

St. Cloud State at Plymouth



9750 Rockford Road
Suite 100
Plymouth, MN 55442
763.496.6080
320.308.6000



Emergency Procedures

In the event of an emergency, remain calm and
Dial 911 for police, fire, or ambulance
from any phone.

Note: There is no need to dial 9-911 from a classroom phone.

ST. CLOUD STATE UNIVERSITY

St. Cloud State at Plymouth
9750 Rockford Road, Suite 100
Plymouth, Minnesota 55442
763.496.6080
320.308.6000
Plymouth@stcloudstate.edu



Emergency Procedures

Table of Contents

Useful, Non-Emergency Numbers.....	3
Accident, Illness, or Injury	3
Fire Emergency.....	4
Tornado / Severe Weather	5
Bomb Threat.....	6
Telephone Bomb Threat Checklist.....	7
General Disruptive Behavior	8
General Evacuation Guidelines.....	9

ST. CLOUD STATE UNIVERSITY

St. Cloud State at Plymouth Emergency Procedures



Useful, non-emergency numbers include:

City of Plymouth fire – rescue (non-emergency)	952.258.5321
City of Plymouth police (non-emergency)	952.258.5321
SCSU Student Health Services (during business hours)	320.308.3191
North Memorial Health Care	763.520.5200
3300 Oakdale Ave. N.	
Robbinsdale, MN 55422	
Regency Hospital of Minneapolis	763.588.2750
1300 Hidden Lakes Parkway	
Golden Valley, MN 55422	

Accident, Illness, or Injury

In the event of an accident, illness, or injury:

1. Call 911 if necessary; then call the building management office at 952.746.3400.
2. Give the following information to both:
 - A. Your name; business name (St. Cloud State at Plymouth)
 - B. Exact location of accident/illness—
 9750 Rockford Road
 Suite 100, Room #
 Plymouth, Minnesota 55442
 - C. Any details available regarding injury, illness or symptoms.
3. Do not move injured or ill person. Try to make them comfortable.
4. If possible, have someone meet the emergency unit at the building entrance.

St. Cloud State at Plymouth Emergency Procedures



Fire Emergency

If you discover or suspect smoke or a fire:

1. **Remain calm.**
2. Assess your personal safety and evacuate immediately.
3. Call 911 and give the following information:
 - A. Exact location of fire—
9750 Rockford Road
Suite 100, Room #
Plymouth, Minnesota 55442
 - B. Your name, your telephone number, and your location.
 - C. Description of fire (what's burning, size of fire).
4. Call the building management office at 952.746.3400 and report fire.
5. If you're not in immediate danger, assist others needing help.
6. Leave the building.
7. Close, but **DO NOT** lock doors unless security is of great concern and you feel that you must lock the doors, and taking the time to do so does not increase the risk to yourself or others.
8. If you called 911 or have knowledge of the location of the fire, wait near the building entrance to give fire department /emergency personnel directions to the site of the fire.
9. Once individuals are gathered a safe distance from the building, account for all people known to have been in your area at the time of the alarm activation. **Is everyone out?**

If you are in a burning building:

- Stay close to the floor. If possible, place a wet towel over your nose and mouth.
- Touch doors before exiting. If doors are hot, **DO NOT** open. Attempt to exit through an alternative egress option such as a first-floor window. If breaking a window is necessary, protect yourself from broken or sharp glass. **Call for help.**
- **DO NOT** panic; **DO NOT** attempt to fight the fire; **DO NOT** block entrances.

St. Cloud State at Plymouth Emergency Procedures



Tornado / Severe Weather

Tornado Warning by definition; a Tornado Warning is an alert by the National Weather Service confirming a tornado sighting and location. The Weather Service will announce the approximate time of detection and direction of movement. Wind will be 75 MPH or greater.

Public Warning will come over the radio and/or television; there may be five minute steady blasts of sirens by the County Civil Defense Warning System. **Do not use a telephone to obtain further information—keep phone lines open.**

Action to Take:

1. Get away from the perimeter of the building and exterior glass.
2. Close doors of rooms around the building's perimeter.
3. Move to the center of the suite, away from glass and windows, in an interior hallway.
4. Please be aware that other people may seek safety in the same area as you. Please allow them in.
5. Sit down and protect yourself by putting your head as close to your lap as possible, or kneel protecting your head.

