GENERAL EMERGENCY PROCEDURES

When you become aware of an emergency situation where life or property is threatened, contact NDC Police/Security immediately at 373-5288/5212. It is imperative that everyone follows the directives of emergency response personnel. This includes NDC Police/Security, NDC Safety, local Police and Fire/EMS personnel. Know the location of safety equipment in your work area and how to use it. Familiarize yourself with emergency evacuation routes for your building.

WHAT YOU SHOULD DO
Calmly tell:
1. Who you are
2. Where you are
3. The nature of the emergency
4. If anyone needs medical attention
5. Any circumstances that may help or impede response personnel
6. What phone number you can be contacted at, if any
7. Try to remain calm and inform others that help is coming and follow any directions given by officers or emergency personnel

WHAT WILL HAPPEN
1. The officer may ask for additional information from you and/or give you directions on proper response
2. The officer will contact appropriate emergency response agencies, NDC Police/Security and other campus resources as necessary
3. The NDC Police supervisor will coordinate the response
4. Emergency personnel will handle the situation and give further instruction to affected persons