

# TWIN CITIES CAMPUS POCKET EMERGENCY GUIDE



Saint Mary's  
University  
OF MINNESOTA

At Saint Mary's University of Minnesota, we value your safety. This document has been developed with you, our students, in mind.

At Saint Mary's, a university safety and security committee is in place to review and discuss safety and security policies as well as to update, engage in training, and implement the university's Emergency Response Plan. In addition, the committee works to mitigate crime and security risks on campus and conduct periodic threat assessments and emergency drills.

While the intent of this document is to be comprehensive, additional personal safety precautions (to be determined by you, the individual) are recommended.

## **GENERAL INFORMATION**

### **Parking**

Parking on the Twin Cities Campus is free and available in clearly marked campus parking lots as well as on the public streets near campus.

### **Emergency Numbers**

Minneapolis Police/Fire/Medical Emergency 911  
Minneapolis Non-emergency/police/information or service **311** or **612-673-3000** outside the Minneapolis city limits.

## **Snow Emergency Information**

612-348-SNOW (7669)

TTY 612-673-2157

## **Hennepin County Emergency Management**

612-596-0250

emergency.mgmt@hennepin.us

## **Minneapolis Impound Lot**

51 Colfax Avenue North, Minneapolis

612-673-3000 or 311

## **NON-EMERGENCY PHONE NUMBERS FOR SAINT MARY'S UNIVERSITY**

### **Twin Cities Campus**

866-437-2788 or 612-728-5100

### **Apple Valley Center**

612-238-4551

### **Oakdale Center**

612-238-4550

### **Rochester Center**

877-768-4545 or 507-285-1410

### **Winona Campus**

Operator 800-635-5987 or 507-452-4430

## **TWIN CITIES CAMPUS SECURITY SERVICES**

Saint Mary's University contracts its security services with Whelan Security. The Whelan Security staff is available to provide non-emergency escorts from one building to another or to vehicles.

### **Twin Cities Campus Security Office**

612-728-5159

Mobile 612-720-0417

Ext. 5159 from Saint Mary's telephone system

A security radio is located in each building, which may be used to contact security.

### **Evening Administrator**

A full-time staff person is available on the Twin Cities Campus from 4 p.m. to 9 p.m. Monday through Thursday to assist students and faculty members with a variety of issues.

The evening administrator is available by radio, located at each building's reception desk, or by calling the La Salle Hall receptionist at ext. 4585 or through the security staff.

## **GENERAL SAFETY TIPS**

- Carry this emergency preparedness pocket guide with you at all times.

- Program emergency and non-emergency numbers into your mobile phone.
- Sign up for Saint Mary's emergency notification system (text and other alerts).
- Read classroom information signs.
- Know your location, locate the nearest exits.
- Be aware of your surroundings.
- If you see something, say something. Report suspicious activities or items.
- Double check your course location before arriving on campus.
- Adhere to parking guidelines or instructions from security staff.

## **FIRE**

- Know your location and nearest exits.
- In the event of a fire, pull the fire alarm.
- Evacuate the building.
- Assist others in exiting the building.
- Do not use elevators.
- Stay near the floor.

- Do not return to an evacuated building until you are told to do so by an appropriate official.

## **HAZARDOUS WEATHER INCLUDING TORNADO**

- Take shelter, move away from outside rooms and go to the lowest level possible, and stay in a center hallway.
- If caught outside, lay flat in the nearest ditch, low lying area, or culvert with your hands and arms shielding your head.

## **ACTIVE SHOOTER**

### **RUN**

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.
- Follow the instructions of any law enforcement officers.

### **HIDE**

- Hide in an area out of the shooter's view.
- Block entry to your hiding place and lock the doors.

- Silence your mobile phone and/or pager.

## **FIGHT**

As a last resort and only when your life is in imminent danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression and throw items at the active shooter.
- Yell.

## **NOTIFICATION SYSTEMS**

### **Blackboard Connect**

The university's notification system is the primary means of emergency notification. All students, faculty members, and staff are encouraged to sign up for text and voicemail alerts to receive notifications regarding emergencies on campus. This system is intended for immediate transmission of specific information regarding an emergency to all areas of the university, including campus closure due to severe weather. Information will be sent via voice messages to home phone, work phone, and mobile phone numbers; messages to email addresses; text messages to mobile phone, PDAs, and other text-based devices; and TTY/TDD receiving devices for the hearing impaired.

Voice messages and emails are not optional and will be delivered to the contact information you provide. To enable text messages and ensure Saint Mary's University of Minnesota has the most up-to-date contact information, please verify and update your emergency contact information in WebTools at **webtools.smumn.edu**:

- Log into WebTools: **webtools.smumn.edu**
- Select Change Personal Information
- Select Change Emergency Contact Information
- Fill in your information
- Select Submit

### **On-campus Public Address (PA) System**

In the event of an emergency, a message will be broadcast over the PA system. The Blackboard Connect system will also be activated with instructions.

## **SEVERE WEATHER RELATED CLOSING**

### **Twin Cities Campus**

Weather alerts are posted to the Saint Mary's website homepage. Students attending classes on



the Twin Cities Campus may also dial the general number, 612-728-5100, and listen to the answering system's broadcast message that is updated to communicate weather-related cancellation information after an official decision has been made. Class cancellations are also broadcast on WCCO-AM 830 or KSTP-AM 1500.

### **Apple Valley and Oakdale Centers**

Students attending classes at the Apple Valley Center or Oakdale Center may call either center or listen to WCCO-AM 830 or KSTP-AM 1500.

### **Rochester Center**

Saint Mary's students attending the Rochester Center may listen to KROC (FM 106.9 and AM 1340) for announcements or visit [www.kroc.com](http://www.kroc.com). Weather-related cancellations will also be posted on the Rochester Center Blackboard page and the center's voicemail system at 877-768-4545 or 507-285-1410.

## **OFF-CAMPUS SITES**

An individual decision is made for each site. Site liaisons and faculty members will be notified of the decision to cancel at a particular site. Voicemail, email, and calling trees, if previously arranged, will be activated.

## **FOR MORE INFORMATION**

If you have questions about safety and security at Saint Mary's University at any time other than during an emergency situation, contact:

Gena Bilden

Associate Vice President, Enrollment  
Management and Student Services

Email [gbilden@smumn.edu](mailto:gbilden@smumn.edu)

Phone 612-728-5145



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