EMERGENCY PROCEDURES

LIFE-THREATENING EMERGENCIES: CALL 9-1-1
ALL EMERGENCIES: CALL PUBLIC SAFETY, EXT. 5310 OR 651-631-5310

YOUR LOCATION IS:

YOUR SEVERE WEATHER SHELTER IS:

EVACUATION INFORMATION

- IN LIFE-THREATENING SITUATIONS CALL 9-1-1.
- FOR ALL EMERGENCIES CALL PUBLIC SAFETY (EXT. 5310 OR 651-631-5310).
- CALMLY EVACUATE THE BUILDING USING THE NEAREST EXIT.
- ASSIST PERSONS WITH DISABILITIES OR SPECIAL NEEDS.
- DO NOT USE ELEVATORS!
- FOLLOW DIRECTIONS GIVEN BY EVACUATION LEADERS.

NORTHWESTERN COLLEGE

ST. PAUL, MINNESOTA

MEDICAL EMERGENCY
- Call 9-1-1 immediately if this is a life threatening emergency.
- Call Public Safety (EXT. 5310 or 651-631-5310).
- Stay with the individual and do not attempt to move the individual unless they are in danger.
- Calmly allow emergency personnel to address the situation.

SEVERE WEATHER
- When siren sounds, move all persons to lowest level hallways and tunnels to avoid glass and debris.
- Assist persons with disabilities or special needs.
- Stay away from windows and skylights.
- Make sure all doors are closed, and keep corridors clear of objects.
- Wait for "all clear" to return to other campus areas.

FIRE
- Activate the nearest fire alarm pull station.
- Calmly evacuate the building using the nearest exit while assisting persons with disabilities or special needs.
- Call 9-1-1 then Public Safety (EXT. 5310 or 651-631-5310).
- Do not enter building until authorized by emergency personnel.

SUSPICIOUS PERSON
- Do not physically confront the person or block the person's access to an exit.
- Call Public Safety (EXT. 5310 or 651-631-5310); provide as much information as possible about the person and their direction of travel.

DANGEROUS PERSON
- Remove yourself from the person/area if possible. If safe to do so, leave the building.
- If remaining in the building, lock and barricade room door.
- Turn off lights and equipment.
- Call 9-1-1 then Public Safety (EXT. 5310 or 651-631-5310).
- Remain in secured area until "all clear" has been given by law enforcement or Public Safety.

POWER OUTAGE
- Call Public Safety (EXT. 5310 or 651-631-5310).
- Remain calm and move cautiously to a lighted area while assisting persons with special needs. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off stoves and unplug computers, appliances, and other voltage-sensitive equipment.
- Do NOT tamper with or reset tripped fuses or switches.
- Do NOT use candles during power outages.

NATURAL GAS LEAK
- Remain calm and evacuate the building or area immediately while assisting persons with disabilities or special needs.
- Call Public Safety (EXT. 5310 or 651-631-5310).
- Do NOT use light switches, cell phones, or anything else that could cause a spark.
- Do NOT use or tamper with any equipment.

HAZARDOUS MATERIALS RELEASE
- Move away from the site of the hazard to a safe location.
- Call 9-1-1 immediately if this is a life threatening emergency.
- Call Public Safety (EXT. 5310 or 651-631-5310).
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

SUSPICIOUS OBJECT
- Do NOT touch or disturb the object.
- Calmly leave the area.
- Call Public Safety (EXT. 5310 or 651-631-5310).