



Fire

- Activate nearest fire alarm pull station and call 911 if possible
- After calling 911, notify University Police Department at 777-3491
- Evacuate the building using Evacuation Information (listed below)
- Do not enter building until authorized by emergency personnel



Building Evacuation

- Evacuate using nearest exit (or alternate exit if nearest one is blocked)
- Do not use elevators!
- Take personal belongings (keys, purses, wallets, cell phones, etc.), if time allows
- Secure any hazardous materials or equipment before leaving (e.g. turn off equipment)
- Go to Evacuation Assembly Point



Tornado Warning

- A tornado warning is issued when a tornado has been detected in the area
- Seek shelter immediately
- Go to the lowest available floor in the building and stay away from windows, doors, and outside walls
- If in a vehicle or outside, seek shelter in the nearest structure with a strong foundation
- If there is not a structure nearby, lie in a ditch or low spot
- Stay put until the danger has passed



Suspicious Person

- Do not physically confront the person
- Do not let anyone into a locked office/building
- Do not block the person's access to an exit
- Call 911 and provide as much information as possible about the person and their direction of travel
- After calling 911, notify University Police Department at 777-3491



Suspicious Object

- Do not touch or disturb the object
- Call University Police Department at 777-3491; do not use cell phone near object
- Notify your instructor, a staff member, or a Resident Assistant
- Be prepared to evacuate



Hazardous Materials Release

- If an emergency exists or if anyone is in danger, call 911
- After calling 911, notify University Police Department at 777-3491
- Move away from the site of hazard to a safe location
- Follow instructions of emergency personnel
- Alert others to stay clear of area
- Notify emergency personnel if you have been exposed or have information about the release



Shelter-in-Place

- Stay inside or go indoors as quickly as possible.
- Close windows to provide seal against chemical fumes. Turn off fans, A/C and any ventilation
- Monitor official university emergency notification systems
- In case of an armed intruder, barricade doors, keep quiet, turn out lights, silence cell phones, do not evacuate if fire alarm sounds (unless fire is evident)



Emergency Procedures

Emergencies call **911**

Non- Emergencies call
University Police
777-3491

EMERGENCY CONTACT NUMBERS

The University of North Dakota Police Department is the primary contact for all Grand Forks campus emergencies. Calls will be routed to the appropriate campus and local responders from the UND Operations Center.

All Emergencies.....911

- UND news bulletin board(701) 777-6700
- UND Police.....(701) 777-3491
- Safety Escort.....(701) 777-3491
- Dean of Students.....(701) 777-2664
- Crisis Coordination Team.....(701) 777-3491
- UND Counseling Center.....(701) 777-2127
- Facilities Management.....(701) 777-2591
- Student Health Services(701) 777-4500
- Office of Safety(701) 777-3341



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SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water



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