

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;
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) 238-5530;
Director of Public Safety for Metropolitan State University (651) 793-1725.



EVENT	DESCRIPTION	STEPS OF ACTIONS 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 and do not re-enter the building listen to any directions from safety.	After alarms silence and a Safety Officer will indicate the ALL CLEAR to return to the building.
TORNADO WARNING	Severe Tornado Watch/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 the nearest shelter area	Tornado Warning. Immediately seek shelter in a designated safe area.	Remain in the designated Tornado shelter area until ALL CLEAR is announced.
MEDICAL EMERGENCY	Accident or illness resulting in a medical emergency on campus	Provide immediate aid as needed. Contact 9-911 and Safety Officer.	Report. All injuries and exposure incidents occurring on campus, whether an emergency or not, must be reported to a supervisor and Human Resources.		
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 the 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 and Safety Officer.	Small spill – Contain. Contact the 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 the Safety Officer.		
CAMPUS LOCKDOWN	Incident requiring students/faculty/staff to shelter in place and minimize threat	Upon hearing lockdown announcement go to nearest office/classroom and secure yourself inside	Close, Lock or Barricade Doors. Remain calm, quiet and away from windows.	Call 9-911 and 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 the Safety Officer to address safety interests or support removal of the student from the environment.	Threat Assessment 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.	

Emergency R U READY ? webpage... <http://www.metrostate.edu/READY/>

The university Emergency Mass Notification system (STAR ALERT) may be used in the above emergency situations; register on the university portal.