

EMERGENCY RESPONSE GUIDE

In the absence of instruction use your best judgement.

WHEN TO GO



Evacuate

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

Fire

- Activate nearest fire alarm.
- Evacuate. Stay clear of affected area.
- Call 911 and Public Safety at 507-786-3666.

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 and Public Safety at 507-786-3666.

Hazardous Material

- If danger is indoors, evacuate the building. If danger is outdoors, go inside and shelter in place.
- Alert others to stay clear of the area.
- Call 911 and Public Safety at 507-786-3666.
- Notify emergency personnel if you have been exposed or have information about the release.

Suspicious Object

- Do not touch or disturb object.
- Call 911 and Public Safety at 507-786-3666.
- Prepare to evacuate if instructed by responding emergency personnel.

Suspicious Person

- Do not confront, stop, or apprehend the person.
- Note the person's description and suspicious activity.
- Call 911 and Public Safety at 507-786-3666.

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.stolaf.edu for 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 and Public Safety at 507-786-3666 to report injuries, fire, gas leaks, debris, etc.

Medical Emergency

- If illness or injury is serious, do not move the person.
- Call 911 and Public Safety at 507-786-3666.
- Send someone to meet emergency personnel outside and direct them to the person's location.

Violent Incident/Active Shooter

- Evacuate if you can do so safely.
- If you can't evacuate, shelter in place.
- Block entry to your hiding place and lock the door.
- Turn off lights, silence phones and remain quiet.
- Call 911 and Public Safety at 507-786-3666.

Utility Failures

- Call 911 immediately if there is a potential danger to occupants.
- During business hours notify Facilities at 507-786-3280.
- After business hours notify Public Safety at 507-786-3666.

Expand your personal safety plan!

View emergency procedures and protocols at:

<http://wp.stolaf.edu/publicsafety/emergency-procedures-and-protocols/>