

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.