

DAKOTA STATE UNIVERSITY
EMERGENCY

campus procedures

Campus Watch Specialists

Hours: Tuesday-Sunday | 8 PM - Midnight

Phone Numbers:

605.270.7713

605.270.7712

IN AN EMERGENCY CALL 911

MEDICAL EMERGENCY

- 911 - stay with dispatcher until told to hang up
(Use 9-911 if using on-campus phone)
- Stay with ill/injured person
- Contact administrator
- Send somebody to flag down emergency vehicle
- Contact Student Affairs
(dial a 9 first from an on-campus phone)
 - Call 256-5124 (Monday-Friday 8:00 a.m. - 5:00 p.m)
 - Call 270-0644 (Evenings and Weekends)



MEDICAL EMERGENCY

TORNADO / HAZARDOUS WEATHER

- Alarm sounds
- Assign student to assist any special needs students
- Move into interior hallway - lowest level possible
- Turn away from windows or other expanses of glass
- Cover head (with clothing if possible)
- If evacuation is not possible, take shelter under desks or tables
- Wait for the ALL CLEAR

Instructors

- If supervising students - take roll - if there is DAMAGE, STAY with students
- If NOT Supervising students - leave/take shelter
- If unable to leave, move into interior hallway lowest level possible
 - Turn away from windows or other expanses of glass
 - Cover head (with clothing if possible)
 - Wait for the ALL CLEAR



TORNADO / HAZARDOUS WEATHER

FIRE / EXPLOSION

- Activate Alarm
- Assign student to assist any special needs students
- Leave Building Immediately (best EXIT noted on map on classroom door)
- Instructor - last one out
 - all students out
 - window/doors closed
 - lights off
- Remain outside until the ALL CLEAR is given by authorized personnel

Instructors _____

- If supervising students - take roll - if there is DAMAGE, STAY with students
- If NOT Supervising students - leave/evacuate



FIRE / EXPLOSION

HAZARDOUS MATERIAL SPILL

OUTDOORS

- Stay indoors
- Close windows - no air leaks
- Secure all doors - nobody in or out (except authorized personnel)
- Wait for the ALL CLEAR / OTHER INSTRUCTIONS

INDOORS

- Assign student to assist any special needs students
- Leave building as ordered (or same as fire)
- Wait for the ALL CLEAR / OTHER INSTRUCTIONS

Instructors

- If supervising students - take roll - STAY with students
- If NOT Supervising students - leave building immediately if spill occurs inside. If spill occurs outside, close windows and doors
- Wait inside for the ALL CLEAR



HAZARDOUS MATERIAL SPILL

SUICIDE RESPONSE

Outdoors

- Render aid if possible and call 911 (9-911 from a campus phone)
- If subject is deceased, call 911 (9-911 from a campus phone)

Indoors

- Render aid if possible and call 911 (9-911 from a university phone)
- If subject is deceased, call 911, (9-911 from a university phone) limit visibility to others by closing doors/blinds

In an immediate or non-immediate suicide threat situation, call the On-Duty RA at 270-0644 - dial a 9 first if calling from an on-campus phone - (8am-5pm Mon-Fri) to initiate counseling support through Student Success. Do not leave the individual of concern alone.

After hours in an immediate or non-immediate suicide threat situation, call 911 (9-911 from a campus phone) for Law Enforcement to assist in initiating after hours counseling services.

ARMED INTRUDER / HOSTAGE LOCKDOWN

During an active shooter attack survival is the top priority. Remember the SAVE options and do whatever it takes to survive.

S – Shelter in Place/Barricade (Hide)

- Lock and Barricade Doors
- Barricade for a purpose – keep intruder away from you, buy time for secondary evacuation or prepare to fight back as a last resort
- Spread out in the room, but stay out of sight (if possible), behind objects
- Turn out lights
- Remain quiet

A – Awareness

- If you see or hear something suspicious, say something; Prevention is always better
- Maintain your awareness; situation will be fluid and changing rapidly
- Make others aware of what's going on, if safe to do so

V – Violence stops Violence (Fight)

- Be prepared to fight back if necessary, Ambush, Swarm, Incapacitate (work together as a team)
- As a last resort, anything can become a weapon
- Be a harder target by interrupting intruders
O.O.D.A.(observe, orient, decide, and act) loop

E – Evacuate (Run)

- If you can evacuate without putting yourself in imminent danger, GET OUT!
- Go to a safe Location, possibly an established “Rally Point”

When safe to do so, call 911 to notify law enforcement. Provide as much pertinent information as possible!