

# Emergency & Crisis Management Procedures

This site is an essential tool for sharing plans and providing relevant information in case an emergency arises at Mayville State University or in the surrounding area. The links below will take you to the recommended procedures<sup>1</sup> for responding to emergencies at Mayville State University.

To use this tool, simply click on the link below that describes your emergency and follow the instructions.

- [Active Shooter](#)
- [Bomb Threats](#)
- [Civil Disturbances/ Protests](#)
- [Fire Emergencies](#)
- [Evacuation Procedures](#)
- [Hazardous Materials \(HAZMAT\)](#)
- [Infrastructure Failures](#)
- [Medical Emergencies](#)
- [Suspicious Letters & Packages](#)
- [Weather Emergencies](#)
- [Workplace Violence/ Criminal Behavior](#)
- [Emergency Fact Sheet](#) (Quick Reference Guide)

<sup>1</sup>- Some procedures were adapted from the Morgan State University Crisis Management Plan.

## What is Mayville State's NotiFind?

NotiFind is the emergency notification system used by all 11 North Dakota University System colleges and universities to provide timely information and instructions directly to students, faculty, staff and others during emergencies or urgent situations.

## Why is NotiFind being implemented?

Providing a safe campus environment is a top priority. Timely notification of events such as natural disasters and acts of violence will empower students, faculty and staff to take the appropriate steps to protect their safety. The NotiFind system also will be used to announce weather related closings.

## Who is included in NotiFind?

The State Board of Higher Education requires employee participation in NotiFind. Students are strongly encouraged to participate; students who choose not to participate may miss vitally important information in an emergency situation. Students who are employed by the campus are required to participate.

## How will it work?

NotiFind will use cell-based telephone and text messaging, land lines and e-mail to inform participants.

## Will NotiFind be used only for emergencies?

NotiFind will be used only if a situation poses an urgent or immediate threat to health or safety or if a situation significantly disrupts campus activities, such as a weather-related closing.

# Active Shooter

[Return to Top Page](#)

The presence of an active shooter is a very dangerous situation. Try to remain calm and use these suggested actions to help you plan a strategy for survival. Keep in mind there could be more than one shooter involved in the same situation.



The North Dakota University System's NotiFind system is used to alert Mayville State students and employees of dangerous situations. Contact a member of the President's Cabinet or the President's Office at EXT 34754, if an emergency should develop. These officials can activate the NotiFind system very quickly and initiate the appropriate action for everyone.

## ***Active Shooter Outside Building***

- Move quickly to a secure room. Lock and barricade by using the area as best you can.
- Close the window shades, turn off the lights, and get down on the floor. Try to remain hidden from anyone outside the room looking in.
- If there are many of you, spread out behind walls, desks, file cabinets, etc.
- Call 911 from any campus telephone. Be aware that the 911 system may be overwhelmed in such a situation.
- Describe the situation to the dispatcher and give your name and location. Do not leave the area until police give the 'All Clear.'
- Unfamiliar voices may be the shooter. Do not respond to any voice commands until you are certain that that they are being issued by a police officer.

## ***Active Shooter Inside Building***

- Secure the room. Lock and barricade the door, windows, or any other openings.
- Close the window shades, turn off the lights, and get down on the floor. Try to remain hidden from anyone outside the room looking in.
- If you cannot secure the room, try finding a nearby location where you can be safe, and then secure it. If you can safely exit the building, do so quickly.

## ***Active Shooter Inside Room***

- If an active shooter is in your our office or classroom, there are no set procedures. The decision to flee or seek shelter inside the room can only be made by you and is dependent upon the circumstances.
- Try to remain calm.
- Call 911 if possible, and alert police to the shooter's location.
- If you can't speak, leave the line open so the dispatcher can hear what is taking place. Sometimes the location of a caller can be determined without speaking.
- If there is absolutely no opportunity of escape or barricade, it may be necessary to try negotiating with the shooter.

- If the shooter has fired on victims you are faced with a life or death situation; only you can consider your next course of action.
- If all else fails, you may need to try overpower the shooter with force by whatever means necessary. Consider any available object a weapon, and use it.

