

**Emergency Response Guide**

Univ Security

507-389-2111

Emergency

911

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

**GO Decide STAY**

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| **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: |

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| **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).