

Emergency Procedures



Fire Emergency

- Evacuate the area following a path indicated by exit signs.
- Do not reenter building unless authorized by emergency personnel.
- Assist persons with disabilities or special needs if you can safely do so. If you cannot, notify emergency responders of their location.
- Only use a fire extinguisher if it is safe to do so and if you are trained.



Severe Weather/Tornados

- When a weather emergency is declared, each room will be notified via the phone intercom system and an Alertus alert will be sent out.
- Move to inner corridors and lower levels nearest your location and get in the “tuck” position on the ground.
- Remain safely in the “tuck” position until the warning is cleared by administration.



Evacuation Procedures/Bomb Threat

- Evacuate the building using the nearest safe exit.
- Do NOT use elevators
- Take personal belongings with you if possible (keys, wallet, phone, purse, etc.)
- Follow directions given by campus security, administration, law enforcement, emergency response teams, or those directing traffic.
- DO NOT reenter the area without authorization by emergency personnel.
- DO NOT look for or touch any suspicious packages or belongings.
- Assist persons with disabilities or special needs if you can safely do so. If you cannot, notify emergency responders of their location.
- Traffic may make it difficult to use your vehicle. Consider walking away from campus.



Active Shooter

- Immediately Dial 911 (9911 from a campus phone) and notify Campus Security if it is safe to do so.
- Only evacuate if it is safe to do so OR lock the door and barricade with chairs, tables, or any heavy items if possible.
- Close all blinds, curtains, and windows.
- Turn off all lights.
- Attempt to hide all personal materials (books, backpacks, purses, etc.).
- Move to a safe location where you cannot be seen from windows or doors.
- Silence all cell phones but do not turn them off.



To report a campus emergency, DIAL 9911 from a campus phone.
To contact Campus Security, DIAL (218) 733-6911
To report a security or safety incident, visit lsc.edu/incident

