

EMERGENCY PROCEDURES GUIDE



BEMIDJI STATE UNIVERSITY



Northwest Technical College



EMERGENCY PHONE NUMBERS:

Fire, Police, Ambulance: 911

BSU Public Safety: 218-755-3888 *(3888 if using a campus phone)*

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E-MAIL:

publicsafety@bemidjistate.edu

WEBSITE:

**[http://www.bemidjistate.edu/
services/public-safety/](http://www.bemidjistate.edu/services/public-safety/)**

E-911 ADDRESSES FOR BSU/NTC CAMPUS BUILDINGS

When calling 911 for an emergency response to a campus building, give the E-911 address from the list below.
 Example: For an emergency at Pine Hall, request them to respond to Pine Hall, 2005 Birchmont Dr. NE.

American Indian Resource Center	1620 Birchmont Dr NE	Decker Hall	1717 Birchmont Dr NE	Memorial Hall	1406 Birchmont Dr NE
Bangsberg Hall	1330 Birchmont Dr NE	Deputy Hall	1400 Birchmont Dr NE	NTC	905 Grant Ave. SE
Baseball Stadium	101 19th Street NE	Gillette Recreation Fitness Center	1801 Birch Lane NE	NTC SET Center	808 Paul Bunyan Dr SE
Bensen Hall <i>(Formerly Education/Arts)</i>	1600 Birchmont Dr NE	Hagg Sauer Hall	1502 Birchmont Dr NE	Oak Hall A Wing B Wing C Wing	314 23rd Street NE 316 23rd Street NE 318 23rd Street NE
Birch Hall A Wing B Wing	1701 Birchmont Dr NE 1703 Birchmont Dr NE	Heating Plant	401 14th Street NE	OPC <i>(Boat House)</i> Diamond Point Park	1710 Birchmont Dr NE
Bridgeman Hall	1512 Birchmont Dr NE	Hobson Memorial Student Union Lower Upper	1422 Birchmont Dr NE 1420 Birchmont Dr NE	Pine Hall	2005 Birchmont Dr NE
Cedar Apartments	1925 Birchmont Dr NE	John Glas Field House	220 19th Street NE	Sattgast Hall	1408 Birchmont Dr NE
Central Maintenance Building	124 23rd Street NE	Laurel House <i>(Honors House)</i>	1521 Birchmont Dr NE	Sauer House <i>(BSU Foundation)</i>	1509 Birchmont Dr NE
Chet Anderson Stadium	1514 Birchmont Dr NE	Library, A.C. Clark	1510 Birchmont Dr NE	Switch Gear Building	315 17th Street NE
C V Hobson Forest	10054 Birchmont Beach Rd NE	Linden Hall A Wing B Wing	1805 Birchmont Dr NE 1807 Birchmont Dr NE	Tamarack Hall	410 19th Street NE
David Park House <i>(BSU Foundation)</i>	1501 Birchmont Dr NE			Walnut Hall	331 19th Street NE

E-911 ADDRESSES FOR BSU/NTC CAMPUS BUILDINGS

GENERAL/MEDICAL EMERGENCY PROCEDURES

GENERAL EMERGENCY PROCEDURES:

- Always protect yourself first.
- Protect and warn others to the best of your ability.
- Proceed to the internal relocation site or external assembly point designated for the building
- Call 911.
- State the emergency.
- Give building's E911 address
(See the E911 Address Tab for a list of addresses for all campus buildings)
- Give the exact location of the emergency in the building (*floor, room number, etc.*).

FOR ALL MEDICAL EMERGENCIES:

- Immediately call or have someone call 911.
 - State the emergency.
 - Give the exact location of the emergency.
 - Describe victim's symptoms.
 - Give your name and a call back number.
 - Stay on line until you are told to hang up.
- Render first aid according to the best of your ability and training.
- Stay with the victim until emergency responders arrive, if safe to do so.
- If possible, have someone meet emergency responders and direct them to the victim.

GUIDELINES FOR SUPPORTING THE VICTIM'S MEDICAL NEEDS:

- Do not move injured people unless the area they are in is unsafe.
- Control severe bleeding with direct pressure to the wound and, if possible, elevate the affected body part.
- For chest pain, get victim off their feet and be reassuring and supportive.
- For poisoning and overdoses provide first aid and try to identify the product involved and how much was taken.