### ***Active Shooter Leaves Room***

- If the shooter leaves the area, try to determine if you can leave safely. If so, proceed immediately to a safer place.

### ***What You Should Do***

- Develop a logical escape route.
- Move quickly, leave everything else behind.
- If you encounter a police officer, keep your hands visible. Follow their instructions.
- Remain at the designated assembly point and give police officers all the information you have.
- Do not leave campus until police say you can.
- Leave injured people and notify authorities of their location as soon as possible.

### ***What You Should Expect***

- The first officers on the scene will likely be from the Traill County Sheriff's Office. Do as the officers tell you and do not be afraid of them.
- Responding police officers are trained to proceed immediately to the area where the shots were last heard; their purpose is to stop the shooting as quickly as possible.
- The first officers to arrive will not stop to aid injured victims; rescue teams composed of additional officers will follow the first team into secured areas and remove injured persons.

# **Bomb Threats**

[Return to Top Page](#)

If you receive a bomb threat by phone:

- Remain calm.
- Listen carefully.
- Do not interrupt the caller.
  - Try to keep the caller talking.
  - Keep the caller on the line as long as possible.
  - Do not anger the caller.
  - Write down exactly what the caller says and get as much detail as possible.
- Notify University Officials at EXT 34754.
- Do not erase threats if they are left on voice mail.
- Meet and cooperate with responding Police personnel.



## **Civil Disturbances/Protests**

[Return to Top Page](#)

The university supports the rights of persons to self-expression provided they do not disrupt normal university activities or do not in-fringe upon the rights of others.

If protests disrupt normal university activities, result in damage to university buildings or grounds, or threaten the safety of others:

- Remain calm.
- Notify University officials at EXT 34754 so they can alert all persons in the area.
- Avoid obstructing or provoking protestors.
- If prudent, lock doors and windows and close blinds to prevent flying glass. If necessary to evacuate, follow the directions of university officials and responding emergency personnel.
- If evacuated, meet at a designated location provided to you by officials and wait for additional instructions and information.

# Fire Emergencies

[Return to Top Page](#)

University buildings will be immediately and totally evacuated whenever building fire alarms are sounding.



- If you see or suspect a fire, remain calm and activate fire alarms.
- Call 911 from any on-campus, off-campus, or cell phone.
- Give as much specific information as possible when emergency operators answer. Do not hang up unless it is unsafe or calls are released by emergency operators.
- Report all fires, even if extinguished or found subsequent to being extinguished.
- Report all fire alarms, even if they are suspected to be false or accidental.
- Evacuate at once using nearest exits or stairways. Do not attempt to fight fires.
- Close doors and windows, if time permits.
- Do not use elevators.
- Do not open doors before feeling the doors and doorknobs.
- Crawl if there is smoke.
- Use secondary exits if primary exits are blocked.

## ***If you are trapped:***

- Block cracks around doors to keep out as much heat and smoke as possible.
- Go to windows and signal for help by hanging a flag, sheet, jacket, etc., out of windows.
- Use available telephones to call 911 or University Officials at EXT 34754 and let them know your exact location.
- Do not attempt to jump from multi-story buildings.
- Do not re-enter buildings for any reason until fire or police officials say it is safe to do so.
- Try to determine who is in the area and report missing or unaccounted for individuals to emergency officials.

# **Evacuation Procedures**

[Return to Top Page](#)

## **Evacuation Procedures – General Evacuation Procedures**

When evacuating your building or work area:

- Stay calm; do not rush or panic.
- Gather your personal belongings, if it is safe to do so.
- Close your office doors and windows, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Wait for any instructions from emergency officials.
- Do not re-enter the building or work area until you have been instructed to do so by emergency officials.



## **Evacuation Procedures – Disabled Individuals**

- The rescue of disabled persons who are unable to evacuate themselves will be an initial priority.
- Co-workers may assist evacuating disabled persons only if this places them in no personal danger.
- Never use elevators.
- Always ask someone with a disability how you can help before attempting any rescue technique or giving assistance.
- Mobility impaired persons in wheelchairs on non-ground level floors should proceed to nearest enclosed stairwells and wait for the Fire Department to arrive. Someone should stay with the disabled person, if it does not place them in additional danger.
- Visually impaired persons should have a sighted assistant to guide them to safety.
- Individually inform hearing-impaired persons of the emergency. Do not assume they know what is happening by watching others.

