

COLLEGE OF  
Saint Benedict  Saint John's  
UNIVERSITY

# EMERGENCY RESPONSE PROCEDURES

**TO REPORT AN EMERGENCY, CALL:**

<b>CSB Security</b>	<b>320-363-5000</b>
<b>SJU Life Safety</b>	<b>320-363-2144</b>
<b>911 from SJU land-line phone</b>	
<b>9-911 from CSB land-line phone</b>	

**OFF-CAMPUS CONTACTS:**

St. Joseph Police	320-363-8250
Stearns County Sheriff	320-251-4240
Highway Patrol	320-255-2916
St. Cloud Police	320-251-1200
St. Cloud Hospital	320-251-2700

This pamphlet contains quick reference information on how to report various emergencies and how to respond. Please take a few minutes to review this information and always keep this pamphlet within easy reach for future reference. If you have questions or concerns, please call **CSB Security or SJU Life Safety**.

You can also text 911 if you are unable to make a voice call. Subscribe to emergency messages and notifications from CSB/SJU at [csbsju.edu/myconnect](https://csbsju.edu/myconnect)

## Active Shooter or Active Aggressor

### RUN

- If there is an escape path, attempt to evacuate
- Evacuate whether others agree to or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area
- Call 911 when you are safe

### HIDE

- Lock and/or barricade the door
- Silence your cell phone
- Hide behind large objects
- Remain very quiet
- Your hiding place should:
  - Be out of the shooter's view
  - Provide protection if shots are fired in your direction
  - Not trap or restrict your options for movement

### FIGHT

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions

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**CALL 911 WHEN IT IS SAFE TO DO SO.  
YOU CAN ALSO TEXT 911 IF YOU ARE  
UNABLE TO MAKE A VOICE CALL.**

### WHEN HELP ARRIVES:

- Remain calm and follow instructions
- Keep your hands visible at all times
- Avoid pointing or yelling
- Know that help for the injured is on its way

# ACTIVE SHOOTER or ACTIVE AGGRESSOR

## **Alcohol Poisoning or Drug Overdose**

If you suspect someone of having alcohol poisoning or drug overdose call **CSB Security at 320-363-5000** or **SJU Life Safety at 320-363-2144 or 911** immediately.

### **How to tell if someone has alcohol poisoning:**

- If the person is breathing less than 13 times per minute or stops breathing for periods of 8 seconds or more.
- If the person is asleep and you are unable to wake him/her up.
- Look at and feel the person's skin. If it is cold, clammy, pale or bluish in color.
- If the person is continually vomiting (repeated, uncontrolled).

### **If you suspect someone of having alcohol poisoning or drug overdose:**

- Do not leave them alone
- Do not move them
- Do not allow them to drive
- Do not give them food, liquid, medicines or drugs
- Do not give them a cold shower

**ALCOHOL POISONING or DRUG OVERDOSE**

## Bomb Threats

Remain calm. Use the checklist below to record information concerning the bomb threat. Have this list ready for the authorities when they arrive.

Anyone discovering a suspicious object or receiving a bomb threat should immediately call **CSB Security at 320-363-5000** or **SJU Life Safety at 320-363-2144 or 911**.

DO NOT EVACUATE THE BUILDINGS UNLESS DIRECTED TO DO SO BY SECURITY, LIFE SAFETY or LAW ENFORCEMENT.

### If a suspicious object is discovered, you should:

- NOT attempt to touch or move the object.
- Evacuate the immediate area.
- Notify **CSB Security at 320-363-5000** or **SJU Life Safety at 320-363-2144 or 911**.
- Await further instructions.

### If a bomb threat is received by phone, ask:

1. Where is the bomb located?
2. When is the bomb going to explode?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?

### What will happen next?

- A building search will be made by appropriate persons.
- Security and/or Life Safety personnel will contact and interview the person who received the bomb threat.
- An evacuation may occur.
- When authorized, the “All Clear” will be given by Security or Life Safety.

### Record the following information for campus security and police:

1. Time of call
2. Date of call
3. Exact words the caller used
4. Speech pattern, accent
5. Background noises and description (music, people talking, cars or trucks, airplanes, children or babies, machine noise, typing, etc.)

# BOMB THREATS

## **Chemical Spill**

If at **CSB**, contact **CSB Security at 320-363-5000** and if at **SJU**, contact **SJU Life Safety at 320-363-2144 or 911**:

**Give the following information:**

1. Building name
2. Floor
3. Room number
4. Type of accident
5. Chemical(s) involved

If you have contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with large amounts of water. Continue for 15 minutes.

The Security Office or Life Safety will supply the proper response team and notify the environmental health and safety officer.

# **CHEMICAL SPILL**

## **Fire**

Treat all alarms as though they are real. Even if you don't see anything, you never know if there is trouble elsewhere in the building.