GENERAL/MEDICAL EMERGENCY PROCEDURES

EMERGENCY NOTIFICATION METHODS

Bemidji State University uses multiple methods to provide alerts and emergency messages to the campus community. More information about campus emergency procedures can be found on the BSU Public Safety Web site at: <http://www.bemidjistate.edu/services/public-safety/>

CAMPUS INFORMER™ - The Campus Informer® is an emergency public address system that is installed in BSU and NTC campus buildings. The system is controlled and activated by the Department of Public Safety (DPS). The system provides an initial audio and visual alert followed by a voice message. Further information about the Campus Informer™ can be found on the BSU Public Safety web site at <http://www.bemidjistate.edu/services/public-safety/emergency-preparedness/informer/>

BLACKBOARD CONNECT™ - This service allows BSU/NTC officials the ability to send emergency voice messages via: landline, cellular telephone, and e-mail messages. It is only activated when a situation exists that presents an imminent danger to the campus that requires immediate action to protect life and safety. Further information about Blackboard Connect™ can be found on the BSU Public Safety web site at: <http://www.bemidjistate.edu/services/public-safety/emergency-preparedness/blackboard-connect/>

BLUE LIGHT PHONE SYSTEM - A blue light emergency phone system is installed on the BSU campus to make the reporting of serious incidents easier and quicker. To report an emergency, crimes in progress, or a suspicious person/incident, simply push the button, which will then ring into the BSU Public Safety dispatcher. Please stand near the phone until the dispatcher has started communication with you. If your physical safety is in danger, activate the phone and move to a safe place. Once a phone has been activated, an officer will be summoned to that phone's location. The Code Blue Emergency Phone Stations should be used for emergency situations only.

Locations of the phones are listed on the map attached to this guide and the BSU Public Safety web page: <https://www.bemidjistate.edu/services/public-safety/wp-content/uploads/sites/92/2014/09/Campus-Blue-Light-Map.pdf>

EMERGENCY NOTIFICATION METHODS

SEVERE WEATHER

Building occupants will be notified of weather emergencies by at least one of several methods. The two primary methods will be the Campus Informer® emergency notification public address system, installed in all campus buildings, and the Blackboard Connect™ phone and e-mail messaging system. Notification may also come from National Weather Service messages via weather radios and local radio and television stations. County warning sirens will be activated to alert people in outside locations.

IF YOU ARE NOTIFIED TO TAKE SHELTER BECAUSE OF SEVERE WEATHER:

- Immediately proceed to the designated relocation site for the building you are in, listed on the last page of this guide.
- Remain in the shelter site until you receive an “all clear” message through the Campus Informer® or Blackboard Connect™ notification systems, or from a Public Safety officer, a weather radio message from the National Weather Service, or some other recognized authority.
- After receiving an “all clear” message, employees should follow their department’s procedures for returning to work.

IF YOU ARE INSIDE AND THERE IS NOT ENOUGH TIME TO REACH THE DESIGNATED SHELTER SITE:

- Go immediately to a room without windows or the fewest windows possible in the center of the building or an inside hallway, preferably on the lowest level in the building.
- Stay away from doors, outer walls, and any windows.
- Avoid places with wide-span roofs such as auditoriums, cafeterias, or large hallways.
- Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- Use your arms to protect your head and neck.
- Stay sheltered until the “all clear” message is received.
- After receiving an all clear message, proceed to the central meeting place designated for your building or work area.

In any of these emergency situations, BSU and NTC employees, to the best of their ability, should ensure students and visitors are aware of these procedures and help anyone who may require assistance to reach a safe shelter site.

SEVERE WEATHER

CRIME REPORTING

If you witness or become aware that a criminal act has occurred, you have a responsibility to report the incident to law enforcement officials.

TO REPORT A CRIME:

- Call 911 for an emergency.
- Call Public Safety, 218-755-3888 (3888 if using a campus phone), for non-emergencies.
- If possible and safe to do so, observe on-going criminal activity until response personnel arrive.
- Avoid disturbing any potential physical evidence that may be at the scene.

