

# EMERGENCY RESPONSE PLAN SUMMARY

## IMPORTANT EMERGENCY PHONE NUMBERS:

**LSSU Public Safety: ext. 2100**

**From off campus phone: 906-635-2100**

*If you feel your emergency is urgent first contact 9- 911 then Public Safety*

## Emergency Response Actions



### FIRE

- When the fire alarm is activated, evacuation is mandatory.
- **Evacuate the building immediately to a location at least 200 feet from building.**
- Do not use the elevators.
- Close, but do not lock, doors as you leave.
- Call LSSU Public Safety after you are in a safe location.
- Help those needing assistance to move from the area.
- Do not re-enter the building until authorized to do so by emergency personnel.



### TORNADO/SEVERE WEATHER

- Monitor local TV stations, radio stations, NOAA weather radio, weather related Internet sites, etc.
- Go to the lowest level of the building and go to an interior room with no windows.
- Wait for an all clear notification prior to returning to your work area or classroom.
- If outdoors, lie in a ditch, low-lying area, or crouch near a strong building if shelter is not available or if there is no time to get indoors.



### MEDICAL EMERGENCY

- Call LSSU Public Safety.
- Provide your name, location, number of people injured, and description of the medical emergency.
- Stay on the phone for instructions.



### ARMED INTRUDER

- Call 9-911 FIRST then Public Safety
- If it is possible to flee the area safely and avoid danger, do so.
- If flight is impossible, lock (or barricade) all doors and secure yourself in a safe area, turn off lights, close blinds, remain silent.
- Remain in place until an “all clear” is given by an authorized person or law enforcement official.



### CHEMICAL SPILL/HAZARDOUS MATERIALS EMERGENCY

- Call LSSU Public Safety.
- Provide information on the type of chemicals (if known), size of the spill and possible exposures.
- Evacuate the area and the building to a location at least 200 feet away and upwind or based on instructions from emergency personnel.
- Do not return to the evacuated area until an all clear indication is given by the appropriate authorities.
- Unless required to remain safe, do not leave the general vicinity as decontamination may need to be conducted.



### BOMB THREAT

- Call LSSU Public Safety from a safe location.
- **Do not touch or handle the object.**
- Evacuate the area but do not use fire alarm to accomplish the evacuation, move to a location at least 200 feet away.
- Remove only your personal belongings such as your briefcases, purses, packages, lunch bags, and book bags.
- **Do not use cell phones, do not turn lights on or off.**

**The Lake Superior State University Public Safety Department**

Phone (906) 635-2100 | FAX (906) 635-6248

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