

Metropolitan State University

**Disaster Evacuation Procedures  
Severe Weather, Fire, Bomb and Chemical.**

The purpose of this regulation is to acquaint all employees and students with the university's procedures associated with disasters evacuations.

1. **SEVERE WEATHER**

In the event that a tornado warning is issued by the National Weather Service or a Minn county during the business hours, the university safety director, Building Services official or safety officer shall be responsible for notifying the president, authorized designee or Crisis Team member, of the warning.

a. **Tornado**

A violent local storm with whirling winds of tremendous speed. It appears as a rotating funnel-shaped cloud which extends toward the ground from the base of a thundercloud. Peak time for tornadoes is from March through June, but one could occur at any time of the year.

b. **Tornado Watch**

A tornado watch means that weather conditions are favorable for tornadoes to develop. Go about normal daily activities, but be alert to the weather.

c. **Tornado Warning**

A tornado warning means that a tornado has actually been sighted or indicated on radar. Take refuge in a place of safety immediately. The National Weather Service issues weather warnings to the public over radio and television stations. The city will sound public warning sirens.

**Procedure to be followed at Metropolitan State University if a tornado warning is sounded:**

1. **Under no circumstances** should students, faculty, or staff attempt to leave campus while the warning is in effect.
2. Faculty should **not** dismiss classes. Students should be directed to an interior hallway on the lowest floor of the building. Persons should lie on the floor as close to the wall as possible. The auditoriums, Great Hall or other free-span rooms should be avoided.
3. If the building in which an individual is located is not steel-framed or reinforced concrete construction, and **time permits**, the individual should move as quickly as possible to the nearest reinforced structure. Otherwise, he/she should move to a small room in the interior part of the building and, if possible, seek shelter under heavy furniture away from windows.
4. Because of the possibility of a power failure, elevators should not be used.

d. **Special Functions or Events**

Because large groups of people frequently gather for special functions on campus, the follow plan is developed for New Main, Great Hall and Founders Hall Auditorium.

1. In cases where a warning is sounded while a special function is in progress and evacuation from large free-spanned areas is warranted, administration will make the decision to move those in attendance to safety. The announcement should be made in a clear and calm manner and should include specific instructions on where persons in attendance should go.

e. **University Public Address System Announcements**

The following message will be read on the PA system by the primary safety officer at the Saint Paul Campus location and a designated person at Midway Center.

**“May I have your attention please, may I have your attention... the National Weather Service has reported a tornado warning for this area. We ask that everyone immediately move to a shelter area. Emergency supports Staff will assist all guests to the nearest shelter area until the all clear notice is received. Thank you.”**

**All Clear Message:**

**Attention... the tornado warning has ended, please return to your normal activities. Thank you.**

**Building Evacuation Areas**

**New Main**

Persons should be directed primarily to the lower level inner hallways, inner offices and rest rooms. Emergency support staff to check the Great Hall to redirect any event related individuals to shelter areas. Building occupants should evacuate by the main stairwell on the second floor, ground level and lower level 1 floor to the lower level 2 severe weather shelter areas. Mobility impaired should seek shelter in the center stairwell landings off to the side so that egress is not disrupted for others. During the alert, safety staff scheduled will attempt to direct anyone entering the building into the shelter areas by evacuation notifications at the main doors and will be responsible to announce the all clear message over the PA system once given by the National Weather Service or the local community.

**Founders Hall**

Persons should be directed primarily to the lower level inner hallways, inner offices and rest rooms. Emergency support staff to check the Auditorium to

redirect any event related individuals to shelter areas. Building occupants should evacuate by the main stairwell on the third floor, second floor and by the first floor to the lower severe weather shelter areas. Mobility impaired should seek shelter in the center stairwell landings off to the side so that egress is not disrupted for others. During the alert, any safety staff scheduled will attempt to direct anyone entering the building into the shelter areas by evacuation notifications at the main doors and will be responsible to announce the all clear message over the PA system once given by the National Weather Service or the local community.