REPORTING A VIOLENT INTRUDER:

Reports of any armed or violent subject on campus should be made directly to 911.

If you observe an armed violent individual or individuals enter a campus building and you are in a position to observe the subject without endangering or compromising your safety, the observations you make may be crucial to responding emergency personnel. **There is no expectation that anyone put themselves at risk in order to observe an armed subject.**

THE FOLLOWING ARE QUESTIONS THAT THE 911 OPERATOR MAY ASK YOU.

- How many subjects did you observe?
- What was the exact location the subject or subjects entered the building?
- What time did you observe the subject or subjects enter the building?
- If known, what type of weapon or weapons did you observe (*rifle, shotgun, pistol, etc.*)?
- A description of the subject, including height, weight, build, gender, age, race, hair color and length and a description of the clothing worn by the subject or subjects.
- Did you observe the subject or subjects exit a vehicle, and if so, what is the description and location where the vehicle is parked?



CRIME REPORTING

FIRE OR SMOKE

IF FIRE OR SMOKE IS OBSERVED:

- Immediately activate the fire alarm, if it is not already sounding.
- Move to the closest, safe exit.
- Proceed to the External Assembly Point designated for your building or work area.
- **Call 911** or have someone make that call.

AS YOU EVACUATE:

- Close doors to isolate fire and contain smoke, if it can be done safely.
- Check doors with back of hand before opening; if hot, move to alternate exit.
- If the door is not hot, open it slowly and check for smoke and odors; if they are strong close the door and move to an alternate exit.
- If smoke and odors are tolerable, proceed, staying low to the floor to lessen exposure to smoke.
- **Do not use elevators**
- Help those needing assistance to evacuate, if it can be done safely.
- Report the location of anybody left in the building to emergency responders.
- **Do not return to the building** until an "All Clear" is announced by the Fire Department, Public Safety, or other recognized authority.
- **Silencing of the alarm is not a signal that it is safe to re-enter the building.**

IF YOU ARE UNABLE TO EVACUATE:

- Move into a room as far away from the source of the fire as possible.
- Close the door.
- Seal the space at the bottom of the door the best you can, to reduce smoke penetration.
- If possible, call or take other actions, such as hanging something outside a window, to notify emergency responders of your location.

USE A FIRE EXTINGUISHER ONLY IF:

- You have been trained on fire extinguisher use.
- You are confident in your ability to extinguish the fire.
- The fire is small; e.g., no bigger than the size of a wastebasket.
- The fire department has been notified.
- Evacuation has begun.
- You have a safe exit route that the fire cannot block.



FIRE OR SMOKE

MECHANICAL/UTILITY

In most cases, mechanical or utility problems will not cause life threatening or other serious threats to the health and safety of building occupants. However certain failures, such as power outages and loss of phone services can pose safety and security hazards and disrupt business operations. Such problems, though typically short in duration, may require actions to be taken to protect personnel and property.

IF A MECHANICAL OR UTILITY FAILURE CREATES AN EMERGENCY SITUATION:

- Immediately call or have someone call 911.
 - State the emergency.
 - Give the exact location of the emergency.
 - See the E911 Address Tab for a list of addresses for all campus buildings.
- Activate the fire alarm if an immediate evacuation is necessary.
- Proceed to the assembly point designated for the building.
- To the best of your ability, help those needing assistance move to the assembly point or a safe area in the building, if safe to do so.
- Report to the building's Emergency Coordinator or other person designated to account for employees.
- Report the location of anybody left in the building to emergency responders or 911.
- Do not return to the building until an "All Clear" is announced by the Fire Department, the Department of Public Safety, or other recognized authority.
- Silencing of the alarm is not a signal that it is safe to re-enter the building.

If the failure does not warrant a complete evacuation of an area or building, and does not pose an immediate threat or hazard to personnel in the area contact:

- The BSU Physical Plant at **218-755-3988** (3988 if using a campus phone);
or
- NTC Buildings and Grounds at **218-333-6653**.



