

# IN CASE OF EMERGENCY

Never miss an emergency alert! Update your Star Alert contact info at [alextech.edu/myalerts](https://alextech.edu/myalerts)



WHEN TO CALL  
**911**

If the situation is critical, dial **911** from the landline phone in the closest classroom or office. This will help emergency responders know exactly where on campus you are.



If you're in a hazardous situation on campus but don't need emergency assistance, contact the **Safety Department** at **320-762-4419**.



To report non-emergency hazards or suspicious behavior on campus, please call 320-762-4419 or email **[safety@alextech.edu](mailto:safety@alextech.edu)**.



**FIRE**

**EVACUATE**



**WALK, don't run.**

DO NOT use the elevators, take the stairs.

Leave the area, pull nearest fire alarm, and close the door.

Leave your stuff behind. Whatever it is, it's not more important than your life.

Evacuate the area, go outside (see map), and wait for the all-clear.



**MEDICAL EMERGENCY**

Call 911 if it is an emergency, or 320-762-4419 if the person is stable.

If needed, give first aid. Stay until someone else arrives.

DO NOT attempt to move an injured or unconscious person.

**CALL**



**THREAT TO CAMPUS**

If you become aware of a threat to campus, report it to the Safety Department at 320-762-4419 or [safety@alextech.edu](mailto:safety@alextech.edu).

**CALL / EMAIL**



**SEVERE WEATHER**

Lowest level of the building, in an interior hallway or room.

Get low to the ground and stay away from windows & doors.

**SEEK SHELTER**



**ACTIVE SHOOTER**

**RUN**



If you can escape safely, evacuate the area.

**HIDE**



If you can't escape, find a safe place to hide. Silence your phone.

**FIGHT**



As a last resort, use objects to distract the shooter or defend yourself.



**OTHER STUFF**

**CALL / EMAIL**



If something on campus seems suspicious or dangerous to you, speak up!

320-762-4419 // [safety@alextech.edu](mailto:safety@alextech.edu)

Even if you aren't sure, it's better to report it than ignore it.



**ALEXANDRIA**  
Technical & Community  
**COLLEGE**

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**[safety@alextech.edu](mailto:safety@alextech.edu) | 320.762.4419**

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