### **St. John's Hall**

Persons should be directed primarily to the lower level inner hallways, inner offices and rest rooms. Building occupants should evacuate by the main stairwell on the third floor, second floor and by the first floor to the lower severe weather shelter areas. Mobility impaired should seek shelter in the center stairwell landings off to the side so that egress is not disrupted for others. During the alert, any safety staff scheduled will attempt to direct anyone entering the building into the shelter areas by evacuation notifications at the main doors and will be responsible to announce the all clear message over the PA system once given by the National Weather Service or the local community.

### **Library**

Persons should be directed primarily to the lower level inner hallways, inner offices, rest rooms and basement. Emergency support staff should check the Skyway to redirect any individuals to shelter areas. Emergency support staff to help direct building occupants by the main stairwell on the third floor, the second floor and by the circulation desk by the first floor. In an imminent severe weather situation, the north and south emergency stairwells should be used,

Emergency staff should be positioned in these areas prior to the evacuation announcement. The safety staff will insure that the stairwell to the lower level basement is unlocked. Mobility impaired should seek shelter in the restrooms or internal offices away from windows.

The safety officer will unlock the door to the lower level by the employee lounge so that individuals can access the basement area. During the alert, any safety staff scheduled will attempt to direct anyone entering the building into the shelter areas by evacuation notifications at the main doors and will be responsible to announce the all clear message over the PA system once given by the National Weather Service or the local community.

### **Institute for Community Engagement and Scholarship - 678**

Persons should be directed primarily to the lower level inner hallways, inner offices. Emergency support staff to direct building occupants by the main stairwell on the first floor.

### **Art Building - 677**

Persons should be directed to Lower Level inner hallways and inner offices. Emergency support staff to direct building occupants by the main stairwell on the first floor.

### **Midway**

Persons should be directed primarily to the inner offices and the lower level outer hallways away from the vending area where there is glass within the column areas leading to the exterior. Emergency support staff to direct building occupants by the main stairwell on the first floor. During the alert, any safety staff scheduled will attempt to direct anyone entering the building into the shelter areas and will be responsible to announce the all clear message once given by the National Weather Service or the local community.

### **Minneapolis; MCTC and MEC**

Persons should be directed primarily to the lower level hallways and the inner offices. Emergency support staff to direct building occupants by the main stairwell on the second and first floors. See the MCTC drill instructions for additional information on evacuations.

### **Emergency Support Staff**

Emergency support staff will be designated in specific areas as predetermined within training and by schedule locations within their work environment to direct students, staff and guests to evacuation shelter areas. Each building and area may have specific instructions as to the flow of foot traffic.

## **2. FIRE EVACUATION**

All building occupants shall evacuate the building when a fire alarm sounds. It is a violation of the state law for failure to leave the building or to prevent another person from leaving when the alarm is active.

In case of fire, the following procedure should be followed:

- The person discovering smoke or fire shall immediately proceed to the nearest exit and pull the building fire alarm.
- Avoid areas that contain smoke or flames as you evacuate and elevators should not be used during evacuations.
- Go to a designated gathering area 100 feet from building and wait for instructions.

NOTE: Mobility impaired individuals are to report to elevator lobbies as a safe haven to wait for assistance from the responding fire department and/or safety officer. Able-bodied individuals may notify fire fighters and the Safety Office of the location of those individuals and, as appropriate, their attendant.

### 3. **BOMB THREATS**

Compared with other university emergencies, the covert and criminal nature of bombing incidents makes detection and disarming of explosive devices a highly dangerous problem. A high percentage of all bomb threats are hoaxes; however, the chance remains the threat may be authentic and appropriate action should be taken in each case to provide for the safety of people and property. Procedure to be followed at Metropolitan State University in case of a bomb threat are:

- a. When a report of a bomb threat or explosion occurs, an immediate report should be made to the university Safety Department.
- b. University safety will notify the president or, in absence, the individual next in line of authority.
- c. The decision to evacuate a building shall be made by the president or, in absence, the individual next in line of authority.
- d. Buildings should not be evacuated nor alarm sounded until evidence of danger is determined or so ordered by the president.
- e. Key building personnel along with other key administrative personnel will be notified in buildings specified as alert areas by the university Safety Department.
- f. No unauthorized persons are to be advised of the bomb threat.
- g. Building searches are to be coordinated through the University safety Department, and under the direction of the police or bomb squad unit.
- h. The location of any questionable package will be reported to the chief of police who, in conjunction with the police who will take charge of its removal.
- i. The following information should be obtained by the person receiving the call:
  1. Which building?
  2. When is the bomb set to go off or explode?
  3. Where is the bomb located in the building?
  4. What type of explosive?
  5. How big is it?
  6. How is it packaged?
  7. What color is it?
  8. How can it be disarmed?
  9. Who set the bomb?
- j. The following additional information is important.
  1. Exact time of report
  2. Estimated age of caller
  3. Sex of caller
  4. Emotional behavior

