



## EMERGENCY PROCEDURES

<https://www.stcloudstate.edu/emergency/>

### Active Shooter/Hostile Intruder

- Remain calm, do not engage the intruder.
- If it is possible to escape the area safely, do so quietly.
- If attempting to escape, do not carry phones or other objects in your hands. As you move through open areas keep your **HANDS ELEVATED** with **OPEN PALMS** visible, especially if encountering responding law enforcement officers. Follow all the instructions officers may give you.
- If you **CANNOT SAFELY EXIT** the building, seek shelter in a room with the doors locked or barricaded securely.
- Close and lock windows, lower blinds, remain out of sight, and turn off lights.
- Once secured inside, take cover behind concrete walls, thick desks and filing cabinets. Stay away from windows and doors.
- Remain quiet and turn off cell phone ringers.
- **ONLY ONE PERSON** from the room should call police at 911 and tell them where you are, where the intruder is and the conditions of the others with you. If you cannot speak, leave the line open so the dispatcher can hear what is happening.
- If it can be accomplished safely, assist injured persons.
- Do not respond to any unfamiliar voice commands until you can be sure that they are coming from a police officer.
- Do not open the door until you can be positive that it is a police officer or a recognized campus official coming to help you.

### Fire

- Alert others in the immediate area and activate the nearest fire alarm pull station.
- **EVERYONE MUST LEAVE IMMEDIATELY**
- **DO NOT** use the elevator.
- Remain calm and assist others in safely getting out.
- Exit the building and close doors to help prevent the fire from spreading.
- Call 911 and advise the dispatcher of the fire size and location.
- Advise emergency personnel of anyone in the building.
- **DO NOT** re-enter the building unless authorized to do so.

### Medical Emergencies

- Do not move an injured person unless they are in an unsafe area. If they must be moved, support the head and neck.
- CALL 911 and follow the dispatcher's instructions.

### Power Outage

- Turn off or unplug computers and other voltage sensitive equipment.
- Move cautiously to a lighted area. Lighted signs may indicate exits.
- Report outages to Public Safety at 320-308-3333.

### Severe Weather

- Seek shelter inside a building until notified by University officials that it is safe to leave.
- Stay away from windows.
- Move to an interior room or hallway on the lowest floor.
- Close any doors.
- Remain in the safe area until all danger has passed.
- Follow directions given by emergency personnel. **DO NOT** re-enter any building unless directed by officials.

### Bomb Threat

- Obtain as much information as possible, making notes of critical information (times, etc.) and call the St. Cloud Police Department at 911.
- Evacuate the building.
- Do not use cell phones or radios within 300 feet of the area.
- Watch for, but **DO NOT DISTURB**, unusual objects as you evacuate. Report your observations to emergency personnel.

### StarAlert Communications

- During a campus emergency, SCSU may distribute information to the campus community utilizing the following methods:  
Text, email, digital signage, audible warning system and information will be posted at [www.stcloudstate.edu](http://www.stcloudstate.edu);  
Local Area Media TV and Radio Broadcasts.
- Sign up for StarAlert Emergency Notifications at [stcloudstate.edu/emergency/staralert](http://stcloudstate.edu/emergency/staralert)