| * If danger is indoors, evacuate the building. If danger is outdoors, go inside and shelter in place.
* Stay upwind of the accident. Alert others to stay clear.
* Seal doors and windows.
* Notify emergency personnel if you have been exposed or have information about the release.
 |
| **Suspicious Person / Object** |
| * See something, say something, Do something.
* Do not confront, stop, or apprehend the person.
* Report the person’s description, behavior and location.
* Do not touch or disturb object.
* Do not sniff, touch, taste, or closely examine any suspicious packages or envelopes
 |
| **Emergency Notification** |
| Campus Alerts: County Alerts: Building: Shelter Location:  |

|  |
| --- |
|  **Shelter in Place**  |
| * Seek immediate shelter inside a building.
* If building is locked, move away from danger.
* Isolate yourself as much as possible from external environment.
* Shut all doors and windows, and seal if needed.
* Remain sheltered until advised it is safe to leave.
* Monitor all available communications.
 |
| **Tornado** |
| * Seek shelter immediately; go to lowest indoor space away from windows and glass.
* Crouch near the floor or under heavy, well-­‐supported objects and cover your head.
* If outside, move inside a sturdy structure or lie down in a low area such as a ditch and cover your head.
* Report injuries, fire, gas leaks, debris, etc.
 |
| **Medical Emergency** |
| * Notify EMS (ambulance) for medical response.
* If illness or injury is serious, do not move the person.
* Provide assistance and/or first aid to level of training.
* If the victim is unconscious and not breathing, locate an AED, turn it on and follow instructions by the unit.
 |
| **Violent Incident/Active Shooter** |
| * Shelter in place or consider evacuating if it is safe to do so.
* Lockdown procedures activated if safe to do so.
* Turn off lights and silence phones.
* Lock or barricade door.
* If trapped, work together – strength in numbers.
* Develop survival mindset, fight back if confronted, use improvised weapons.

  |
| **Utility Failures** |
| * Report the source, location, & extent of the outage.
* Decide to stay or go elsewhere.
* Evacuate may be considered, depending on the nature and extent of the threat.
 |

A member of the Minnesota State system and an Affirmative Action/Equal Opportunity University. This document is available in alternative format to individuals with disabilities be calling University Security at 507-389-2111 (V), 800-627-3529 or 711 (MRS/TTY).