5. Exact words used

4. **CHEMICAL ACCIDENTS**

The likelihood of the university suffering a major disaster caused by a chemical accident would be confined mainly to New Main or the physical plant. First aid suggests the uses of large amounts of running water to remove chemicals from skin and eye exposure. Procedures to be followed in case of a chemical accident are:

- a. In case of personal exposure, the professor or instructor in charge of the lab will flush exposed area of affected person with a large amount of running water. If the nature of the exposure is serious, the professor will cause the affected person to be treated at the safety office, or call an ambulance and have victim transferred to a hospital for treatment. The safety Department will be notified.
- b. In cases of large areas of contamination, the professor in charge will cause the alarm system to be activated and the building cleared. The MSU safety Department will be notified, and, in conjunction with the Fire Department, secure and take measures to clear the building of all fumes and dangerous materials.
- c. A chemistry professor with knowledge of the contaminant will make himself available to the Police and Fire Departments for consultation on chemicals involved in the accident.

5. **Disaster Action Procedures**

In the event a major disaster, such as a tornado, should strike the campus, the president of the university, or in absence, the individual next in line of authority will be responsible for the specific areas indicated.

**Director of Safety and Security**

Coordinates all rescue operations to include searching for survivors, crowd and traffic control, establishing an emergency shelter and command post if needed, and establishing contact and coordinating operations with the city.

**Director of Facilities**

Provides whatever equipment and personnel might be needed to assist the safety in performing rescue operations, and provides the director of communications and marketing with an accounting of damage for release to the media.

Provides whatever on-campus medical assistance might be necessary, including manning any emergency disaster shelter.

**Human Resources Director**

Accounts for faculty and staff on campus at the time of the disaster and reports loss of life and injuries to the director of communications and marketing.

**Vice President of University Advancement**

Advises the president of loss of life, injuries, and property damage; releases the information to the media; and, in cases of death or serious injury notifies next of kin prior to releasing names.

**METROPOLITAN STATE UNIVERSITY**  
**Evacuation Report**

Campus Location \_\_\_\_\_

Fire Drill \_\_\_\_\_ Actual Fire \_\_\_\_\_ Tornado or Severe Weather \_\_\_\_\_ Bomb Threat \_\_\_\_\_

Date: \_\_\_\_\_ Time: A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

Bldg.: \_\_\_\_\_ Floor: \_\_\_\_\_ Started: \_\_\_\_\_ Finished: \_\_\_\_\_

Describe Condition: (simulated or actual) \_\_\_\_\_

Was a pull-station used? \_\_\_\_\_ Was a P.A. system used? \_\_\_\_\_

Was alarm sounding/lights on? \_\_\_\_\_ Did stairwell/exit magnets unlock? \_\_\_\_\_

Interior area used for tornado evacuation: \_\_\_\_\_

Exterior area used for fire evacuation: \_\_\_\_\_

Evacuation complete in affected building? Yes \_\_\_\_\_ No \_\_\_\_\_

Did someone call 911? \_\_\_\_\_ What time? \_\_\_\_\_

Did someone get an extinguisher? \_\_\_\_\_

Were the Elevator Lobbies checked for mobility impaired?

\_\_\_\_\_

Did employee respond according to procedures? \_\_\_\_\_

**Inactive Devices:**

\_\_\_\_\_

**Critique:**

\_\_\_\_\_

**Non-Drill Alarms:**

\_\_\_\_\_

**Employee Actions:**

\_\_\_\_\_

**List of Personnel Offering Support:**

\_\_\_\_\_

\_\_\_\_\_

Attach other materials if appropriate.

Signature: \_\_\_\_\_