# **Hazardous Materials – HAZMAT**

[Return to Top Page](#)

HAZMAT incidents may be:

- Indoor and outdoor fuel spills;
- Solvent or other chemical spills in shops;
- Chemical or biological spills in buildings and laboratories;
- Chemical odors in buildings;
- Natural gas smells and leaks; or
- Fires in laboratory or other facility involving highly toxic chemicals, infectious sub-stances or radioactive materials.



## **If you witness a hazardous material spill**

- Evacuate the spill site and warn others to stay away.
- Call university officials at EXT 34754.

## **If you are the HAZMAT user:**

- Leave the area of the spill first and go to a safe location nearby.
- Consult your supervisor as necessary.
- Isolate the spill area to keep everyone away and post signs as necessary.

## **Individuals recognizing HAZMAT spills that require additional notifications and resources will:**

- Alert all individuals who might be harmed to evacuate the immediate area and to go to a location that will not impede emergency officials.
- If safe and appropriate to do so, limit the spread of the material by applying absorbent and shutting doors.
- Notify the Police from a safe distance from the hazard to report:
  - The nature of the incident, and name of the HAZMAT, if known.
  - The exact location and details of the spill.
  - Whether or not there are any injuries.
  - What symptoms are being exhibited by exposed individuals.

# **Infrastructure Failures**

[Return to Top Page](#)

Infrastructure failure can involve:

- Utilities;
- Elevators;
- Fire detection and suppression systems;
- Heating, ventilation, and air conditioning; or
- Steam lines.

To report infrastructure failures call:

The MSU Physical Plant Office, M – F during operational hours at 788-4676.

## ***Electrical Failures***

- Turn off equipment to reduce the potential for damage caused by power surges.
- Evacuate laboratories because of the inability to operate fume hoods.

## ***Plumbing Failures / Pipe Ruptures***

- Buildings will need to be evacuated if water or sewage systems cannot be restored within a reasonable time.
- Turn off electrical equipment to minimize the potential for electrocutions and equipment damage.

## ***Natural Gas Leaks***

- Evacuate from the building immediately.
- Do not turn on lights or any electrical equipment.
- Call a University Official from phones OUTSIDE of the gas leak area.
- Activate building alarms if you believe there is potential danger to building occupants.
- Do not start vehicles within areas of gas leaks.

## ***Elevator Failures***

- Persons trapped in elevators should use emergency telephones in elevators to call the Police.
- Do not attempt to crawl through escape hatches or force elevator doors open.

## ***Fire Detection and Suppression System Impairments***

- Report all impairments of fire detection and suppression systems to University Officials at EXT 34754.

### ***Heating, Ventilation, & Air Condition (HVAC) System Problems***

- If smoke is coming from HVAC systems call 911 immediately.
- Strange odors or minor smoke odors coming from HVAC systems should be reported to the Physical Plant Office for initial investigations.

### ***Steam Line Failures***

- Report all steam line failures to the Physical Plant Office at EXT 34676.

# Medical Emergencies

[Return to Top Page](#)

## Basic Medical Emergency Information

- Keep calm, act immediately.
- Summon medical help. If possible, do not leave victims alone.
  - Activate the Emergency Medical System by calling 911 and then call University officials at EXT 34754.
- Be prepared to give the following information:
  - what happened,
  - number of victims,
  - kind of injury,
  - exact location of the emergency,
  - what help is being given, and
  - your name and phone number.
- Do not transport seriously injured persons to the hospital and do not hang up until the dispatcher hangs up.



## Specific Emergency Procedures

### ***Inhalation Exposure***

- Activate the Emergency Medical System by calling 911, and then call University officials at EXT 34754.
- Check the scene to make sure it is safe to enter.
- Remove the victim as quickly as possible to fresh air if it can be done safely.
- Never enter a confined space to attempt a rescue.
- Keep the victim at rest and warm.
- If the patient is unconscious, keep the airway clear.
- Start rescue breathing if breathing has stopped.
- Do not leave unconscious victims unattended.

