IN CASE OF EMERGENCY

FIRE

• 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.

BOMB THREAT/EXPLOSION

• 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