

# NDSU EMERGENCY ACTION GUIDE

## Emergency Numbers

Emergency \_\_\_\_\_ 911  
University Police \_\_\_\_\_ 231-8998

**Remember: Safety & security is everyone's responsibility, and if you 'See Something, Say Something'**

## Fire

- **Activate the nearest fire alarm.**
- **Call the Fire Department - Dial 911.**  
*State:* (Your name) calling from NDSU  
Location of fire (building name, room #)  
Type of fire
- Calmly alert people in the building and evacuate the building by following EXIT signs.
- **Do not use elevators**, keep to the right, walk-do-not-run, remain calm, but take immediate action.
- Feel closed doors before opening – if door is hot, do not open.
- Assemble at the **designated emergency assembly point.**
- Remain outside the building until the Fire Department or management staff informs you that it is safe to return to the building or to leave the area.



## Evacuation

- If necessary or if directed to do so by a designated emergency official, activate the building alarm and call 911.
- **Do not use elevators.** Use stairwells – stay to the right and use handrails.
- Stay calm and exit the building quickly and proceed in an orderly manner to the designated emergency assembly point. **Do not** leave the area.
- Do not re-enter an evacuated building until instructed to do so by an official or selected monitor.
- If possible, assist individual with disabilities.
- If unable to directly assist a person with disabilities, ask the individual to wait at the nearest exit for assistance from official emergency personnel.
- If you are trapped in a room, place a wet cloth around and under the door to prevent smoke/other hazards from entering.

## Shelter/Secure in Place

**During certain emergency situations and some weather emergencies, you may be advised to “shelter in place” rather than evacuate or leave the building.**

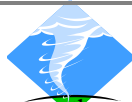
If there is an emergency that is a risk to the public, your local officials will notify you by radio, TV, e-mail or cell/telephone. The outdoor warning sirens may be activated. If you hear the sirens, go inside and tune to a local radio or TV station. If you are told there has been a hazardous materials release or a public health issue, most often there is not enough time for evacuation. The safest immediate action is to shelter-in-place while listening for further instructions.

- Stay inside the building.
- **DO NOT** go outside to investigate.
- Close all windows and doors.
- If you have a prepared emergency kit with essential disaster supplies, such as bottled water, nonperishable food, flashlights, radios, duct tape, plastic sheeting, first aid supplies, etc., take it with you.
- Follow instructions by Emergency Response Officials.

## Tornado/Severe Weather

**Tornado Watch:** Conditions are favorable for tornado development

**Tornado Warning:** A tornado has been spotted in the area.



- Stay calm and seek an area of safety immediately and monitor weather announcements if possible on any local radio or TV Station.
- If you are outside, seek shelter in a nearby sturdy building if time permits, or lie flat in a ditch or low-lying area.
- If you are inside a building, seek shelter immediately in the lower level or interior hallway or room of the building, get under something sturdy, stay away from outside windows and walls, and assume a crouched position with arms over your head.
- If you are in a vehicle in the immediate path of the tornado, get out immediately and seek an area of safety if time permits. If unable to leave the vehicle, ensure the lap/shoulder belt is on, and cover your head with your arms and/or any other protection items available to you such as coats, blankets or cushions.
- Remain in an area of safety until an ALL CLEAR bulletin has been provided by weather announcements or other emergency authorities.

## Medical Emergency on Campus and in the Classroom

- Remain calm and call 911 immediately.
- Send someone outside to escort emergency personnel to the scene.
- Clear the area around the victim and do not move or restrain.
- Remain with the person until emergency responders arrive.
- Faculty should use discretion regarding continuation of classes.

## Campus Emergency Notification System (CENS)

University Police will notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the campus utilizing one or more of the phone, voice mail, email and TV emergency alert systems.

## Bomb Threat

All bomb threats are to be taken seriously.

- Remain calm.
- **EVACUATE THE IMMEDIATE AREA AND CALL 911 and the University Police (231-8998).** Be sure to include the location and appearance of the object when reporting.
- Follow the University Police instructions, including evacuation of the building if necessary. Alert others to evacuate the area (follow building evacuation plans).
- **Do not search for the bomb.**
- Go to the designated gathering point or to a safe area that is at least 500 feet away from the affected building.
- Do not re-enter the building until instructed to do so by appropriate personnel (University Police).
- Refrain from using cell phones or engaging any portable radios.

## Suspicious Package/Mail

In case of suspicious mail or packages, following the recommended steps can minimize problems. **If a suspicious letter or package is received:**

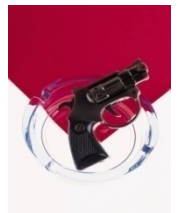
- **DO NOT OPEN IT!**
- Contact the University police at 1-8998 or call 911.
- Give dispatcher description & location of package.
- Follow the instructions given by the police.
- **Do not shake or empty** the contents of any suspicious mail.
- **Do not carry the package or envelope, show it to others, or allow others to examine it.**
- **Treat the scene as a crime scene.**
- Alert others in the area about the suspicious envelope or package. Leave the area, close any doors, and take actions to prevent others from entering the area.
- WASH hands with soap and water to prevent spreading potentially infectious material to face or skin.
- Evacuate the building if told to do so by Emergency Response Officials.



## Active Shooter/Armed Intruder

If an armed shooter/ intruder incident occurs, the following actions are recommended:

- Go to the nearest room or office (do not stay in an open hallway).
- Close and lock the door, silence cell phones, turn off the lights and the audio equipment. Keep quiet and act as if no one is in the room.
- Barricade yourself in the room with furniture or anything you can push against the door and seek protective cover.
- Do not answer the door - secure in place.
- Notify 911 if it is safe to do so and be prepared to provide the dispatcher with the essential information:
  - a. Your name and location of the incident;
  - b. Number of shooters;
  - c. Identification or description of shooter(s);
  - d. Your exact location and injuries to anyone, if known;
  - e. You may be asked to remain on the line with dispatch while they coordinate the response.
- If you think you can safely make it out of the building, then do so. Notify anyone else you may encounter to exit the building immediately, but **do not sound the fire alarm.** This may place everyone in potential harm as they try to exit the building.
- Wait for the police or emergency personnel to assist you out of the building. Obey all commands from the police for safety reasons and wait for further instructions.



## Chemical/Radiological and Biological Spills

For major chemical, biological or radiation spills/attacks:

- If possible, control the source of the spill without endangering yourself.
- If necessary, shut off any sources of ignition
- Leave the immediate area and Call 911 or the University Police at 231-8998. Remain calm, be patient, and provide them with your name, specific location of the spill and if possible the name of the substance spilled.
- Evacuate the Building if told to do so by Emergency Response Officials
- Do not enter the contaminated area.

**For more information on your personal safety and security on the NDSU campus, please reference the Annual Security Report/Annual Fire Safety Report at [www.ndsu.edu/police\\_safety/universitypolice/annualsecurityreport/](http://www.ndsu.edu/police_safety/universitypolice/annualsecurityreport/)**

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