

# EMERGENCY RESPONSE GUIDE

In the absence of instruction, use your best judgment.

## Medical Emergency – Call 911 First

- If illness or injury is serious, do not move the person.
- **First call 911**, then SCC Safety and Security at 507-995-1419.
- Tell dispatch the closest exterior door from the map below and have someone wait at that door to greet emergency personnel.

## Violent Incident / Active Shooter

- **RUN:** If safe to do so, get away from the threat. Move quickly and get as far away as you can.
- **HIDE:** If you cannot run from the threat, hide, preferably in a locked or barricaded space. Silence phones and turn off lights. Prepare to fight.
- **FIGHT:** If you are being attacked or are about to be attacked, fight back with all of your energy. Attack with improvised weapons or throw objects. Keep moving.
- **First call 911**, then SCC Safety and Security at 507-995-1419 if safe to do so.

## Tornado

- Seek shelter immediately and go to the lowest indoor space, away from windows and glass.
- Crouch near the floor or under heavy, well-supported objects and cover your head with your hands.
- If outside, move into a sturdy structure or lie down in a low area, such as a ditch, and cover your head.
- **First call 911**, then SCC Safety and Security at 507-995-1419 to report injuries, fire, gas leaks, debris, etc.

## Fire

- Activate nearest fire alarm.
- Evacuate to dedicated evacuation area. Stay clear of the affected area.
- **First call 911**, then SCC Safety and Security at 507-995-1419.

## Shelter in Place

- Seek immediate refuge and remain there during an emergency.
- Secure all doors and windows.
- Remain sheltered until you are advised it is safe to leave by emergency personnel.
- Isolate yourself as much as possible from the external environment.

## Evacuate

- Leave using the nearest exit or an alternate exit if the nearest exit is blocked.
- Take personal belongings, but do not delay your exit to retrieve items.
- Do not reenter until instructed by emergency personnel.
- Stay clear of the affected area.

## Suspicious Persons or Objects

- Do not confront, stop, or apprehend suspicious persons.
- Do not touch or disturb suspicious objects.
- Note the description and suspicious nature of the persons or objects.
- **First call 911**, then SCC Safety and Security at 507-995-1419.
- Plan to evacuate if instructed by emergency personnel.

## Hazardous Material

- If danger is outdoors, go inside and shelter in place. If danger is indoors, evacuate the building.
- Alert others to stay clear of the area.
- **First call 911**, then SCC Safety and Security at 507-995-1419.
- Notify emergency personnel if you have been exposed or have information about the release.

## Explosion

- Evacuate. Stay clear of the affected area.
- Watch out for falling debris.
- If you become trapped, tap on a wall or pipe to alert rescuers.
- **First call 911**, then SCC Safety and Security at 507-995-1419.

## Utility Failures

- If there is a potential danger to occupants, **first call 911**, then SCC Safety and Security at 507-995-1419.
- **During business hours**, notify the Facilities Department at 507-995-0299.
- **After business hours**, notify the Facilities Director at 507-389-7214.

Find out more about  
SCC Safety and Security:

View Campus Safety Maps,  
sign up for Emergency Notification  
“Star-Alerts”, and more!



[www.southcentral.edu/safety](http://www.southcentral.edu/safety)

# EVACUATION ROUTE & SEEK SHELTER AREA MAP

