



## EMERGENCY QUICK GUIDE

**Emergencies:  
911**

**Campus Police:  
701-671-2233**

**Fargo Police:  
701-235-4493**

Safety & Project Coordinator: 701-671-2352 • [NDSCS.Safety@ndscs.edu](mailto:NDSCS.Safety@ndscs.edu)

**In the event of an emergency, you will receive a text, phone call and email notification from the NDSCS campus emergency notification system.**

### Fire/Evacuation

- Activate nearest fire alarm
- Call Fire Department, relay location and information
- If conditions allow, try to suppress fire with fire extinguisher
- Calmly proceed to nearest exit
- DO NOT use elevators
- Assist with the disabled if you are able
- Meet at designated assembly areas
- Re-enter only when authorized



### Shelter In Place

- Pay attention to emergency alerts
- Stay inside, lock windows and doors
- Do not use elevators
- Use your phone only as necessary
- Follow any instructions given by Emergency Response Officials



### Tornado/Severe Weather

**Watch:** Conditions are favorable

**Warning:** Weather is occurring

- Stay calm and seek shelter in the lowest level of a building or interior hallway
- If outside, shelter in ditch or low-lying area
- DO NOT pull the fire alarm
- Stay away from windows
- Remain in area until all clear message is received

### Bomb Threat

- Report all threats or relevant information to 911 and Campus PD
- Do not handle suspicious packages
- Evacuate the area at least 500 feet from building
- Follow all instructions and do not return until given clearance

### Hazardous Material Spill

- Control source of spill if possible
- If necessary, shut off sources of ignition
- Evacuate the area and notify authorities
- Give all known info to responders: name, location, substance
- Do not re-enter until authorized to do so



### Active Shooter

- Run – Only if it is safe to escape, leave all belongings behind
- Hide – Go to nearest room, lock doors, silence phones, turn off lights, barricade doors
- Fight – only as a last resort and as if your life depends on it
- Call 911 when it is safe for you to do so
- DO NOT sound fire alarms
- Obey all directions from police

For more information on safety and security, or to report an incident, please reference the [NDSCS website](http://ndscs.edu).  
For information on employee safety, please reference [Safety](#) on the intranet.