### ***Skin Exposure***

- Activate the Emergency Medical System by calling 911, and then call University officials at EXT 34754.
- Act quickly; corrosive chemicals can damage the skin very rapidly.
- If only a small area of the skin is exposed, flood promptly with water and wash gently with soap.
- If large areas of skin are involved, flood with large amounts of water for 15 minutes.
- Remove clothing while standing in the shower.
- If chemicals are splashed on the head, eye protective equipment should be left on until the chemical has been washed away.
- Do not use chemical neutralizers on the skin.

### ***Eye Exposure***

- Activate the Emergency Medical System by calling 911, and then call University Officials at EXT 34754.
- If a chemical is splashed into the eye, spread the eyelid open with the fingers and flood the eye with water for at least 15 minutes.
- If no eye wash station is available, lay the victim on his/her back, turn the head, and pour water into the eye, directing the stream to the side of the head.
- Do not attempt to remove foreign objects from the eye, cover the eye with a sterile pad and seek medical care immediately.

### ***Poisoning***

- Activate the Emergency Medical System by calling 911, and then call University Officials at EXT 34754.
- Call the North Dakota Poison Control Center at 1-800-732-2200 and describe any containers or substances found at scenes, and follow their instructions.
- Care for shock and monitor breathing while waiting for emergency help.
- Do not give anything by mouth unless instructed to do so by medical professionals.

### ***External Bleeding***

- Activate the Emergency Medical System by calling 911 if the wound is serious, and then call University officials at EXT 34754.
- Put on a pair of latex gloves if available.
- Cover wound with dressing and press firmly against the wound with your hand. Apply additional dressings if bleeding doesn't stop. Do not remove blood soaked bandages.
- Elevate the wound above the level of the victim's heart if the bleeding does not stop and the wound does not involve a broken bone.
- Squeeze the artery against the bone.
- Remove foreign materials from small cuts and carefully wash with soap and water, apply an antiseptic and bandage.
- For minor wounds, patients may be transported to the Sanford Hospital or Clinic at their request..
- Call the Sanford Hospital at 788-3800 or Sanford Clinic at 788-4500 before transporting patients to ensure they are open and the injury can be treated there.

## ***Shock***

- Activate the Emergency Medical System by calling 911, and then call University officials at EXT 34754.
- Victims may go into shock following severe injuries. Shock is life threatening.
- Signs of shock include extreme paleness, cold and clammy skin, perspiration on the fore-head or hands, weakness, nausea, vomiting, shallow breathing and a weak rapid pulse.
  - Have the victim lie down.
  - Control external bleeding
  - Maintain normal body temperature.
  - If there are no head or neck injuries elevate the legs about 12 inches.
  - Do not give the victim anything to eat or drink.

## ***Fractures or Broken Bones***

- Activate the Emergency Medical System by calling 911, and then call University officials at EXT 34754.
- Do not move the patient unless it is necessary to prevent further injury.
- Splint the body part, if the patient must be moved.
- Check for proper circulation before and after splinting.
- Treat for bleeding and shock.

## ***Strains and Sprains***

- Have the victim sit or lie down and elevate the extremity.
- Apply ice to the injured area (15-20 minutes every 1 1/2 to 2 hours).
- Transport to Sanford Clinic or Hospital if patients are unable to bear weight or move injured extremities
- Call the Sanford Hospital at 788-3800 or Sanford Clinic at 788-4500 before transporting patients to ensure they are open and the injury can be treated there.

## ***Electrical***

- Activate the Emergency Medical System by calling 911, and then call University officials at EXT 34754.
- Do not touch victims until they have been removed from electrical circuits.
- Disconnect the power and cautiously remove the current source with an insulator such as a dry stick or board.
- Do not use metal or anything that is wet.
- Check for breathing and pulse.
- Give appropriate supportive care until Emergency Medical System arrives.

### ***Clothing Fire***

- Activate the Emergency Medical System by calling 911, and then call University officials at EXT 34754.
- Proceed to a safety shower if immediately available.
- If not, fall to the floor and roll to smother the flames.
- Fire extinguishers should not be used on the skin because they can freeze the skin or increase the likelihood of infections.
- Do not remove clothing that adheres to burnt skin.

