# EMERGENCY PROCEDURES

## QUICK REFERENCE GUIDE

### EVACUATION INFORMATION
- Remain calm
- Evacuate the building using the closest exit
- Do not use elevators
- Take personal belongings
- Close door behind you
- Follow instructions from emergency officials
- Assist persons with disabilities or special needs, if possible

### BOMB THREAT
- Remain calm
- Evacuate the area.
- If by phone, get as much detail as possible.
- Call 911 and notify university officials at 3-4754.
- Cooperative with emergency officials

### FIRE
- Activate the fire alarm, call 911.
- Notify Facilities Services at 3-4676
- Evacuate the area
- Do not re-enter unless given permission

### SUSPICIOUS PERSON
- Do not physically confront the person
- Do not allow anyone access to a locked building
- Do not block exits

### SUSPICIOUS OBJECT
- Call 911 and then university officials at 3-4754.
- Do not touch the object
- Be prepared to evacuate

### MEDICAL EMERGENCIES

#### Injury/Minor Injury
- Call 911 for assistance
- Call 3-4640 to report the injury/Minor injury
- Call 3-4756 to complete Incident Report within 24 hours

#### Vehicle Accident
- Contact proper authorities
- Call 3-4640 to report the accident.
- Call 3-4756 to complete Incident Report within 24 hours

### SEVERE WEATHER
- Move to a safe location or evacuate if needed
- MSU is open unless announced by the campus
- Pay attention to weather announcements on radio, TV, or internet
- Check voice mail, email, and radio stations for updates

### HAZARDOUS MATERIALS
- Contact Facilities Services at 3-4676 immediately
- Be specific when reporting chemical spills
- Close all doors and windows
- Do NOT switch on lights, computers, etc.

### ARMED INTRUDER
- Call 911 – Give details
- Alert others nearby
- Stay away from open areas
- Evacuate only if possible
- Lock yourself in a room
- Stay calm and wait for police to give all-clear

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