MECHANICAL/UTILITY

TERRORISM

The FBI defines terrorism as, "...the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives." Although this definition helps us understand what terrorism is, it does not give us insight on dealing with acts of terrorism. Basically, terrorism is a motive for a criminal act and therefore must be initially dealt with in this manner. It is critical that we do not ignore early warning signs or fail to investigate potential terrorist activity. Any information or threat made against the University, College or a member of either campus community by an individual or group must be taken seriously and be reported to law enforcement officials at 218-333-9111.

Any criminal act that occurs on campus that manifests evidence of terrorism will be considered an immediate Level 3 emergency. *The Campus Emergency Plan* will be activated, including mobilization of the Emergency Management Team. An overview of campus emergency management can be accessed at the Public Safety web site at <http://www.bemidjistate.edu/services/public-safety/emergency-preparedness/>.

The City of Bemidji Police Department has developed an Emergency Response Team that will respond to any reported threats of terrorism in the community, including at Bemidji State University. Their team will work closely with the campus Emergency Management Team in response to any terrorist act perpetrated on campus.

Additionally, a "Mail Screening Policy" has been developed for the purpose of dealing with any mail or packages the University receives that is suspicious.



TERRORISM

MENTAL HEALTH ISSUE

GENERAL SYMPTOMS THAT MAY SUGGEST SOMEONE IS EXPERIENCING A MENTAL ILLNESS INCLUDE:

- Confused thinking
- Long-lasting sadness or irritability
- Extremely high and low moods
- Excessive fear, worry, or anxiety
- Social withdrawal
- Dramatic changes in eating or sleeping habits
- Strong feelings of anger
- Delusions or hallucinations (*seeing or hearing things that are not really there*)
- Increasing inability to cope with daily problems and activities
- Thoughts of suicide
- Denial of obvious problems
- Many unexplained physical problems
- Abuse of drugs and/or alcohol
- Changes in school performance, falling grades
- Intense fear of gaining weight

IF THE PERSON IS NOT AN IMMEDIATE THREAT:

- Contact the **Student Center for Health & Counseling at: 218-755-2053**
- Ask to speak with a member of the Counseling staff.
- You may be asked to walk the person to SCHC.
- The SCHC is open 9 am - 4 pm while classes are in session.
- The Student Center for Health and Counseling is located first floor of Cedar Hall.

IF CLASSES ARE NOT IN SESSION:

- Call the **The Mobile Crisis Response Team**, a regional community resource at: **1-800-422-0045**
- Services are available 24 hours a day.

If the person appears to be an immediate threat to harm self or others call or have someone call 911



MENTAL HEALTH ISSUE

SUSPICIOUS MAIL

AN ADVISORY TO STUDENTS AND EMPLOYEES

It is highly unlikely that BSU or NTC offices, personnel or students would receive mail that may pose a health threat. In today's uncertain world, everyone should nonetheless be alert to possible incidents and know how to proceed if one is encountered. The following procedures are suggested to help you screen your incoming mail.

While experience has shown that most suspicious mailings are hoaxes, the threatened use of a biological agent must be treated as real. If the agent is reported as anthrax, understand that it is not contagious and treatment is readily available if administered before the onset of symptoms. Bemidji State University has developed a plan to handle suspicious mailings. If you receive one, follow these steps.

IF YOU RECEIVE A SUSPICIOUS LETTER:

- Remain calm.
- Do not open the letter or package; seal it in a plastic bag if possible or cover it with any material.
- If the mailing is opened, do not attempt to clean up any spilled contents. Cover the spilled contents and mailing with any material.
- Leave the room and close the door so others cannot enter.
- Wash your hands in warm, soapy water.
- Call 911 to report the incident
- Do not ignore the threat.
- Do not pass the letter or package to others to look at or handle.
- Do not disturb the contents.

WHAT TO LOOK FOR:

It is impossible to describe the appearance of a typical suspicious mailing, but the FBI has identified the following as common features of threatening letters.

- No return address
- Excessive postage
- Hand written or poorly typed addresses
- Misspelling of common words
- Restrictive markings such as "Confidential," "Personal," etc.
- Excessive weight and/or a feel of a powdery substance

All "junk mail" should be left unopened and be placed in the trash. If you are not aware of the sender of the mailing, do not open it.