- Evacuate if possible through the NEAREST exit
- Do not use the elevator
- MOVE AT LEAST 100 FEET CLEAR OF THE BUILDING AND STAY OUT OF THE WAY OF RESCUERS AND FIREFIGHTERS.  
DO NOT RE-ENTER THE BUILDING UNTIL THERE IS AN ALL-CLEAR SIGNAL FROM THE FIRE DEPARTMENT AND/OR SECURITY.

### **If there is smoke:**

- Test the door with the back of your hand. If it is hot, stay inside.
- Stay close to the floor.
- Hold your breath and close your eyes when possible.

### **If you stay in the room, proceed with the following:**

- Use wet clothing or towels to seal the crack under the door.
- Open your window or break it open and hang a shirt or a bed sheet out the window to attract the attention of rescuers.
- Call **CSB Security at 320-363-5000** or **SJU Life Safety at 320-363-2144 or 911** and let them know where you are.

### **In the case of fire:**

- DO NOT JUMP OUT THE WINDOW IF YOU ARE ON AN UPPER LEVEL.
- WAIT FOR RESCUERS TO COME TO YOU.
- Cover your face with a wet towel or piece of clothing and breathe through your nose.
- Wet a blanket, sheet or other large item and drape it over your shoulders.
- Crawl or crouch low to the floor.
- If your clothing catches fire, remember to stop, drop and roll to put the flames out. Use a coat or blanket to smother flames.
- Cool (not cold) water may be applied to minor burns.

**ALWAYS TAKE FIRE ALARMS SERIOUSLY.**

# **FIRE**

## **Medical Emergency**

**Call CSB Security at 320-363-5000 or SJU Life Safety at 320-363-2144 or 911.**

Give the following information:

1. Building location
2. Type of injury, illness or symptoms

DO NOT MOVE the injured person unless they are in a life-threatening situation.

COMMUNICATE with persons in your area who are trained in first aid and/or CPR and are available for assistance.

**MEDICAL EMERGENCY**

## Mental Health Emergency or Suicide Attempt

### Mental Health Emergency

A mental health emergency is a life threatening situation in which an individual is imminently threatening harm to self or others, severely disoriented or out of touch with reality, has a severe inability to function, or is otherwise distraught and out of control.

Call **CSB Campus Security (320-363-5000)** or **SJU Life Safety Services (320-363-2144)** or call **911**. Give the following information:

1. Building location.
2. Description of the behavior(s), situation, and person/people involved.

### Mental Health Crisis

A mental health crisis is a non-life threatening situation in which an individual is exhibiting extreme emotional disturbance or behavioral distress, considering harm to self or others, disoriented or out of touch with reality, has a compromised ability to function, or is otherwise agitated and unable to be calmed.

1. Call the CSB or SJU Counseling office – state that you have a person in crisis:
  - **CSB/SJU Counseling & Psychological Services, CSB: 320-363-5605, SJU: 320-363-3236**
2. Escort them to either Counseling office:
  - **CSB: Lottie Hall - Health Center, Lower Level**
  - **SJU: Personal & Professional Development Center, Mary Hall 10.**
3. Contact **CSB Campus Security (320-363-5000)** or **SJU Life Safety Services (320-363-2144)** if you would like an escort.
4. If possible, remain with the person until help arrives.

### Special Circumstances

If the person in Mental Health Emergency or Crisis is contacting you by text, voice or video communication:

1. Attempt to get the person's name, phone number and location.
2. Keep the conversation going while you get someone's attention and, depending on the level of urgency, seek professional help.

If the person in Mental Health Emergency or Crisis is communicating with you by email:

1. Print email, include contact information.
2. Depending on the level of urgency, seek professional help.

### Resources:

You can call the either office of **Counseling & Psychological Services (CSB: 320-363-5605, SJU: 320-363-3236)** with questions about counseling or referrals.

After Hours and Weekends: Call **CSB Campus Security (320-363-5000)**, **SJU Life Safety Services (320-363-2144)**, or **911**.

Central Minnesota Mental Health Crisis Line: **320-253-5555**

National Suicide Prevention Lifeline: **1-800-273-TALK (1-800-273-8255)**

## Physical and/or Sexual Assault

### If you have been assaulted, you should:

- Call **CSB Security at 320-363-5000** or SJU Life Safety at **320-363-2144 or 911** right away if you are in immediate danger.
- Call a supportive person such as a family member, a residential life staff member or an advocate from a crisis line.
- Get medical help. You may also have physical injuries that need attention as well as concerns about pregnancy and/or sexually transmitted diseases.
- If you were sexually assaulted, do not shower or clean yourself in any way. Important physical evidence can be gathered up to 72 hours after an assault.
- Consider contacting local law enforcement to report the incident.
- Consider meeting with the Dean of Students, Security, or Life Safety to obtain information about the CSB/SJU Sexual Misconduct Policy and Complaint Procedures.
  - Sexual assault is a violation of the state criminal code and the CSB/SJU Sexual Misconduct Policy. Violators could face disciplinary action under either or both judicial systems.
  - Sexual assault is a severe form of sexual harassment and prohibited by Title IX.
- Seek support and counseling. There are a variety of resources both on and off campus that can assist you.

