



MEDICAL EMERGENCY

- Call 8888 immediately – provide location of the emergency and other information requested.
- Remain with the individual and provide First Aid in accordance with your ability and training.
- Send a bystander to the nearest outside door to alert response personnel.

FIRE

- Pull the nearest fire alarm, exit building, notify 911, remain in area to provide information.
- Upon notification from emergency personnel or an activated alarm, evacuate the building through the nearest exit. Evacuation is mandatory.
- Close all doors and windows if you can safely do so. Take personal belongings with you.
- Evacuate building calmly but quickly, following evacuation routes.
- Proceed to a safe distance from the building and wait for further instructions.
- During inclement weather or a long-term evacuation, assemble inside the Lund Center basketball arena. If Lund Center is being evacuated, assemble inside Alumni Hall, Johnson Student Union. Both points are designated as Emergency Assembly Areas (EAA).
- Faculty and staff should assume a lead role in attempting to congregate and account for people evacuating the building.
- Do not re-enter the building until instructed.

If Disabled

- Move to a stairwell and alert evacuees of your location and the need for emergency responders to be notified of your need for assisted evacuation.

If Trapped

- Alert emergency providers of your location. This can be done through 911.
- Stuff material in door cracks to minimize smoke, try to stay low near the floor where heat, smoke, and contaminants may be less.
- Tend to the injured.

TORNADO

- Remain inside the building: proceed quickly and calmly to the nearest shelter area indicated on the Tornado Shelter/Emergency Evacuation Signs located throughout the building. Move away from rooms with windows.
- Close all doors including fire doors.
- If outside, move into a building or ditch.
- If tornado actually strikes, get into crouched position near concrete supporting wall and cover head; stay away from windows and overhead equipment.
- Remain sheltered until the warning expiration time has passed.
- Call 911 if injuries require medical attention.

VIOLENT BEHAVIORS

If you are involved in a situation where someone has entered the area and started shooting, the following actions are recommended.

- Exit the building immediately if possible.
- Notify anyone you may encounter as you leave.
- Notify the Police by calling 911.

If you are directly involved and exiting the building is not possible, the following actions are recommended.

- Go to the nearest room or office.
- Close the door, lock if possible; if you cannot, barricade the door with a desk, furniture, or any other heavy item.
- Cover the door windows.
- Keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Notify the Police by calling 911. Silence cell phones.
- Wait for the Police to assist you out of the building.
- Follow all instructions and commands of the Police.

WEAPONS ON CAMPUS

- Immediately call 911 and/or Gustavus Campus Safety at 8888.
- Wait for Police/Security to arrive.
- Do not confront the person with the weapon.
- No effort should be made to intervene.
- If known, provide the Police/Campus Safety with the name of the individual with the weapon, location of the individual with the weapon, and what the person did with the weapon after it was displayed.

BOMB THREAT

- Remain calm while trying to obtain information.
- Record time of the threat and exact words of the threatening person. Complete an online Bomb Threat checklist immediately at gustavus.edu/safety, under “Other Safety Resources.”
- If bomb threat is written, do not handle it to preserve evidence.
- If received on a computer, do not forward or turn off computer.
- **Report:** Call 911 from a different phone than the one from which the threat was received so that tracing can be done.
- If circumstances require that evacuation efforts are necessary, Campus Safety or emergency personnel will direct those affected to appropriate location.
- If an evacuation is taking place, turn off cell phones and leave immediately. Take your personal belongings with you.