Metro State University Logo
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A member of Minnesota State

**Building Emergency Evacuation Procedures**

The following guidance provides guidance on building emergency response associated with evacuation and relocation to safe areas in campus buildings. Emergencies involving probable evacuation are:

* Fire or smoke
* Flood or water intrusion
* Bomb Threats
* Utility power failure

Other emergencies may require relocation to safe areas within the interior of buildings include:

Severe Weather (Tornado, Severe Winds)

Medical, accidental or health emergency

**Shelter in Safe Area**

Stop classes or work, or close business operations

An emergency notification to provide for safety may ask you to stay safe – not leave the building. Emergency messaging will be initiated on the public address system if severe weather or other emergency requires us to move to a shelter area.

Faculty should **not** dismiss classes. Students should be directed to an interior hallway on the lowest floor of the building (tornado warning). 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.

Avoid use of elevators, because of the possibility of a power failure.

Remain in the shelter location until all clear is received by security or campus safety staff.

1. **SEVERE WEATHER**

If a tornado warning is issued by the National Weather Service or a Minnesota County during the business hours, the university Security director, Building Services official or Security officer shall be responsible for notifying the president, authorized designee or Crisis Team member, of the warning.

**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.

**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.

**Tornado Warning**

A tornado warning means that a tornado has been sighted or indicated on radar. If a tornado warning is sounded by Ramsey County, the city of St Paul or by NOAA weather radio, staff on campus will be instructed to proceed to the nearest shelter area.

Stay away from windows and move to stairwells, interior areas and lower level basement areas. The auditorium, Great Hall and rooms with large windows should be avoided.

**Special Functions/Events during Severe Weather Warning**

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.

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.

**Building Shelter Areas**

**New Main**

Proceed 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, Security 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**

Proceed to the lower level inner hallways, inner offices and rest rooms. Emergency support staff 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 Security 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**

Proceed 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 level 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 Security 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**

Proceed 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 immanent sever 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 Security staff will ensure 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 Security 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 Security 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 all clear message over the PA system once given by the National Weather Service or the local community.

**Fine Art Building - 677**

Proceed to the lower-level inner hallways and inner offices. Emergency support staff direct building occupants by the main stairwell on the firstfloor.

**Midway**

Move 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 direct building occupants by the main stairwell on the firstfloor. During the alert, any Security staff scheduled will attempt to direct anyone entering the building into the shelter areas and will be responsible to announce all clear message once given by the National Weather Service or the local community.

**Minneapolis Community and Technical College and MEC**

Proceed to the lower-level hallways and the inner offices. Emergency support staff direct building occupants by the main stairwell on the second and firstfloors. 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.

1. **FIRE EVACUATION**

All building occupants should immediately evacuate the building when a fire alarm sounds. Evacuation maps are posted in suites and classrooms.

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 the area. Elevators should not be used during evacuations.
* Go to a designated gathering area 100 feet from the building and wait for instructions.

**Area of Safe Rescue for Disabled**

Mobility impaired individuals are to report to elevator lobbies as a haven to wait for assistance from the responding fire department and/or Security officer.

Employees or department staff may notify fire fighters and the Security Office of the location of those individuals and, as appropriate, their attendant.

1. **POWER FAILURE**

In the event of a power outage, many campus buildings are supplied with emergency power to maintain critical operations. This includes operations of life safety systems and emergency lighting to aid in safe evacuation of the building. Safety radios, cell phones and university Wi-Fi, and critical technology services operate on backup power.

If a power failure occurs during in person classroom instruction, instructors are asked to wait 20-30 minutes before cancelling a class. This allows time for utility power to be restored.

In an extended power outage, building closure or updated communications about the restoration of power will be sent via Star Alert.

1. **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:

1. When a report of a bomb threat or suspicious material is identified, report the threat and location of the package right away to the Security Department.
2. The security director will notify the president or, in absence, the individual the designated emergency response manager.
3. The decision to evacuate a building shall be made by the Security Director, Campus Operations or VP Finance & Operations.
4. Local police will be contacted by the Security Director or Security Account Manager of a threatening incident.
5. Buildings should not be evacuated, nor alarm sounded until evidence of danger is determined.
6. Building searches are to be coordinated through the University Security Department, and under the direction of the police or bomb squad unit.
7. The police will work with security to check the building for explosive devices.

Questions to ask:

|  |  |
| --- | --- |
| Where is the bomb? |  |
| When is the bomb set to go off or explode? |  |
| What does it look like? |  |
| Callers Name |  |

Description of Caller:

|  |  |
| --- | --- |
| Gender |  |
| Voice (calm, slurred, angry, exited) |  |
| Person receiving the call |  |
| Phone number at which call was received |  |

1. **CHEMICAL HAZARD**

The Environmental Health and Safety Officer maintains a list of chemicals and Safety Data Sheets (SDS) using an online web-based system. The Science department and Facilities Director will update the list of chemicals annually as new products are introduced or others discontinued.

The Science department and Facilities Physical Plant are the two primary areas that utilize chemicals. Human Resources staff through the ELM system, department supervisors and the environmental safety officer are responsible to ensure new employees receiving training on safety standards, the campus written employee right to know program and where and how to access SDS and use of personal protective equipment. Procedures to be followed in case of a chemical accident are:

1. The department supervisor will act as the initial contact for reporting chemical exposure or safety incidents. In case of personal exposure of an employee, the supervisor will notify both Human Resources and Campus Operations Director/Environmental Health Safety of the exposure. Worker’s compensation coverage is handled by the state managed care provider. A 24/7 Nurse Triage line can assist supervisors with evaluating the injury at 1-844-235-2055. Supervisors will also complete the injury, illness, incident data form with details of the exposure and incident. If the nature of the exposure is serious, call 911.

1. In cases of contamination or cleanup that may be needed in a campus building, facilities staff, or a licensed contractor will assist in coordinating cleanup necessary.