

# EMERGENCY PROCEDURES

State you are at the University of Minnesota, Building \_\_\_\_\_, Room \_\_\_\_\_

Register for text alerts at [TXT-U.umn.edu](http://TXT-U.umn.edu)

Learn about safety guidelines, procedures, and resources at [SAFE-U.umn.edu](http://SAFE-U.umn.edu)

Remain alert and aware of your surroundings at all times



## FIRE

### EVACUATE

- Activate nearest fire alarm
- Proceed to nearest exit
- Use stairs, not elevators
- Assist persons with disabilities/special needs
- Meet at designated assembly areas
- Stay away from building entrance(s)
- Account for individuals
- Re-enter area only when directed by authorities



## SEVERE WEATHER

### SEEK SHELTER

- Close all doors, including main corridors
- Move to lowest interior space of building, such as hallways, basements, and restrooms away from windows and glass
- Crouch near floor or under heavy, well supported objects and cover back of head
- If outdoors and there is no time to move into an interior space, lie flat in nearest depression, ditch, or ravine, and cover back of your head



## MEDICAL EMERGENCY

### STAY CLEAR

- If trained, administer first aid/CPR/automated external defibrillator as appropriate
- If not trained, stay clear of area where emergency has occurred
- Direct first responders to incident location
- Re-enter area only when directed by authorities



## SUSPICIOUS ACTIVITY

### STAY CLEAR

- Always report unusual or suspicious activity to 911
- Open locked doors for authorized persons only
- Do not touch or disturb unknown or suspicious objects
- Secure belongings, assets, and research
- Re-enter area only when directed by authorities

BE PREPARED

**SAFE U**

EMERGENCY

**911**



## POWER OUTAGE

### EVALUATE

- Secure all experiments, unplug electrical equipment, and shut off research gases
- Fully close fume hoods
- If people are trapped in an elevator, do not pry open elevator doors
- Isolate hazardous areas to prevent harm and/or evacuate building as appropriate
- Re-enter area only when directed by authorities



## HAZARDOUS MATERIALS RELEASE

### EVACUATE

- Alert people in immediate area to evacuate
- Avoid breathing vapors from spill
- Unless properly trained, do not attempt to clean up spill
- If personally contaminated, seek eye wash and/or emergency shower
- Do not operate any electrical devices, phones, including cellular phones, appliances, light switches, or equipment with open flames, within spill area
- Re-enter area only when directed by authorities



## HOSTILE INTRUDER

### GET OUT, HIDE OUT, KEEP OUT

- If you know location of assailant, consider escaping if a safe route is available
- IF UNSAFE TO ESCAPE:
  - Immediately seek protection
  - Secure area by locking or barricading door using whatever means available
  - Stay behind solid objects away from door
  - Minimize noise that may draw attention to your location: turn off lights, computers and radios and put cell phones on vibrate
  - Obey law enforcement direction



## NATURAL GAS LEAK

### STAY CLEAR

- Leave area at once and go to an exterior location where you no longer smell gas
- Do not operate any electrical devices, phones, including cellular phones, appliances, light switches, or equipment with open flames
- Do not try to locate source of gas leak
- Meet at designated assembly areas
- Re-enter area only when directed by authorities



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## IN THE EVENT OF AN EMERGENCY:

Visit [umn.edu](http://umn.edu), watch for a TXT-U, check your email, and tune into the local media for updates.