



VALLEY CITY STATE UNIVERSITY | EMERGENCY MANAGEMENT EMERGENCY PROCEDURES

Quick Reference

What to Do

Fire Emergency

1. Activate the nearest fire alarm pull station and call the Valley City Fire Department (911).
2. Notify Facilities Services if there is time (845-7708).
3. Evacuate the area immediately.
4. When evacuating, do not use elevators.
5. Walk— do not run!
6. Close all doors behind you to help contain the fire.
7. Do not re-enter the area unless you have been given permission or have received the “all clear”.

Building Evacuation

1. Remain calm!
2. Unplug computers or other sensitive equipment.
3. Check voicemail/email for additional information from campus administration.
4. Take personal belongings (keys, wallet/purse, medications, etc.).
5. Close all doors behind you.
6. Go to the building evacuation assembly points.
7. Assist those with disabilities or special needs.

Medical Emergencies

1. If a serious injury or illness occurs on campus, contact 911.
2. For minor injury or illness, trained personnel should provide basic first aid care. Contact the VCSU Safety Office at 701-845-7710.

Suspicious Person

1. Do not confront the person.
2. Do not let anyone into a locked building.
3. Call 911 to report the person.

Suspicious Object

1. Call Facilities Services at 701-845-7710.
2. DO NOT TOUCH THE OBJECT.
3. Be prepared to evacuate the area.

Power Outage/System Failure

1. Remain calm and provide assistance to others, if necessary.
2. Unplug computers or other sensitive equipment.
3. Check voicemail/email for additional information from campus administration.

Elevator Entrapment:

In the event the elevator stops operating while you are inside. Do not try to force the doors open or attempt to get out of the elevator on your own. Use the emergency call button in the elevator or personal cell phone to report situation. Give the person the following information:

1. Name of building
2. Location within the building of malfunctioning elevator
3. Where the car is stopped, if known
4. Whether a medical emergency exists for anyone inside the elevator
5. Assist other passengers in remaining calm
6. After the incident notify the building manager or facilities contact

If the elevator restarts before calling for assistance, contact VCSU Facilities Services 701-845-7708, and report the problem.

Weather Emergencies

1. **VCSU Weather Decision and Notification Procedure:** VCSU will contact news media in the area as soon as the school closing or delay decision is made. An email message will then be sent out to students and employees informing them of the delay/closure.
2. In the event of a Tornado Warning, the city will sound a siren alerting all residents. If you hear the siren, please move to the lowest level of the building you are in (each academic building has a basement- if you are in the dorms, move to a first floor hallway, away from all doors and windows). Stay in this area until the “all clear” has been given by the city or campus officials.
3. The campus notifications system, NotiFind and the VCSU email system will be used to notify the campus of closures and other weather-related emergencies.

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Quick Reference | Phone Numbers

EMERGENCY: 911
Non-Emergency: 701-845-7710
Power House: 701-845-7708 OR 701-490-1999

Armed Intruder

1. Call 911.
2. Alert others nearby, if possible.
3. Stay away from open areas.
4. Evacuate the area, if possible.
5. If you cannot evacuate, lock yourself in a room and turn off the lights. Do not let anyone in the room unless they are Police or other Safety Official.
6. Stay calm and wait for Police or other Safety Official to give the "all clear".

Bomb Threats

If you observe a suspicious object or potential bomb on campus, do not touch the object. Clear the area and immediately call 911 first, then call the Safety Office at 701-845-7710.

For a bomb threat, immediately call 911, then notify the Safety Office at 701-845-7710. Any person receiving a phone call bomb threat should try to obtain the following information from the caller:

1. When is the bomb going to go off?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does the bomb look like?
5. Where did you place the bomb?

DO NOT ACTIVATE THE BUILDING ALARM! Do not touch suspicious objects, Do not open cabinets, drawers, or closets, Do not turn lights on or office equipment on or off. If evacuation is required you will be informed of the location and evacuation information at that time. When law enforcement arrives, follow their instructions exactly. Trained professionals will perform a search and other required actions.

Hazardous Material Emergency

1. Evacuate the area. Call 911 and the Safety Office.
2. Advise others to stay out of the area.
3. If you are contaminated by the material stay in the vicinity to receive medical care.

Threat of Violence

1. Students, employees, and visitors should address emergencies by calling 911 (9-911), whether they are on central campus or on other university property. For all other non-emergency concerns of violence, the students, employees, and visitors should notify the Vice President of Student Affairs at 701-845-7201 or 3-7201.
2. It is important that the Valley City Police Department is made aware of concerns of violence even if they occur on property outside of the campus.

The university has adopted procedures for responding to and addressing conduct that violates this policy and urges all students, employees and visitors to be alert to the possibility of violence on campus. As part of the university community, all students, employees, and visitors are responsible for reporting violence they experience or witness.

Incident Reporting

Injury or Near Miss

1. Seek medical assistance by individual trained in first aid, if needed.
2. Call 3-7710 to complete an Initial Incident Report within 24 hours of the incident.

Vehicle Accident

1. Contact proper authorities (police department).
2. If the incident occurred in a state vehicle, the insurance information is located in the glove compartment.
3. Call 3-7710 to complete an Accident Report within 24 hours of the incident.
4. Contact a towing company, if needed.