

# WINONA STATE UNIVERSITY EMERGENCY RESPONSE GUIDE



## FIRE

### EVACUATE BUILDING

- Give directions to meet at designated evacuation location
- Shut off lights and close doors
- Use stairs, not elevators
- Remain low if encountering smoke
- Pull fire alarm, if possible
- Use fire extinguisher, if necessary
- Call 911



## SEVERE WEATHER

### MOVE TO A SAFE LOCATION

- Give directions to meet at designated shelter area
- Shut off lights and close doors/windows
- Go to shelter area, basement, interior hallway or restroom on the lowest floor and stay away from windows
- Remain in shelter until it's safe



## URGENT SITUATION

### CONTACT EMERGENCY SERVICES

- Call 911
- State who, what, where, when, why and how the situation occurred
  - *Medical Emergency*
  - *Suspicious package*
  - *Suspicious activity*
  - *Suspicious person*
  - *Bomb threat*
- If bomb threat, turn off electronics
- If medical situation, locate nearest Automated External Defibrillator (AED) and follow instructions



## VIOLENT INCIDENT

### A.L.I.C.E

#### Alert

- You become aware of a threat (emergency alert, gunshot, etc)

#### Lockdown

- If evacuation is not a safe option
- Barricade entry points
- Close blinds turn lights off
- Spread out, do not huddle together
- Prepare for counter if needed

#### Inform

- Call 911 if safe to do so
- Communicate real time information on threat location
- Use clear, direct language

#### Counter

- Use as a last resort
- Create noise, movement, distance and distraction to reduce shooter's accuracy
- Counter is NOT fighting
- Swarm suspect with others if possible

#### Evacuate

- When safe to do so, remove yourself from the danger zone
- Look for alternate evacuation points (windows, second doorway, stairwells)

## Emergency Contact Information

<https://www.winona.edu/emergency/default.asp>

Emergency.....	911	Minnesota Poison Control.....	800-222-1222
Winona Police Department.....	507-457-6302	Winona Health Emergency Room.....	507-454-3650
Winona State Security.....	507-457-5555		