

# EMERGENCY RESPONSE PROCEDURES

**TO REPORT AN EMERGENCY, CALL:**

**CSB Campus Security**

**320-363-5000**

**SJU Life Safety**

**320-363-2144**

**For immediate assistance, call 911 at SJU or 9-911 at CSB**

**CAMPUS EMERGENCY PHONE NUMBERS:**

CSB Security 320-363-5000

SJU Life Safety 320-363-2144

SJU Health Center 320-363-3142

Monday-Friday, 9-5 p.m. (except holidays)

**SAINT JOSEPH EMERGENCY NUMBERS:**

Saint Joseph Police 320-363-8250

Stearns County Sheriff 320-251-4240

Highway Patrol 320-255-2916

Saint Cloud Police 320-251-1200

**ST CLOUD HOSPITAL:**

General Information

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 any questions or concerns, please call CSB Security at 320-363-5000 or SJU Life Safety at 320-363-2144.

## 1. Alcohol Poisoning

If you suspect someone of having alcohol poisoning 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 call 911.
- If the person is asleep and you are unable to wake him/her up call 911.
- Look at the person's skin. If it is cold, clammy, pale or bluish in color call 911.
- If the person is continually vomiting (repeated, uncontrolled) call 911.

### If you suspect someone of having alcohol poisoning DO NOT:

- Leave them alone
- Move them
- Allow them to drive
- Give them food, liquid, medicines or drugs
- Give them a cold shower

# ALCOHOL POISONING

## 2. Assault (physical and/or sexual)

**If you have been assaulted by a stranger or by someone you know, 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, someone from the residential life staff or an advocate from a crisis line.
- Get medical help. 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. You may also have physical injuries that need attention as well as concerns about pregnancy and/or sexually transmitted diseases.
- Decide whether to file a report with the police and/or campus security. Consider meeting with the human rights officer to obtain information about filing a complaint under our Joint Sexual Assault Policy and Procedures. Sexual assault is a violation of the state criminal code and the CSB/SJU sexual assault policy. Violators could face disciplinary action under either or both judicial systems.
- Seek support and counseling. There are a variety of resources both on and off campus that can assist you.

**SEXUAL ASSAULT CENTER:**

320-251-4357

**ST CLOUD HOSPITAL:**

Emergency Trauma Center

320-255-5656

# ASSAULT

### 3. Bomb Threats

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

Anyone receiving or discovering a bomb threat or emergency should immediately call CSB Campus Security at 320-363-5000 or SJU Life Safety at 320-363-2144.

**DO NOT EVACUATE THE BUILDINGS UNLESS DIRECTED TO DO SO BY SECURITY or LIFE SAFETY.**

#### **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 is made by appropriate persons.
- The Security and/or Life Safety personnel will contact and interview the person who received the bomb threat.
- An evacuation may take place.
- 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. Exact words of person
5. Speech pattern, accent
6. Background noises and description  
(music, people talking, cars or trucks, airplanes, children or babies, machine noise, typing, etc.)

#### **If a suspicious object is discovered, the employee should:**

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

# BOMB THREATS

## 4. Chemical Spill

Chemical spills, which do not pose a threat:

- An attempt to confine the spill as much as possible if you have been trained to confine spills and are thoroughly familiar with the hazards of the spilled chemical. 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.
- Notify CSB Security at 320-363-5000 or SJU Life Safety at 320-363-2144 and give them:
  1. Building name
  2. Floor
  3. Room number
  4. Type of accident
  5. Chemical(s) involved

Chemical spills, which pose a threat:

- Evacuate the building.
- Notify CSB Security at 320-363-5000 or SJU Life Safety at 320-363-2144 and give them:
  1. Building name
  2. Floor
  3. Room number
  4. Type of accident
  5. Chemical(s) involved
- Notify responding emergency personnel.

The Security Office or Life Safety will supply the proper response team.

- Continue to rinse body contact areas with large amounts of water for fifteen (15) minutes.
- Security or Life Safety will notify the Environmental Health and Safety Officer.

