

EMERGENCY INFORMATION SHEET

Metropolitan State University
700 East 7th Street, St Paul, MN 55106

Security & Safety Officer numbers:

St. Paul Safety Officer's cell phone (651) 775-0444, desk phone (651) 793-1717; **St. Paul Library Safety Officer's** cell phone (651) 775-0715; **Ramp Safety Officer's** cell phone (651) 368-4297, **Student Center Safety Officer's** cell phone (651) 775-6724; **Midway Safety Officer's** cell phone (651) 775-6122; **MCTC Mpls. Safety Officer's** cell phone (612) 659-6910 emergency (612) 659-6900; **HTC Brooklyn Park (LECJEC) Safety Officer's** cell phone (763)-488-2655; **Director of Public Safety** for Metropolitan State University (651) 793-1725.



| EVENT | DESCRIPTION | STEPS OF ACTIONS TO BE TAKEN | | | |
|--------------------------------|---|---|---|--|---|
| FIRE | Observation of smoke or flames, audible fire alarm | If you discover smoke or flames, pull nearest fire pull station and evacuate. | Evacuate Building. Use the nearest exit to a safe distance (300 ft.) and assist others as needed. | Call 9-911. Do not re-enter the building and listen to any directions from Safety Officer. | After alarms silence, a Safety Officer will announce ALL CLEAR & return to building. |
| TORNADO WARNING | Severe Tornado Watch or Warning | Weather conditions are continuously monitored and announcements will be made when to evacuate. | Tornado Watch. Be aware of conditions and prepared to take shelter in a designated shelter area. | Tornado Warning. | Immediately seek shelter in a designated shelter area. ALL CLEAR is announced. |
| MEDICAL EMERGENCY | Accident or illness resulting in a medical emergency on campus | Provide immediate aid as needed. Contact 9-911 & Safety Officer. | Report Emergency. All injuries and exposure incidents occurring on campus, whether an emergency or not, must be reported to a supervisor, Human Resources & Safety Officer. | | |
| POWER FAILURE | Loss of electricity and lights to any part of the campus | Remain calm, assist others as needed and use emergency flashlights. | Assess extent of outage i.e. (isolated to one room, one floor, entire building) Contact Safety Officer. | An overhead announcement may provide guidance to remain in place or evacuate Building. | |
| HAZARDOUS SPILL | Accidental release of substance that may present a hazard to persons/environment | Large spill – Evacuate. Contact 9-911 & Safety Officer. | Small spill – Contain. Contact Safety Officer. | Have anyone exposed remain in a safe area until responders or safety arrives. | Review MSDS for exposure protocols, and coordinate mitigation resources. |
| BOMB THREAT SUSPICIOUS PACKAGE | Discovery of note/message or phone threat of a bomb on campus grounds | Phone Threat. Gather as much information as possible from the caller. | Discovery of suspicious note, mail or package. Do not move, touch or handle object, isolate the object if possible and safe to do so. Contact Safety Officer. | | |
| CAMPUS LOCKDOWN | Incident requiring students/faculty/staff to shelter in place & minimize threat | Immediately Evacuate if safe or go to nearest office/classroom and secure yourself inside. | Close, Lock or Barricade Doors. Remain calm, quiet and away from windows. | Call 9-911 & Safety Officer. Remain in the safe area until notified by safety or emergency responders that the situation has been resolved. | |
| STUDENT CODE OF CONDUCT | Student inappropriate or abusive behaviors violates university Code of Conduct policy | Imminent Safety Concern. Contact Safety Officer to address safety interests or support removal of student. | Threat Evaluation Process The Behavioral Intervention Team could be scheduled to access the concerns for immediate intervention. | Judicial Affairs Officer. Contact the Code of Conduct Officer at 651-793-1535 to review interests. | |

The university Emergency Mass Notification system (**STAR ALERT**) may be used in the above emergency situations.