### ***Sudden Illnesses***

- Activate the Emergency Medical System by calling 911, and then call University officials at EXT 34754.
- Care for life threatening conditions first.
- Help the victim rest comfortably.
- Keep the victim from getting chilled or overheated.
- Reassure the victim.
- Watch for changes in consciousness and breathing.
- Do not give anything to eat or drink unless the victim is fully conscious.
- Place on left side if the victim vomits, is nauseated or is not fully conscious.
- Position victim on back and elevate legs if no head or spine injury is suspected and the victim has fainted or feels light headed.

### ***Seizure***

- Activate the Emergency Medical System by calling 911, and then call University officials at EXT 34754.
- Do not hold or restrain the victim or place anything between the teeth.
- Remove any objects that may cause injury.
- Cushion the victims head.
- Place victims on their side to prevent aspiration in case of vomiting.

### ***Diabetic Emergency***

- Diabetics frequently recognize signs of sugar level emergencies and will ask for assistance obtaining sugar. They may appear shaky and clammy. Give them some kind of real sugar, preferably in a liquid form.
- If the victim doesn't get better in about five minutes or goes unconscious, activate the Emergency Medical System by calling 911, and then call University officials at EXT 34754.
- Patients may be transported to the Sanford Hospital or Clinic at their request.
- Call the Sanford Hospital at 788-3800 or Sanford Clinic at 788-4500 before transporting patients to ensure they are open and the injury can be treated there.

## ***Heat & Cold Related Illnesses and Injuries***

- **Heat Exhaustion** is caused by a loss of body fluids and overheating of the body
  - A victim will have symptoms of normal to high body temperature, cool, moist skin, nausea, headache, dizziness, and weakness.
  - To treat heat exhaustion:
    - Move the victim to a cool area;
    - Remove excessive clothing;
    - Give the victim a cool drink if not feeling nauseous and if fully conscious; and
    - If the victim refuses water, vomits, or starts to lose consciousness, activate the Emergency Medical System by calling 911, and then call University officials at EXT 34754.
  
- **Heat Stroke** is a more serious result of heat exposure is caused by a high body temperature. Heat stroke can be FATAL.
  - A victim will have symptoms of high body temperature, NO SWEATING, and poor circulation.
  - To treat heat stroke:
    - Activate the Emergency Medical System by calling 911, and then call University officials at EXT 34754.
    - Get the victim out of the heat;
    - Remove the victim's outer clothing; and
    - Apply cool, wet cloths to the skin and/or ice packs to areas such as wrists, armpits, back of neck, back of knees, and abdomen.
  
- **Hypothermia**
  - In mild cases:
    - If unconscious, activate the Emergency Medical System by calling 911, and then call University officials at EXT 34754.
    - Remove any wet clothing from the victim;
    - Wrap the victim in a warm blanket or dry clothing;
    - Give the victim warm non-alcoholic drinks if fully conscious; and

Hypothermia: Shivering, numbness, lack of coordination, and lowered body temperature;  
Frostbite: Lack of feeling in the affected area, skin appears waxy, and skin is cold to the touch;

- Activate the Emergency Medical System by calling 911, and then call University officials at EXT 34754.
- Provide care to the victim:
  - Handle the victim gently;
  - Remove any wet clothing;
  - Wrap the victim in warm blankets or dry clothing;
  - If the victim is fully conscious and not nauseated warm drinks may be given;
  - DO NOT apply a hot water bottle or hot pack; and
  - DO NOT massage the extremities.

# Suspicious Letters and Packages

[Return to Top Page](#)

Characteristics that may cause letters and packages to be treated as suspicious packages are:

- Letters and packages delivered by someone other than regular carriers;
- Packages wrapped in string or twine;
- Excess use of securing material or tape;
- Packages that are lopsided, heavy sided, or have lumps, bulges, or protrusions;
- No postage, non-cancelled postage, or excessive postage;
- Handwritten notes such as: "To Be Opened in the Privacy Of ....", "Confidential", "This is Your Lucky Day";
- Packages or letters that have no return addresses or nonsensical return addresses;
- Letters or packages arriving before or after phone calls asking if the items were received;
- Improper spelling of common names, places, or titles; or
- Leaks, stains, or protruding wires, foil, string, tape, etc.



