

Emergency  
911

# Emergency Response Guide

In the absence of instruction use your best judgment.

Univ Security  
507-389-2111



## 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 special needs.

## 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.
- Packages/envelopes do not sniff, touch, taste, or look closely at any suspicious contents.

## Emergency Notification

Campus Alerts: **STARALERT**  
 County Alerts: **CODE RED**

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 extend of the threat.