You should also know that it is a federal offense to utilize the U.S. Postal Service to perpetrate a hoax that threatens the safety of others. Federal officials have assured the public that all hoaxes will be investigated and those responsible will be prosecuted.



SUSPICIOUS MAIL

HAZARDOUS MATERIALS

The potential for hazardous materials spills exists throughout the campus. Cleaning chemicals are used and/or stored in most campus buildings. Laboratories, shops, studios, and maintenance areas use and store chemical and biological products and wastes associated with their activities. Contractors may bring other products onto campus. Those using the products are expected to clean up small spills that do not pose an immediate health or safety hazard. Spills that are known to be hazardous or are too large to be cleaned up by the users should be handled similar to a fire emergency. Spills of unknown products should be considered hazardous until proven otherwise.

IF YOU ENCOUNTER A HAZARDOUS MATERIAL SPILL OR LEAK:

- **Evacuate the area.**
 - Use the fire alarm if there is an immediate hazard and the entire building needs to be evacuated or notify those in the affected area if only a partial evacuation is needed.
 - Shut off electrical equipment if possible and it is safe to do so.
 - Proceed to emergency exits; do not use elevators.
 - Help those needing assistance to evacuate.
 - If the spill is outside, stay up-wind and up hill from any hazardous vapor, gas, or liquid.
- **Confine the spill area.**
 - Close doors and isolate.
 - If possible, open outside windows, if safe to do so.
 - Establish exhaust ventilation if possible.
 - Vent fumes only to the outside of building.
 - If the room is not vented to outside of building, close off room.
- **Report the spill.**
 - Call **911**
 - State the emergency.
 - Give the building's E911 address and the location of the spill in the building. See the E911 Address Tab for a list of addresses for all campus buildings.
 - Report any injuries.
 - Report the name and amount of material spilled, if known.
- **Secure the area.**
 - Prevent access to spill area.
 - Lock doors leading to spill area.
 - Place barricades and warning notices at access points.
 - Post staff by commonly used entrances to direct people to use other routes.

FIRST AID FOR HAZARDOUS MATERIALS INJURIES:

CAUTION: DO NOT go back into an area where a chemical spill has occurred! In many documented cases, rescuers not wearing proper protective equipment have been overcome by toxic or asphyxiating fumes and died while trying to rescue other victims. Do not make this mistake!

- Remove victims from spill area to fresh air (*but do not endanger your own life by entering areas with toxic gases*).
- Immediately remove contaminated clothing while avoiding contaminating yourself.
- Flush skin or eyes with running water for 15 minutes.
 - Effects from chemical spills may not be felt immediately, but it is very important to wash quickly and thoroughly. Some chemicals can cause severe tissue damage that is not apparent until hours later.
- Get medical attention for victims.
- **Chemical spills over large areas of the body.**
 - Remove contaminated clothing while flushing with water from safety shower or other source of water.
 - Flush affected body area with lukewarm water for at least 15 minutes.
 - Resume flushing with water if pain persists.
 - Wash off chemicals with mild detergent and water; do not use neutralizing chemicals, unguents, creams, lotions or salves.
 - Get immediate medical help.
 - Make sure medical personnel understand exactly what chemicals are involved.



HAZARDOUS MATERIALS

BOMB THREAT



BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the right side of this page.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible.
2. DO NOT HANG UP, even if the caller does. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (at right) immediately.
7. Write down as much detail as you can remember. Try to get exact words.
8. Immediately upon termination of the call, do not hang up, but from a different phone, call 911 immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 911
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call 911
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Poorly handwritten
- Excessive postage
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

BOMB THREAT CHECKLIST

Date: _____ Time: _____

Time Caller Hung Up: _____ Phone# where call was received: _____

Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb?
Yes No
- Why?
- What is your name?
- Exact Words of Threat:
- Where is the caller located? Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other Points

CALLER'S VOICE

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Accent | <input type="checkbox"/> Laughter |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Male |
| <input type="checkbox"/> Coughing | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Rapid |
| <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Female | <input type="checkbox"/> Stutter |

