

## EMERGENCY NUMBERS

Emergency ..... 911  
 BSC Campus Police Dispatch ..... 701-223-9111  
 BSC Campus Police Office ..... 701-224-2700

Remember: safety and security is everyone's responsibility.  
 "If you see something, say something."

## MEDICAL EMERGENCY ON CAMPUS AND IN THE CLASSROOM

- Remain calm and call 911 immediately.
- Send someone outside to escort emergency personnel to the scene.
- Clear the area around the victim and do not move or restrain.
- Remain with the person until emergency responders arrive.
- Faculty should use discretion regarding continuation of classes.

## FIRE

- **Activate the nearest fire alarm.**
- **Call 911 and tell them:**
  - Your name and that you're calling from BSC.
  - Location of fire (building name, room number).
  - Type of fire.
- Calmly alert people in the building and evacuate the building by following EXIT signs.
- **DO NOT use elevators**, keep to the right. Walk. Do not run. Remain calm, but take immediate action.
- Feel closed doors before opening – if the door is hot, do not open.
- Stay 150 feet from the building.
- Remain outside the building until the fire department or BSC official informs you that it is safe to return to the building or to leave the area.

## TORNADO/SEVERE WEATHER

**Tornado Watch:** Conditions are favorable for tornado development. Stay tuned to any local radio or TV station.

**Tornado Warning:** A tornado has been spotted in the area.

- Stay calm and remain inside.
- Seek shelter immediately in the lower level or an interior room of the building you are in. Get under something sturdy.
- DO NOT use elevators.
- Assume a crouched position with arms over your head.
- Remain on the lower level until an ALL CLEAR bulletin from the National Weather Service or BSC official is announced.

## ASSAULT/ACTS OF VIOLENCE

- If you witness or are the victim of an assault or act of violence, immediately call 911.
- In order to ease the effects of any trauma that you may feel regarding the incident, on-campus and off-campus resources are available. Refer to the Emergency Procedure Guide online.

**Sexual Assault Victim Response:**

- Get to a safe place as soon as you can.
- Get medical attention as soon as possible to make sure you are physically well.
- Contact 911 or Campus Police to file a report.
- Talk with a counselor who will maintain confidentiality, help explain your options, give you relevant information, and provide emotional support.
- Inform the BSC Title IX Coordinator at 701-224-5638.

## CAMPUS EMERGENCY NOTIFICATION SYSTEMS (CENS)

This system will be used to quickly transmit urgent messages to students and employees. The notification can be sent to multiple devices (i.e., cell phone, work or home phone, email account, voice mail, text message, etc.).

**Emergency Building Communications Public Announcement System (PA system)**

Emergency building communications system functions as a broad PA network, delivering emergency notifications into most buildings and rooms across BSC locations.

## STALKING

- Stalking is a pattern of behavior that makes you feel afraid, nervous, harassed or in danger. It is when someone repeatedly contacts you, sends you things, talks to you when you don't want them to, or threatens you.
- You can be stalked by someone you know casually, a current boyfriend or girlfriend, someone you dated in the past or a stranger.
- Stalking is a crime and can be dangerous. According to North Dakota Century Code 12.1-17.07.1 in part, states, "Stalk means to engage in an intentional course of conduct directed at a specific person which frightens, intimidates, or harasses that person, and that serves no legitimate purpose. The course of conduct may be directed toward that person or a member of that person's immediate family and must cause a reasonable person to experience fear, intimidation, or harassment."
- Any of this behavior, either experienced or observed, should be reported to 911 or BSC Campus Police at 701-224-2700.

## BOMB THREAT

All bomb threats are to be taken seriously.

- Stay calm.
- If your phone has caller ID, record the number displayed and write down details of the phone call (i.e., gender of caller, location of the bomb, when it will go off).
- If possible, get the attention of someone else and have him or her call 911 or Campus Police.
- Once you hang up with the caller, DO NOT use the same phone if you need to call 911 or Campus Police.
- If the threat was emailed, DO NOT delete or respond to email, immediately call 911 or BSC Campus Police at 701-224-2700.
- **DO NOT search for the bomb.**

**Suspicious object:**

- A suspicious object is defined as any package, parcel, container or other object that is suspected of being an explosive device because it is out of place or unusual for that location and cannot be accounted for, or because a threat has been received.
- If someone on the campus observes a suspicious object or potential bomb on campus, **DO NOT TOUCH THE OBJECT**, clear the area and report it to BSC Campus Police.

## ACTIVE SHOOTER/ARMED INTRUDER

If an armed shooter/intruder incident occurs, the following actions are recommended:

- If you think you can safely make it out of the building, then do so. Notify anyone else you may encounter to exit the building immediately, but **DO NOT** sound the fire alarm. This may place everyone in potential harm as they try to exit the building.
- If you think you cannot safely make it out, go to the nearest room or office. Do not stay in an open hallway.
- Close and lock the door, silence cell phones, and the audio equipment. Keep quiet and act as if no one is in the room.
- Barricade yourself in the room with furniture or anything you can push against the door and seek protective cover.
- **DO NOT answer the door.**
- Call 911 if it is safe to do so and be prepared to provide the dispatcher with essential information:
  - a. Your name and location of the incident;
  - b. Number of shooters;
  - c. Identification or description of shooter(s);
  - d. Your exact location and injuries to anyone, if known;
  - e. You may be asked to remain on the line with dispatch while they coordinate the response.
- Wait for the police or emergency personnel to assist you out of the building. Obey all commands from the police for safety reasons and wait for further instructions.

For more information about safety and security on the BSC campus, visit [bismarckstate.edu/campuspolice](http://bismarckstate.edu/campuspolice)