

IN CASE OF EMERGENCY

■ FIRE

- Upon discovering a fire, explosion, or smoke in a building, activate the fire alarm system where available.
- After sounding the alarm, call Public Safety at **651-962-5555** and give: building name, floor, room number, and type of incident.
- **When a fire alarm sounds, complete evacuation is required.** Walk, **do not run**, to the nearest stairway exit and proceed to ground level. **Do not use elevators during a fire emergency.**
- After evacuating the building, proceed to a safe distance away from the building. **Do not return to building until directed to do so.**

■ MEDICAL EMERGENCY

- Call Public Safety at **651-962-5555** and give the following information:
 - Building location (exact location)
 - Type of injury, illness, or symptoms
- If possible, have someone meet and guide emergency responders.
- Do not move a seriously injured person unless they are in a life-threatening situation.
- If you notice any jewelry with an inscription indicating medical information, bring this to the officer's attention.

■ SEVERE WEATHER

- If in a warning area, seek refuge and shelter-in-place immediately in interior hallways, lowest level of building, away from windows and exterior doors.
- If in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, locate a ditch or ravine as they offer some protection.
- For emergency response call Public Safety at: **651-962-5555**.

■ SUSPICIOUS or CRIMINAL ACTIVITY

- If you observe any suspicious or criminal activity, immediately contact Public Safety at: **651-962-5555**.
- Report as much information as possible, including:
 - What the person is doing
 - The location
 - Physical and clothing description of those involved
 - If weapons are involved and if so, what type
 - Vehicle description and license plate number if appropriate
 - Direction of travel when last seen, etc.

• **DO NOT APPROACH OR ATTEMPT TO APPREHEND PERSON(S) INVOLVED!**

■ BOMB THREAT/ EXPLOSION

- Remain calm.
- Immediately call Public Safety at: **651-962-5555**.
- **If a bomb threat is received by phone, ask:** When is the bomb going to explode? • Where is the bomb? • What kind of bomb is it? • What does it look like? • Why did you place the bomb?

- **Record the following information for Public Safety:**
 - Time of call.
 - Date of call.
 - Exact words of person.
 - Judge the voice: male, female, age, coherence, speech pattern, accent.
 - Background noises and description (music, people talking, traffic, etc.)

■ ACTIVE SHOOTER: RUN, HIDE, FIGHT®¹

RUN. When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- Call Public Safety at 651-962-5555 when you are safe.

HIDE. If you cannot evacuate or get out safely, you need to find a place to hide, remain quiet and calm.

- Act quickly and quietly.
- Try to secure your hiding place the best you can. It should be out of the shooter's view, provide protection if shots are fired in your direction, and not trap or restrict your options for movement.
- Turn out lights; if possible, remember to lock doors.
- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.

FIGHT. As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.

¹ Run. Hide. Fight®: Surviving an Active Shooter Event YouTube video, 5:55. Posted Ready Houston, July 23, 2012. www.youtube.com/watch?v=5VcSweJU2D0

■ HAZARDOUS MATERIALS SPILL

- Chemical spills may pose a threat and should only be handled by those with the proper training and familiarity with the hazards of the spilled chemical.
- If a chemical comes in contact with any person's skin, find a source of water, remove any contaminated clothing immediately and flush all affected areas with large amounts of water.
- Notify Public Safety at **651-962-5555** and tell the dispatcher: Building name • Floor number • Room number • Type of accident • Chemical involved • Any injuries



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PUBLIC SAFETY QUICK REFERENCE EMERGENCY RESPONSE

On Campus Emergencies: On Campus Phone **2-5555**
Off Campus Phone: **651-962-5555**

Off Campus Emergencies: **9-1-1**
Non-Emergencies: **651-962-5100**