

IN CASE OF EMERGENCY

• Upon discovering a fire, explosion, or smoke in a building, activate the fire alarm system where available.

• After sounding the alarm, call Public Safety at **651-962-5555** and give: building name, floor, room number, and type of incident.

• **When a fire alarm sounds, complete evacuation is required.** Walk, **do not run**, to the nearest stairway exit and proceed to ground level. **Do not use elevators during a fire emergency.**

• After evacuating the building, proceed to a safe distance away from the building. **Do not return to building until directed to do so.**

FIRE



BOMB THREAT/EXPLOSION

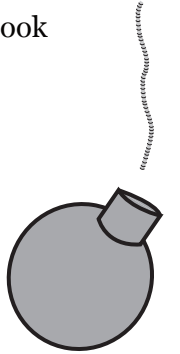
• Remain calm.
• Immediately call Public Safety at: **651-962-5555.**

• **If a bomb threat is received by phone, ask:**

• When is the bomb going to explode? • Where is the bomb? • What kind of bomb is it? • What does it look like? • Why did you place the bomb? ‘

• **Record the following information for Public Safety:**

• Time of call. • Date of call. • Exact words of person. • Judge the voice: male, female, age, coherence, speech pattern, accent. • Background noises and description (music, people talking, traffic, etc.)



MEDICAL EMERGENCY

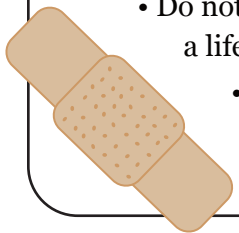
• Call Public Safety at **651-962-5555** and give the following information:

-Building location (exact location)
-Type of injury, illness, or symptoms

• If possible, have someone meet and guide emergency responders.

• Do not move a seriously injured person unless they are in a life-threatening situation.

• If you notice any jewelry with an inscription indicating medical information, bring this to the officer's attention.



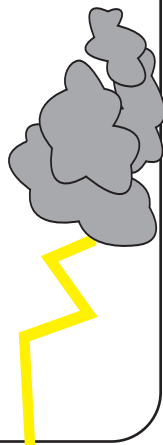
SEVERE WEATHER

• If in a warning area, seek refuge and shelter-in-place immediately in

interior hallways, lowest level of building, away from windows and exterior doors.

• If in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, locate a ditch or ravine as they offer some protection.

• For emergency response call Public Safety at: **651-962-5555.**



HOSTILE INTRUDER/ACTIVE SHOOTER

• Remain calm, do not engage the intruder

If possible, exit the building immediately and call Public Safety at: **651-962-5555.**

• If you are unable to exit: Clear out of the hallway immediately and stay behind doors of a locked or barricaded room. Quietly call Public Safety at:

651-962-5555.

• Provide a description of the person, nature of behavior, and the last known location of the person.

• Use furniture and other heavy objects for protection.

• Shut off lights, stay away from windows and stay out of sight.

• Do not leave the room until authorities have arrived and instruct you to do so.

• At no time should you look out of the room to assess what is happening.

• Do not try to apprehend the person unless it is a last resort.

• Do not assume that someone else has called Public Safety or the police.

• Do not activate fire alarm.

SUSPICIOUS or CRIMINAL ACTIVITY

• If you observe any suspicious or criminal activity, immediately contact Public Safety at: **651-962-5555.**

• Report as much information as possible, including:

-What the person is doing • The location • Physical and clothing description of those involved • If weapons are involved and if so, what type • Vehicle description and license plate number if appropriate • Direction of travel when last seen, etc.



• **DO NOT APPROACH OR ATTEMPT TO APPREHEND PERSON(S) INVOLVED!**

HAZARDOUS MATERIALS SPILL

• Chemical spills may pose a threat and should only be handled by those with the proper training and familiarity with the hazards of the spilled chemical.

• If a chemical comes in contact with any person's skin, find a source of water, remove any contaminated clothing immediately and flush all affected areas with large amounts of water.

• Notify Public Safety at **651-962-5555** and tell the dispatcher:

• Building name • Floor number • Room number • Type of accident • Chemical involved • Any injuries



UNIVERSITY OF ST. THOMAS

PUBLIC SAFETY QUICK REFERENCE EMERGENCY RESPONSE

On Campus Emergencies:

On Campus Phone **2-5555**

Off Campus Phone: **651-962-5555**

Off Campus Emergencies: **9-1-1**

Non-Emergencies: **651-962-5100**