BACKGROUND SOUNDS

- | | |
|---|---|
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Music |
| <input type="checkbox"/> House Noises | <input type="checkbox"/> Motor |
| <input type="checkbox"/> Kitchen Noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Static |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Local |
| <input type="checkbox"/> Conversation | <input type="checkbox"/> Long Distance |

THREAT LANGUAGE

- | | |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Message read | <input type="checkbox"/> Profane |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Well-spoken |

BOMB THREAT

ACTIVE SHOOTER/VIOLENT INTRUDER

The following information is provided by the U.S. Department of Homeland Security, <http://www.dhs.gov/active-shooter-preparedness> and the ALICE* active shooter response program.

Survival is the goal of any violent intruder incident. Specific actions on your part will enhance your survival chances:

- Alert - Prepare
- Lockdown* - Hide
- Inform*
- Counter* - Fight
- Evacuate* - Run

ALERT - PREPARE

Take actions to be informed and prepared before an incident occurs.

Wherever you are:

- Be aware of your environment and any possible dangers
- Consider how you would escape or evacuate from the area
- Take note of the two nearest exits
- Note improvised exits such as windows
- Consider what you could use for cover or concealment
- Consider where you might hide

For campus buildings and grounds:

- Be familiar with the campus emergency alert and notification systems
- Initial alert may be gunshot, PA announcement, etc
- Do not ignore warning signs such as possible gunshots
- Know the designated evacuation routes
- Be familiar with building and work area emergency plans.

During an Incident:

- Notify as many people as possible within the danger zone that a potentially life threatening risk exists.
- Do not use code words. Use only simple, clear and accurate information.

LOCKDOWN* - HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door, adding secondary locking devices ie: tables, chairs, etc
- Barricade entry points with heavy furniture or other items
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet
- If in a group, spread out

INFORM*

Continue to communicate the intruder's location in real time to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location
- No code words, only simple, clear and accurate information

If you cannot speak, call 911 and leave the line open so dispatchers can identify your location and monitor.

COUNTER* - FIGHT

As a last resort, and only when your life is in imminent danger, while moving toward exits, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing objects and improvising weapons
- Yelling
- Swarming the shooter
- Committing to your actions

EVACUATE* - RUN

This is the most important action to take, if safe to do so. If there is an accessible escape path, attempt to evacuate the premises.

If you are in a building:

- Have an escape route and plan in mind
- Run from danger when safe to do so using non-traditional exits if necessary
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible

If you are in a parking lot or other open area:

- Quickly exit the area using parked vehicles, trees, bushes, buildings or whatever other cover is available as you go
- Do not run in a straight line
- If in a group, spread out

Whenever evacuating:

- Keep your hands visible to responding police officers and follow their instructions
- Do not attempt to move wounded people
- To the best of your ability, prevent individuals from entering an area where the active shooter may be
- Call 911 when you are safe

* These terms are used as part of the **ALICE** active shooter training program that is available to the BSU/NTC community through the BSU Department of Public Safety. ALICE is an mnemonic acronym for: **ALERT:** Initial alert may be gunshot, PA announcement, etc. **LOCKDOWN:** If evacuation is not a safe option, barricade entry points. Prepare to evacuate or counter if needed. **INFORM:** Communicate real time information on shooter location. Use clear and direct language using any communication means possible. **COUNTER:** As a last resort, distract shooter's ability to shoot accurately. Move toward exits while making noise, throwing objects or swarm shooter. **EVACUATE:** Run from danger when safe to do so using non-traditional exits if necessary. Rallying points should be predetermined. These steps may be done in any order.

ACTIVE SHOOTER/VIOLENT INTRUDER

CAMPUS MAP

EMERGENCY INTERNAL AND EXTERNAL RELOCATION AND ASSEMBLY SITES

Internal Relocation Site - Designated location to use for shelter in emergencies requiring protection from external hazards, such as severe weather.

External Assembly Point - Designated location for protection from hazards in the building, such as fire.

Use of shelter sites and assembly points also aid in accounting for building occupants.

