

March 2021

TWIN CITIES CAMPUS EMERGENCY GUIDE



Saint Mary's
University
OF MINNESOTA

**SCHOOLS OF GRADUATE AND
PROFESSIONAL PROGRAMS**

2500 PARK AVENUE

MINNEAPOLIS, MN 55404-4403 USA

SMUMN.EDU

At Saint Mary's University of Minnesota, we value the safety of each member of our community. This document has been developed with you in mind. While the intent is to be comprehensive, additional personal safety precautions (to be determined by you, the individual) are recommended.

EMERGENCY NUMBERS

- Minneapolis Police/Fire/Medical Emergency **911**
- **Text to 911** -This service will allow individuals to text their emergency to dispatch if they are unable to call or it is unsafe to call
- If you are outside of Minneapolis city limits, but need an immediate Minneapolis Police response, call **612-348-2345**

TWIN CITIES CAMPUS SECURITY SERVICES

- **612-720-0417** (mobile phone monitored during business hours)
- **612-728-5159, Ext. 5159**, or pressing the pre-programmed security button
- Security radio located in each building

At Saint Mary's, a university safety and security committee is in place to review and discuss safety and security policies and also 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.

Saint Mary's University contracts its security services with GardaWorld Security Services. The security staff is available to provide non-emergency escorts from buildings to vehicles. The security staff is available by radio, located at each building's main entry reception desk, by calling **612-720-0417**, or by pressing the pre-programmed security button from any campus phone.

NOTIFICATION SYSTEMS

Blackboard Connect

The university's emergency communication system is the primary means of emergency notification. All students, faculty, and staff are encouraged to sign up for text and voicemail alerts to receive

notifications regarding emergencies at the university. 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.

Through this notification system, information may be sent via voice messages to provided home, work, and mobile phone numbers; emails to email addresses; text messages to mobile phone, PDA, 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 receive text messages, you must register your mobile phone.

To ensure Saint Mary's University of Minnesota has the most up-to-date contact information, please verify and update your emergency contact information in the Student Portal or the Faculty and Staff Portal:

- Log in to Student Portal: **student.smumn.edu**
- Select Update Student Demographic Information
- Select Update Emergency Contact Information
- Fill in your information and select Submit

Twin Cities Campus Public Address (PA) System

All classrooms are equipped with telephones. In the event of an emergency, the phone system will be used to send a page message to all office and classroom phones.

SEVERE WEATHER-RELATED CLOSING

Twin Cities Campus

Weather alerts are posted to the Saint Mary's website homepage (**www.smumn.edu**). 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**, **www.wcco.com**, and **WCCO TV** or **KSTP-AM 1500**, **www.kstp.com**, and **KSTP TV**.

Rochester Campus

Saint Mary's students attending the Rochester Campus may tune in to **KROC (FM 106.9, AM 1340)**, or **www.kroc.com** or **KTTC-TV** for announcements. Weather-related cancellations will also be posted on the 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.

GENERAL SAFETY TIPS

- Always carry this emergency preparedness pocket guide with you
- Pre-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 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
 - a. Assist others in exiting the building
 - b. Do not use elevators
 - c. 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, ravine, 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

GENERAL INFORMATION

Minneapolis Non-emergency police information and Impound Lot 311 or 612-673-3000

Snow Emergency Information 612-348-SNOW (7669) TTY 612-673-2157

Hennepin County Emergency Management
612-596-0250 or emergency.mgmt@hennepin.us

Non-emergency Phone Numbers for Saint Mary's University

- Twin Cities Campus 866-437-2788 or 612-728-5100
- Twin Cities Campus Maintenance 612-728-5175
- IT HelpDesk 612-728-5100 ext 7800
- Rochester Campus 507-252-8133
- Winona Campus Operator/Campus Security 800-635-5987 or 507-452-4430

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. Additional parking, for a fee, is available at the Phillips Eye Institute parking ramp on the corner of Park Avenue and 24th Street.

Campus Buildings

- Brother Louis Hall: 2304 Park Avenue South
- La Salle Hall: 2500 Park Avenue South
- Martin De Porres Hall: 2450 Park Avenue South
- Mother Teresa Hall: 2440 Park Avenue South
- Saint Mary's University Center: 2540 Park Avenue South

Building Hours of Operation

Business hours vary depending on the University Academic Calendar. See website at smumn.edu/academics/academiccalendar

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

Twin Cities Campus GardaWorld Security Services
Account Manager

Email tcsecurity@smumn.edu

Phone 612-728-4582

or

Gena Bilden, Director, Campus Operations

Email gbilden@smumn.edu

Phone 612-728-5145

