# Emergency Response Guide

In the absence of instruction use your best judgment.

--- When to go ---

**Evacuate**
- Leave using the nearest exit or an alternate exit if nearest exit is blocked.
- Take personal belongings, but do not delay your exit to retrieve items.
- Do not reenter until instructed by emergency personnel.
- Stay clear of affected area.

**Fire**
- Activate nearest fire alarm.
- Evacuate. Stay clear of affected area.
- Call 911 or University Security at 507-389-2111.

**Explosion**
- Evacuate. Stay clear of affected area.
- Watch out for falling debris.
- If you become trapped, tap on a wall or pipe to alert rescuers.
- Call 911 or University Security at 507-389-2111.

**Suspicious Persons or Objects**
- Do not confront, stop, or apprehend suspicious persons.
- Do not touch or disturb suspicious objects.
- Note the description and suspicious nature of the persons or objects.
- Call 911 or University Security at 507-389-2111.
- Prepare to evacuate if instructed by emergency personnel.

**Violent Incident / Active Shooter**
- **Run**: If safe to do so, get away from the threat. Move quickly and get as far away as you can.
- **Hide**: If you cannot run from the threat, hide, preferably in a locked or barricaded space. Silence phones and turn off lights. Prepare to fight.
- **Fight**: If you are being attacked, or are about to be attacked, fight back with all of your energy. Attack with improvised weapons or throw objects. Keep moving.
- Call 911 or University Security at 507-389-2111 if safe to do so.

--- When to stay ---

**Shelter in Place**
- Seek immediate refuge and remain there during an emergency.
- Remain sheltered until you are advised it is safe to leave by emergency personnel.
- If safe to do so, go to [www.mnsu.edu/alerts](http://www.mnsu.edu/alerts) for the latest information.

**Tornado**
- Seek shelter immediately; go to lowest indoor space away from windows and glass.
- Crouch near the floor or under heavy, well-supported objects and cover your head.
- If outside, move inside a sturdy structure or lie down in a low area such as a ditch and cover your head.
- Call 911 or University Security at 507-389-2111 to report injuries, fire, gas leaks, debris, etc.

**Medical Emergency**
- If illness or injury is serious, do not move the person.
- Call 911 or University Security at 507-389-2111.
- Send someone to meet emergency personnel outside and direct them to the person’s location.

**Hazardous Material**
- If danger is outdoors, go inside and shelter in place. If danger is indoors, evacuate the building.
- Alert others to stay clear of the area.
- Call 911 or University Security at 507-389-2111.
- Notify emergency personnel if you have been exposed or have information about the release.

**Utility Failures**
- If there is a potential danger to occupants, immediately call 911 or University Security at 507-389-2111.
- During business hours notify the Physical Plant at 507-389-2071.
- After business hours notify University Security at 507-389-2111.

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During a University emergency go to [www.mnsu.edu/alerts](http://www.mnsu.edu/alerts) for the latest information.

Expand your personal safety plan! View videos and the complete Emergency Preparedness Guide at [www.mnsu.edu/security/emergencies/](http://www.mnsu.edu/security/emergencies/)

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This document is available in alternative format to individuals with disabilities by calling University Security at 507-389-2111 (V), 800-627-3529 or 711 (MRS/TTY). SECS106PO_06/17