## **If you discover a suspicious letter or package:**

- Stop immediately.
- Do not shake, open, or empty the contents of any suspicious envelope or package
- Place the envelope or package in a plastic bag or some type of container to prevent leakage of contents;
- If you do not have any container, then cover the envelope or package with something, i.e., clothing, paper, etc;
- Notify the Police at 911 and then call University officials at EXT 34754.
- Isolate the mailing and get people out of the immediate area;
- Wash your hands with soap and water;
- Notify your supervisor;
- Give a list of all people who were in the area to the responding emergency officials.
- Meet and cooperate with responding emergency officials.

## **If the letter or package has been opened, call university officials at EXT 34754 and:**

- Do not try to clean up any powder or substance;
- Leave the room and close the door, or section off the area to prevent others from entering;
- Wash your hands with soap and water to prevent spreading any powder or other substance to your face;
- Notify your supervisor;
- Remove heavily contaminated clothing as soon as possible and place them in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- Meet and cooperate with responding University officials or emergency officials.

# Weather Emergencies

[Return to Top Page](#)

## ***Tornados and Thunderstorms***

All students and personnel are urged to register with the Mayville State University NotiFind system for fast notifications of all emergencies.

- A **tornado watch** means that tornadoes could develop in the designated area;
- A **tornado warning** means that a tornado has actually been sighted in the area or is indicated by radar.
- A **severe thunderstorm watch** indicates the possibility of thunderstorms, frequent lightning and/or damaging winds, hail, and heavy rain.
- A **severe thunderstorm warning** means that a severe thunderstorm has actually been sighted in the area or is indicated by radar.



**If warnings are issued, or if threatening weather approaches, seek shelter immediately.**

If you are outdoors:

- Seek inside shelter immediately;
- Do not try to outrun tornadoes in vehicles, but leave them and seek indoor shelter or low spots off the side of roads;
  
- Once you are in a building:
  - Move to a safe area, such as a basement;
  - If underground shelters are not available, move to interior rooms or hallways on the lowest floors and get under sturdy pieces of furniture; and
  - Stay away from windows.

## ***Winter Storms***

- A **winter storm warning** means severe winter weather is imminent or very likely within 12 hours.
- A **winter storm watch** means at least four inches of snow in 12 hours, or six inches in 24 hours, or significant ice accumulations are possible within 24-48 hours.
- A **winter weather advisory** means cold, ice, and snow are expected to cause significant inconvenience and may be hazardous, but probably not life threatening.

When it becomes necessary to make announcements about the status of classes and other University functions due to winter storms or other related situations we will use these area media sources:

KVLY - TV  
WDAY - TV  
WDAZ - TV  
KXJB - TV

KMAV Radio - 105.5 FM  
KFGO Radio - 790 AM  
KKXL Radio - 930 FM

**We will also use campus e-mail and NotiFind to make any such announcements.**

If you are a commuting student, faculty or staff member we would encourage you to call the university (1-800-437-4104 (toll-free) if you have not heard weather announcements and are questioning the condition of roads and travel conditions. In all situations we would encourage that you use your best judgment if you must travel in questionable weather and road conditions. You may also call the North Dakota Dept. of Transportation phone line at 511 or 1-866-696-3511 for road conditions and weather information.

If you decide that it is best for you not to travel from out of town to classes, we would suggest that you use e-mail or leave voice mail for your instructors.

# **Workplace Violence/Criminal Behavior**

[Return to Top Page](#)

## ***Workplace Violence***

Individuals who become violent at work or threaten to become violent have usually displayed behaviors long before they take any action. Individuals prone to workplace violence may:

- Be chronically disgruntled;
- Be inflexible;
- Cause trouble on the job;
- Frequently changing jobs;
- Be quick to perceive unfairness or malice in others;
- Be unwilling to take responsibility for problems – it's always someone else's fault;
- Often challenging management's requests, either passively or actively;
- Have a deep sense of entitlement;
- Have a past history of violent acts or threats;
- Have complaints that often appear to be of a paranoid nature; i.e., blown out of proportion and taken personally, especially when action was not intended that way;
- Have recently experienced stressful events;
- Have access to weapons or fascinations with weapons (They will often mention this to others.);
- Abuse alcohol or other substances;
- If there have been allusions to violent acts committed by others and an expression of empathy with those who resort to violence.

