



**METRO STATE
UNIVERSITY**

A member of Minnesota State

YOUR LOCATION IS

This page contains quick reference information and procedures on how to report and respond to various emergencies. The purpose of this information is to maintain a continuing state of readiness for the protection of the university employees, students, and visitors in the event of an emergency condition. The information is a guide to provide awareness, protect lives and property, preserve the structural integrity of facilities, and ensure continuity of essential services.

CAMPUS SECURITY

is located in the following areas: Founders Hall next to Gateway Student Center, Library main floor near the elevators

EMERGENCY
651.775.0444

NON-EMERGENCY
651.793.1717
[metrostate.edu/
students/support/safety](http://metrostate.edu/students/support/safety)

EVACUATION INFORMATION

Remain calm and quickly move to a safe area. Avoid the use of elevators or skyways. Persons with mobility impairments (who are not physically able to evacuate) should find refuge in the safest designated shelter area. Every floor of every building has a designated shelter area. Please reference emergency evacuation maps located in classrooms or main hallways.

**Don't learn safety rules
by accident.**

This document is available in alternative formats by contacting the Center for Accessibility Resources, accessibility.resources@metrostate.edu or 651.793.1549.

Campus Emergency Procedures

ACTIVE SHOOTER

RUN

- If there is an escape route, evacuate immediately. Leave your belongings behind.
- Do not try to move wounded people. Prevent others from entering the area.

HIDE

- If you cannot evacuate, find a place to hide that is out of the shooter's view, protected from shots fired, and non-confining. Silence your cell phone.

FIGHT

- If you cannot run or hide, fight back.
- Be aggressive: throw items, yell and improvise weapons. Commit to your actions.

COMPLY—When law enforcement arrives:

- Remain calm and follow instructions. Do not yell, scream, or point.
- Drop items in your hands. Raise your hands and keep them visible at all times.

MEDICAL EMERGENCY

1. Remain calm and call Campus Security at 651.793.1717 to provide this information:

- Your name and phone number
- The building, floor, and room number where assistance is needed
- Complete information concerning the nature of the accident or illness and the number of persons injured

2. Try to make the person comfortable until emergency personnel arrive.

- Do not move the injured or ill person

FIRE

1. Activate the nearest fire alarm pull station.
2. Calmly evacuate the building using the nearest exit while assisting persons with disabilities or mobility impairments.
3. Remember that everyone shall evacuate except for responding emergency personnel.

SEVERE WEATHER

1. Campus Security will broadcast that the building occupants are to take shelter immediately.
2. All campus occupants will take shelter in basement or designated lower level safe shelter areas (see emergency preparedness maps in every classroom).
3. Do not use the elevators, and try to stay away from areas with windows or glass while going to the designated shelter area.
4. Remain in the shelter area until the "all clear" is given by emergency personnel or overhead page.

LOCK DOWN AND LOCK OUT

An imminent threat of violence may be a cause for a lockdown/lockout of all or part of our campus. The goal of a lockdown/lockout is to limit exposure to danger by securing yourself in an area of safety. In the event of a command to lockdown:

1. Take shelter in a lockable room if possible. Stay away from windows.
2. Remain calm and as quiet as possible. Turn off all lights and unnecessary equipment.
3. When the condition causing the lockdown has been eliminated, an "all clear-lockdown/lockout is over" announcement will be made over the campus paging system or from emergency personnel.

CRIMINAL ACTIVITY

If you witness any of the following, call Campus Security.

- If you see someone being hurt
- If you see a crime in progress such as someone stealing or causing damage
- If you feel threatened or uncomfortable about something happening around you
- If you see something suspicious
- If someone reports a crime or talks about a crime that is going to happen

Do not assume someone else has made or will make the call. Provide the officer(s) or dispatcher(s) with accurate detailed information about the situation so that it can be relayed to appropriate emergency personnel for response assessment.