If You Are In Transit In The Building

6. Do not go outside the building.
7. Keep away from doors, windows and mirrors.
8. Seek protection under a desk, counter, or table, if possible.

St. Cloud State at Plymouth Emergency Procedures



BOMB THREAT

In the event a bomb threat is received:

1. Immediately call 911 and then the building management office at 952.746.3400.

2. Give the following information to both:
 - A. State - "I have received a bomb threat".
 - B. Give the company name (St. Cloud State at Plymouth)
 - C. Give your immediate location
9750 Rockford Road
Suite 100, Room #
Plymouth, Minnesota 55442
 - D. Give the name of person receiving the call.

3. Commence evacuation of your room/building. DO NOT TOUCH SUSPICIOUS OBJECTS IF FOUND.

4. This guide contains a checklist (see page 7) on handling a bomb threat call and information to record and have available for authorities.

St. Cloud State at Plymouth Emergency Procedures



TELEPHONE BOMB THREAT CHECK LIST

REMAIN CALM: Do not get excited or excite others. CHECK CALLER ID (for origin of call).

DO NOT HANG UP YOUR PHONE WHEN CALL ENDS. USE ANOTHER PHONE TO ALERT AUTHORITIES.

Call 911 and the building management office at 952.746.3400.

Call Received DATE: _____ TIME: _____ am/pm

EXACT WORDS OF CALLER: _____ (If there's a delayed response, ask the caller to repeat.)

STATEMENTS BY CALLER / QUESTIONS TO ASK CALLER (if possible):

1. When is the bomb going to explode? _____
2. Where is the bomb located? Area/Room # _____
3. What kind of bomb is it? _____
4. What will cause it to explode? _____
5. Did you place the bomb? _____ Why? _____
6. Did the caller identify self by name/affiliation: _____

DESCRIPTION OF CALLER:

Male ___ Female ___ Calm ___ Nervous ___ Young ___ Old ___ Middle Age ___ Rough ___ Refined ___

Speech: Accent (type) _____ Impediment _____ Unusual Phrases _____

Recognize voice? If so, who do you think it was? _____

BACKGROUND NOISE(S):

Music ___ Running Motor ___ Traffic ___ Whistles ___ Bells ___ Horns ___ Aircraft ___ Tape Recorder ___

Machinery ___ Other _____

ADDITIONAL INFORMATION:

1. Did the caller indicate knowledge of the facility? If so, how? _____
2. What line did the call come in on? _____
3. Is this a listed number? _____ If so, whose _____

SIGNATURE: _____ DATE: _____

Remember: Stay calm, do NOT hang up phone after call has ended. Use another phone to call 911.

St. Cloud State at Plymouth Emergency Procedures



General Disruptive Behavior

1. Remain calm. Your reaction to the situation can provoke the individual(s).
2. Identify if the situation is placing anyone in **immediate** danger.
3. If there is immediate danger:
 - A. Request the individual(s) leave the area.

If it fails:

1. Request another person leave the area and call 911.
2. Maintain a safe distance from the suspect(s) until emergency personnel arrive. Do not attempt to subdue the individual(s). Avoid direct eye contact, if possible, with the suspect.
3. If the situation becomes threatening before emergency personnel arrive, remove everyone from the area.
4. If there appears to be no immediate danger, the faculty member should file a complaint with the Office of Student Life & Development, 320-308-3111.
5. Other St. Cloud campus resources that may provide consultation are:
 - a. Women's Center, 320-308-4958
 - b. Counseling and Psychological Services, 320-308-3171

Twin Cities Graduate Center Emergency Procedures



General Evacuation Guidelines

It is the responsibility of each faculty, staff, and student to be familiar with their respective evacuation plans and the location of the nearest exit.

DO:

1. Follow the instructions of the class leader (generally faculty) or building management personnel.
2. Close the door of your space as you leave.
3. If time allows, take personal belongings and class materials with you.
4. Walk in an orderly manner.
5. Be ready to merge with other people evacuating the building.
6. Keep talking to a minimum.
7. Report to an assembly area and remain there until you receive further instructions.
8. Listen for instructions and follow them.
9. Keep calm.

DON'T:

1. Once you leave your area, do not return for coats, purses, etc.
2. Do not run or create panic.
3. Do not smoke.
4. Once you're out of the building, do not congregate near the building. Go one block away from the emergency.
5. Do not return to the space until "All Clear" is given by the fire department or building management.