## ***On- the- Spot Managing of Violence***

- Remain calm.
- Continue to communicate with the individual calmly and confidently, if possible.
- Call University officials at EXT 34754. If you cannot call, instruct others to call. Report your name and location and information on "who, what, where and when."
- Do not physically attempt to get the suspects to leave. Do not touch them.
- If violent behavior is occurring, escape, hide if not already seen, or cover up if injury is likely.
- Make every possible effort to get others out of the immediate area.
- Never attempt to disarm or accept weapons from suspects.
- If weapons are involved, calmly ask suspects to put weapons in neutral locations.
- Don't argue, threaten, or block suspects' exit.

***Criminal Behavior***

Immediately call University Officials at EXT 34754, or 911 for serious criminal activity and be prepared to report information that may include:

- Your name and present location;
- Nature and Location of incidents;
- Descriptions of persons or property involved;
- Where suspects were last seen and their direction of travel.

# EMERGENCY PROCEDURES

## QUICK REFERENCE GUIDE

[Return to Top Page](#)

<b>EVACUATION INFORMATION</b> <ul style="list-style-type: none"><li>• Remain calm</li><li>• Evacuate the building using the closest exit</li><li>• Do not use elevators</li><li>• Take personal belongings</li><li>• Close door behind you</li><li>• Follow instructions from emergency officials</li><li>• Assist persons with disabilities or special needs, if possible</li></ul>	<b>BOMB THREAT</b> <ul style="list-style-type: none"><li>• Remain calm</li><li>• Evacuate the area.</li><li>• If by phone, get as much detail as possible.</li><li>• Call 911 and notify university officials at 3-4754.</li><li>• Cooperative with emergency officials</li></ul>	<b>FIRE</b> <ul style="list-style-type: none"><li>• Activate the fire alarm, call 911.</li><li>• Notify Facilities Services at 3-4676</li><li>• Evacuate the area</li><li>• Do not re-enter unless given permission</li></ul>
<b>MEDICAL EMERGENCIES</b> <p><u>Injury/minor injury</u></p> <ul style="list-style-type: none"><li>• Call 911 for assistance</li><li>• Call 3-4640 to report the injury/minor injury</li><li>• Call 3-4756 to complete Incident Report within 24 hours</li></ul> <p><u>Vehicle accident</u></p> <ul style="list-style-type: none"><li>• Contact proper authorities</li><li>• Call 3-4640 to report the accident.</li><li>• Call 3-4756 to complete Incident Report within 24 hours</li></ul>	<b>SEVERE WEATHER</b> <ul style="list-style-type: none"><li>• Move to a safe location or evacuate if needed</li><li>• MSU is open unless announced by the campus</li><li>• Pay attention to weather announcements on radio, TV, or internet</li><li>• Check voice mail, email, and radio stations for updates</li></ul>	<b>SUSPICIOUS PERSON</b> <ul style="list-style-type: none"><li>• Do not physically confront the person</li><li>• Do not allow anyone access to a locked building</li><li>• Do not block exits</li></ul> <b>SUSPICIOUS OBJECT</b> <ul style="list-style-type: none"><li>• Call 911 and then university officials at 3-4754.</li><li>• Do not touch the object</li><li>• Be prepared to evacuate</li></ul>
	<b>HAZARDOUS MATERIALS</b> <ul style="list-style-type: none"><li>• Contact Facilities Services at 3-4676 immediately</li><li>• Be specific when reporting chemical spills</li><li>• Close all doors and windows</li><li>• Do NOT switch on lights, computers, etc.</li></ul>	<b>ARMED INTRUDER</b> <ul style="list-style-type: none"><li>• Call 911 – Give details</li><li>• Alert others nearby</li><li>• Stay away from open areas</li><li>• Evacuate only if possible</li><li>• Lock yourself in a room</li><li>• Stay calm and wait for police to give all-clear</li></ul>

### MORE INFORMATION

For more information about Emergency Procedures visit the Mayville State University website, or contact Facilities Services.