#### **CENTRAL MN SEXUAL ASSAULT CENTER**

*(interpretation services available)*

320-251-4357  
800-237-5090

#### **ST CLOUD HOSPITAL**

Emergency Trauma Center  
320-363-3236

#### **ST. JOSEPH POLICE**

320-363-8250 or 911

#### **STEARNS COUNTY SHERIFF**

320-251-4240 or 911

#### **CSB DEAN OF STUDENTS**

320-363-5601

#### **SJU DEAN OF STUDENTS**

320-363-2737

#### **CSB/SJU COUNSELING**

320-363-5605

#### **TITLE IX INFORMATION**

[www.csbsju.edu/joint-student-development/titleix](http://www.csbsju.edu/joint-student-development/titleix)

# PHYSICAL and/or SEXUAL ASSAULT

## **Severe Weather**

In the event the National Weather Service issues a severe weather warning, it will be necessary to move to a sheltered area.

Severe weather warnings will be communicated through local civil defense sirens and MyConnect messages. Be aware that messages can come at any time of day or night.

If you have questions, contact one of the information desks (see below). During a severe weather warning contact Security or Life Safety only if you have an emergency.

### **IN THE EVENT OF SEVERE WEATHER**

- When a tornado or severe weather warning is issued, seek shelter immediately in the nearest building:
  - In interior hallways
  - In lower level of building (away from windows)
  - In bathrooms or interior rooms
- Stay in the shelter until the weather warning has expired or someone from Campus Security or Life Safety notifies you that the weather warning has expired

### **AWARENESS IS YOUR BEST DEFENSE**

- Security and Life Safety will issue severe weather warnings based on information received from the National Weather Service and Stearns County Emergency Management
- Do not rely solely on sirens as a form of notification. It is important that people follow all instructions via the radio or authorities during a severe weather warning and then be patient waiting for the warning to expire
  - Keep your “eye on the sky”
  - Listen to AM Radio WJON 1240
  - Listen to FM Radio WWJO 98.1
  - Watch TV reports
  - Monitor radar maps and updates on severe weather on your computer and telephone (remember that some radar images can be up to 15 minutes old)
- Be aware of the location of your shelter areas
- If you hear civil defense sirens sounding, move to lower level areas of the building that you are in and stay clear of windows
- Fire alarms will not be used to announce a severe weather warning
- Respond to instructions provided by security officers

### **INFORMATION DESK LOCATIONS**

CSB: Mary Commons, 320-363-5011

SJU: Great Hall, 320-363-2011

# **SEVERE WEATHER**

## **Suspicious Person or Criminal Activity**

If you see a suspicious person on campus, call **CSB Security at 320-363-5000** or **SJU Life Safety at 320-363-2144 or 911**. Report as much information as possible including:

1. What the person(s) is/are doing
2. The location
3. Physical and clothing description of those involved
4. Vehicle description and license plate number, if appropriate
5. Direction of travel when last seen, etc.

**DO NOT APPROACH THE SUSPICIOUS PERSON.**

If you observe a crime or believe a crime is in progress, immediately notify **CSB Security at 320-363-5000** or **SJU Life Safety at 320-363-2144 or 911**. Report as much information as possible including:

1. What the person(s) is/are doing
2. The location
3. Physical and clothing description of those involved
4. Weapons involved
5. Vehicle description and license plate number, if appropriate
6. Direction of travel when last seen, etc.

**DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.**

**SUSPICIOUS PERSON or CRIMINAL ACTIVITY**

## Utility Failure

In the event of utility failure (water, electric, heat) immediately call **CSB Campus Security at 320-363-5000** or **SJU Life Safety at 320-363-2144 or 911**. Be prepared to give:

1. Building name
2. Floor
3. Room number(s)
4. Nature of problem
5. Person to contact and telephone extension

You will be notified if further action is needed.

If a power outage impacts the campus phone system, use your cell phone to call CSB Security at 320-363-0563 if you have an emergency.

If a power outage impacts the campus phone system, please use your cell phone to call SJU Life Safety at 320-363-1007 if you have an emergency.

These numbers are only active during a power outage.

# UTILITY FAILURE

## **Weapons**

If you suspect someone of having a weapon on campus, contact **CSB Security at 320-363-5000** or **SJU Life Safety at 320-363-2144 or 911**. Report as much information as possible including:

1. What the person(s) is/are doing
2. The location
3. Physical and clothing description of those involved
4. Weapons involved
5. Vehicle description and license number if appropriate
6. Direction of travel when last seen, etc.

**DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.**