# CHEMICAL SPILL

## **5. Criminal Activity**

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. 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.**

**CRIMINAL ACTIVITY**

## 6. 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.

### If there is smoke:

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

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

- Use wet clothing or towels to seal up 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 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 GET 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.
- Do not use the elevator.
- 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.
- GET 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.

**ALWAYS TAKE FIRE ALARMS SERIOUSLY.**

# FIRE

## 7. Suspicious Person

If you see a suspicious person on campus, call CSB Campus Security at 320-363-5000 or SJU Life Safety at 320-363-2144. 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.**

**SUSPICIOUS PERSON**



## 8. Shelter in Place

Some emergencies may require that CSB/SJU students, faculty, staff and visitors take shelter inside the building. Incidents such as severe weather, violent intruders, or a hazardous material release are examples where the safest method to protect members of the campus community is to shelter in place.

In some incidents, occupants may be directed to shelter in place until further notice. Information concerning the event will be distributed through security, outside law enforcement, fire department, civil defense sirens, broadcast emails, Channel 6 TV and posted on the CSB/SJU website at [www.csbsju.edu](http://www.csbsju.edu).

The order to shelter in place will be given by CSB Security or SJU Life Safety Services at which time the following actions should be taken:

- All students, faculty, staff and visitors should move into the nearest building.
- Close and move away from all windows and doors.
- Lock doors if possible.
- Turn off air-conditioning, ventilation and lighting if possible.
- Close window coverings if possible.
- Remain quiet and in place until notified by emergency personnel for further instructions.
- Silence cell phones.
- Place signs in exterior windows to identify the location of injured people.
- Do not call 911 for information. Keep telephone lines open for emergency responders.
- Depending on incident, barricade doors/windows and take adequate cover to protect yourself.

# SHELTER IN PLACE

## **9. Medical Emergency**

Call CSB Campus Security at 320-363-5000 or 9-911 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**

## 10. Severe Weather

In the event the National Weather Service issues a severe weather watch, a campus-wide e-mail will go out from Campus Security or Life Safety with notification and instructions.

In the event the National Weather Service issues a severe weather warning, it will be necessary to evacuate all campus buildings to their designated shelter areas.

It is critical that building occupants comply with requests to evacuate to shelter. Currently, the colleges do not have a campus-wide notification system. Notification requires that officers go from building-to-building to assist occupants to shelter areas. Timing is critical in the safety of all students, staff, faculty and visitors.

### IN THE EVENT OF SEVERE WEATHER:

- When a tornado or severe weather warning is issued, seek shelter immediately in the nearest building
- Shelters include interior hallways
- lower level of any building (away from windows)
- 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
- All classes will be immediately suspended
- All offices will close
- Busses will stop running
- Bookstore will close

### AWARENESS IS YOUR BEST DEFENSE

- Campus Security and Life Safety will issue severe weather warnings based on information received from the National Weather Service
- 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
- Utilize computer access to watch radar maps and up-dates on severe weather (remember that some radar images can be up to 15 minutes old)
- If you have questions, contact one of the information desks  
(Please call the Security departments during the severe weather warning only if you have an emergency)
- 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 issued to announce a severe weather warning
- Respond to instructions provided by security officers

# SEVERE WEATHER

## **11. Mental Health Emergency or Suicide Attempt**

Be understanding and sympathetic. Encourage the person to seek medical attention. Serious contemplation of suicide is a medial emergency. Contact CSB Campus Security at 320-363-5000 or SJU Life Safety at 320-363-2144 or call 911.

**MENTAL HEALTH**

## 12. 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. Be prepared to give:

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

In the event of a campus wide electrical power failure, some phones may not work until power is restored. During power failures, areas that do not have sufficient natural light to clearly see should be evacuated while emergency lights are still on. Entry to the building should not be allowed until power is restored. Emergency lighting is temporary and is not provided to continue building operations.

# UTILITY FAILURE

### **13. Weapons**

If you suspect someone of having a weapon on campus, contact CSB Campus Security at 320-363-5000 or SJU Life Safety at 320-363-2144. 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.**

# **WEAPONS**