CAMPUS FACILITIES

1. Bangsberg Fine Arts Complex (BG)
2. Alumni Arch
3. Deputy Hall (D)
4. Sattgast Hall of Science (S)
5. Lakeside Lawn
6. Memorial Hall (M)
7. Central Plaza
8. Hagg-Sauer Hall (HS)
9. Lower Hobson Memorial Union (HMU)
10. Upper Hobson Memorial Union (HMU)
11. Sanford Quad
12. A.C. Clark Library (L)
13. Bridgeman Hall (BN)
14. David Park House
15. Alumni House (AH)
16. Chet Anderson Stadium
17. Outdoor Program Center (OPC)
18. Laurel House (LH)
19. Bensen Hall (BE)
20. American Indian Resource Center (AIRC)
21. Glas Scholars House (GH)
22. Birch Hall (BH)
23. Decker Hall (DH)
24. University Heights (UH)
25. Practice Fields
26. Gillett Recreation-Fitness Center (GC)
27. Physical Education Complex (PE)
28. John Glas Fieldhouse (FH)
29. Linden Hall (LH)
30. Tamarack Hall (TK)
31. Cedar Hall (CH)
32. Walnut Hall (WH)
33. Pine Hall (PH)
34. Softball Field
35. Baseball Field
36. Oak Hall (OH)
37. Central Receiving (CR)
38. Heating Plant

THE BLUE LIGHT PHONES IN THE TUNNELS ARE LOCATED IN THE FOLLOWING PLACES:

- At the intersection of the Walnut tunnel and the Rec. Center Tunnel
- The lower level of Linden (close to the elevator)
- At the intersection of the Bensen Tunnel and Bridgeman Tunnel

- Parking
- Accessible entrance
- Recreation path
- Blue light tower panel
- Blue light vestibule

NORTH



BEMIDJI
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AREA	INTERNAL RELOCATION SITE	EXTERNAL ASSEMBLY POINT
A.C. Clark Library	Lowest Level	Beaux Arts/Terrace Lounge
Alumni House	Basement Area	Beaux Arts/Terrace Lounge
American Indian Resource Center (AIRC)	Near Great Room Hallway	BensenHall
Bangsberg Hall	Basement/1st floor hallways & rooms without outside window and doors	Hobson Union, Lower
Bensen Hall	Tunnel to Birch Hall	AIRC
Birch Hall	Tunnel to Bensen Hall (Ed Arts)	AIRC
Bridgeman	Tunnel to Bensen	AIRC
Cedar Hall	Tunnel to Decker Hall	Walnut Hall
Central Receiving and Maintenance (CMB)	CMB Central Hallway	Oak Hall
David Park House	Basement	Beaux Arts/Terrace Lounge
Decker Hall	Tunnel to Bensen	AIRC
Deputy Hall - All Floors	1st floor hallway & rooms without outside windows & doors	Bangsberg Theater, Recital Hall, Lobby
Hagg-Sauer	Room 100	Hobson Union, Lower
Heating Plant	Lowest Level (Away from windows)	Hobson Union, Lower
Hobson Memorial Union	Adjoining tunnels	Bangsberg Theater, Recital Hall, Lobby
Laurel House	Basement	Library Bus Stop Shelter or other safe location
Linden Hall	Tunnel to Decker Hall	Gillett Recreation Fitness Center
Memorial Hall	Tunnel to Bensen	Beaux Arts/Terrace Lounge
NTC	Hallways & rooms without outside windows or doors	Parking Lot
NTC SET Center	Hallways & rooms without outside windows or doors	Parking Lot
Oak Hall	Tunnel to Walnut Hall	Walnut Hall
Phy. Ed/John Glas Fieldhouse	Tunnel to Pine Hall	Walnut Hall
Pine Hall	Tunnel to Decker Hall	Walnut Hall
Gillett Recreation Fitness Center	Tunnel to Pine Hall	Walnut Hall
Sattgast Hall	Tunnel to Student Union	Hobson-Union, Lower
Student Health Services (Cedar)	Tunnel to Decker Hall	Walnut Hall
Tamarack Hall	Tunnel to Walnut	Gillett Recreation Fitness Center
Walnut Hall - All Floors	South Tunnel	Gillett Recreation Fitness Center

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