

# Dickinson State University Emergency Procedures Quick Reference Guide

## EMERGENCY NUMBERS

Dial 911 to report an immediate emergency

Dial (701) 290-1068 to contact Dickinson State University Campus Security

### FIRE

- Activate the nearest fire alarm.
- Call the Dickinson Fire Department - Dial 911.
- Location of fire (DSU, 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, follow the University's evacuation plan.
- Remain outside the building until the Dickinson Fire Department or emergency response officials inform you that it is safe to return to the building or to leave the area.

### ACTIVE SHOOTER

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

**Quickly determine the most reasonable way to protect your own life. RUN, HIDE, FIGHT**

1. Run: If there is an accessible escape path, attempt to evacuate the premises. **Call 911**
2. Hide: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
  - A. Lock the door and **call 911.**
  - B. Silence your cell phone and/or pager
  - C. Turn off any source of noise (i.e., radios, televisions)
  - D. Hide behind large items (i.e., cabinets, desks)
  - E. Remain quiet
3. Fight: Take action against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.
  - A. Acting as aggressively as possible against him/her
  - B. Throwing items and improvising weapons
  - C. Yelling
  - D. Committing to your actions

### SHELTER IN PLACE

In the event of an emergency, such as weather, chemical or biological contaminants released accidentally or intentionally into the air.

Individuals should:

- Get inside. Stay inside.
- **DO NOT** go outside to investigate.
- Close all doors and windows.
- If there are visitors in the building, provide for their safety by asking them to stay - not leave.
- Move to an interior room or office away from windows.
- Monitor your radio, TV, internet for further instructions.
- Follow the directions of the emergency officials.

### EVACUATION

- If the fire alarm sounds or you are notified by an official evacuate using the nearest exit.
- **DO NOT USE ELEVATOR**
- Alert others around you who might not have heard.
- Guide people who cannot use the stairs including others with disabilities to the Area of Rescue Assistance.
- Proceed to designated assembly area.
- Advise Emergency Personnel of injuries, missing people, and whether anyone is using the Area of Rescue Assistance.
- Do not enter any building unless an all clear is given by emergency personnel.

### MEDICAL EMERGENCY

- Call 911.
- Do not move injured person unless they are in an unsafe area, supporting head and neck.
- If trained administer basic first aid.
- Use CPR if no pulse and not breathing.
- Stay with the injured until medical assistance arrives.
- Notify Campus Security at (701) 290-1068.

### BOMB THREAT

- Call 911.
- Evacuate the immediate area.
- **DO NOT** use cell phones or radios within 300 feet of the area suspected of containing the explosive device.
- Watch for, but do not disturb, unusual objects as you evacuate. Report your observations to emergency personnel.
- Follow instructions of emergency personnel.

### SEVERE WEATHER

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

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

- Stay indoors and away from windows and doors.
- Seek shelter immediately in the lower level or an interior room of the building you are in.
- Close any doors.
- Remain in a safe area until danger has passed or an all clear is given by safety personnel.
- Pay attention to weather announcements on radio, TV, internet for updates and further instructions.
- If you are outside, get to the nearest building as quickly as possible.
- Follow directions given by emergency personnel.

### UTILITY OUTAGE

- For all utility outages, notify Facility Operations or Campus Security immediately.
- Set all equipment and appliance switches to the OFF position.
- Do not attempt to reset power panels or breakers, wait for facilities, security or residential life personnel.
- Elevator Failure, if you are trapped, call Facility Operations or Campus Security. Remain calm and wait for help to arrive.
- In emergency situations refer to evacuation procedures.