



EMERGENCY PROCEDURES

QUICK REFERENCE GUIDE

<p>EVACUATION INFORMATION</p> <ul style="list-style-type: none"> • 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 	<p>BOMB THREAT</p> <ul style="list-style-type: none"> • 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 	<p>FIRE</p> <ul style="list-style-type: none"> • Activate the fire alarm, call 911. • Notify Facilities Services at 3-4676 • Evacuate the area • Do not re-enter unless given permission
<p>MEDICAL EMERGENCIES</p> <p><u>Injury/minor injury</u></p> <ul style="list-style-type: none"> • Call 911 for assistance • Call 3-4640 to report the injury/minor injury • Call 3-4756 to complete Incident Report within 24 hours <p><u>Vehicle accident</u></p> <ul style="list-style-type: none"> • Contact proper authorities • Call 3-4640 to report the accident. • Call 3-4756 to complete Incident Report within 24 hours 	<p>SEVERE WEATHER</p> <ul style="list-style-type: none"> • 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 	<p>SUSPICIOUS PERSON</p> <ul style="list-style-type: none"> • Do not physically confront the person • Do not allow anyone access to a locked building • Do not block exits <p>SUSPICIOUS OBJECT</p> <ul style="list-style-type: none"> • Call 911 and then university officials at 3-4754. • Do not touch the object • Be prepared to evacuate
<p>MORE INFORMATION</p> <p>For more information about Emergency Procedures visit the Mayville State University website, or contact Facilities Services.</p>	<p>HAZARDOUS MATERIALS</p> <ul style="list-style-type: none"> • 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. 	<p>ARMED INTRUDER</p> <ul style="list-style-type: none"> • 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