



# CUC Emergency Procedures

**Emergency:** Sudden, unexpected, or impending situation that may cause injury, loss of life, damage to property, and/or interference with normal activities and which, therefore, requires immediate attention and remedial action.

## Critical Emergency:

From on-campus phone: 9.911

From off-campus phone: 911

## CUC Administration (8a-5p)

From on-campus phone: ext. 2160  
From off-campus phone: 605.773.2160

After-hours emergency: 605.280.2895

## Pierre Police Department:

From on-campus phone: ext. 7140

From off-campus phone: 605.773.7140

## Emergency Alert System

Please register for the CUC emergency alert system. Authorization codes are generated for all new students within the first four weeks of the semester and will be sent to your home school e-mail account. After you receive your authorization code, access the website at [www.everbridge.net](http://www.everbridge.net) to register for the CUC emergency alert system. Once registered, you will receive alert messages in the event of an emergency and closures (weather or other). If you are not a new student, contact your home school or, if need be, the SDSU Support Desk (Mon-Fri, 8a-6p) to set up your account: [SDSU.SupportDesk@sdstate.edu](mailto:SDSU.SupportDesk@sdstate.edu); 605.688.6776.

## Duty to Report

Any person having knowledge of a crime, or alleged crime, is required by SDCL 22-11-12 to disclose the names of those involved. This report must be made to the **Pierre Police Department** at 605.773.7140. Information should also be given to the **CUC Administration** at 605.773-2160.

## Medical Emergency

Call **911** and provide as much information as requested. Then call **CUC Administration**.

- Do not move individual; keep victim still.
- Protect victim from any disturbances.
- Wait for emergency personnel to arrive.
- Do not leave victim alone, if possible.

## Fire

Call **911**.

- Activate nearest fire alarm and evacuate.
- Do not use elevators.
- Do not attempt to retrieve valuables.
- Do not re-enter building until authorized by emergency personnel.

## Threatening/Disruptive Behavior

Call **CUC Administration**.

If immediate danger, call **911**. Then call **CUC Administration**.

- Secure area by locking or barricading door, using any means available.
- Stay behind solid objects away from door.
- Follow all directions of authorities.

## Rape/Sexual Assault

If you are the victim of sexual assault, report incident immediately; call **911**. Then call **CUC Administration**.

- Do not shower.
- Provide as much information as requested.
- Report assault to **CUC Administration**.

## Hazardous Material Spill

Call **CUC Administration**.

- Be alert for further instructions.
- If hazardous material spill is in the Pierre area, evacuation of the campus may be necessary.

## Suspicious Object

- Do not touch or disturb object.
- Call **911** and provide as much information as possible. Then call **CUC Administration**.
- Be prepared to evacuate.

## Shooting

Call **911**. Tell operator, "This is an emergency." Then call **CUC Administration**.

- Be assertive; escape if possible.
- Follow directions of authorities.
- DO NOT hang up until told, unless immediate safety is threatened.
- Notify **CUC Administration**.
- CUC will declare a partial or entire "lockdown."
- During lockdown, remain in location until told.
- Barricade or lock doors if possible.
- Instruct others to get on the floor, away from windows and doors.
- Turn lights off; remain quiet.

## Evacuation Information

- Follow directions of authorities.
- Secure hazardous materials or equipment.
- Take personal belongings (keys, purses, wallets, cell phones, etc.).
- Use nearest exit; if blocked, use alternate exit.
- Do not use elevators.
- Assist persons with disabilities or special needs.
- Account for individuals.

## Suspicious Person

- Do not let anyone into a locked building/office or allow anyone to "tailgate" into the building behind you.
- Do not confront the person or block the person's exit.
- Call **911** and provide as much information as possible. Then call **CUC Administration**.

## Utility Problem

- In case of water, power, heating, or cooling outages, call **CUC Administration**.
- Remain alert for further instructions.

## Tornado/Weather Response

**Tornado Watch** means conditions are right for tornado; remain alert to weather conditions.

**Tornado Warning** means a tornado has been sighted within a 25-mile radius; warnings are typically available 3 to 15 minutes in advance of a tornado.

In the Pierre area, Civil Defense Sirens will sound whenever there is a tornado warning.

- Go to internal, lowest area of safety: hallways away from windows or glass.
- Do not use elevators during tornado warning. Persons with mobility concerns should go to a safe place during a tornado watch; do not wait for warning.
- Close doors, including main corridors.
- Crouch near floor or under heavy, well-supported objects; cover your head.
- If outside, lie down in a low area such as a ditch; cover your head.
- Be alert for fire; use fire plan as needed.