NEVER ENDANGER YOUR PERSONAL SAFETY

Building evacuation is mandatory whenever a fire alarm sounds. Every supervisor is responsible for having staff and students read and familiarize themselves with these procedures. Every building occupant is responsible for knowing these procedures.
This plan is part of the comprehensive emergency preparedness planning system at the University of Minnesota (UM) which is striving to build a disaster resistant institution. In keeping with this philosophy the plan will be reviewed and updated annually. As the plan is updated it will be approved by and copied to the Department of Emergency Management. Once this plan is complete the Building Contact will be responsible for creating and placing an evacuation plan near every entrance/exit to their building. This map will include locations of every exit, stairwell, Automated External Defibrillator (AED), Tone Alert Radio (TAR), severe weather shelter, and fire extinguisher. Annual training on this plan must include all key staff members and building occupants. The Department of Emergency Management is to provide assistance to the building occupants in accomplishing this training.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMERGENCY</td>
<td>4</td>
</tr>
<tr>
<td>NON-EMERGENCY BUILDING ISSUES</td>
<td>4</td>
</tr>
<tr>
<td>EMERGENCY CONTACT LIST</td>
<td>5</td>
</tr>
<tr>
<td>EQUIPMENT LOCATION</td>
<td>5</td>
</tr>
<tr>
<td>EVACUATION PROCEDURES</td>
<td>6</td>
</tr>
<tr>
<td>CAMPUS EVACUATION</td>
<td>6</td>
</tr>
<tr>
<td>BUILDING EVACUATION</td>
<td>6</td>
</tr>
<tr>
<td>ASSIST PEOPLE WITH DISABILITIES DURING AN EVACUATION</td>
<td>7</td>
</tr>
<tr>
<td>FIRE</td>
<td>8</td>
</tr>
<tr>
<td>WEATHER</td>
<td>9</td>
</tr>
<tr>
<td>EMERGENCY CLOSING DUE TO WEATHER</td>
<td>10</td>
</tr>
<tr>
<td>WATER DAMAGE – LEAKS OR FLOODING</td>
<td>10</td>
</tr>
<tr>
<td>BIOLOGICAL</td>
<td>11</td>
</tr>
<tr>
<td>CHEMICAL</td>
<td>12</td>
</tr>
<tr>
<td>MEDICAL</td>
<td>13</td>
</tr>
<tr>
<td>CRIME/SECURITY</td>
<td>14</td>
</tr>
<tr>
<td>SUSPICIOUS ACTIVITY</td>
<td>15</td>
</tr>
<tr>
<td>THREATENING BEHAVIOR IN THE WORKPLACE</td>
<td>16</td>
</tr>
<tr>
<td>BOMB THREAT OR DEVICE FOUND</td>
<td>17</td>
</tr>
<tr>
<td>THREATENING PACKAGE</td>
<td>18</td>
</tr>
<tr>
<td>ACTIVE SHOOTER</td>
<td>19</td>
</tr>
<tr>
<td>INCIDENT REPORT FORM</td>
<td>20</td>
</tr>
<tr>
<td>SUSPECT DESCRIPTION SHEET</td>
<td>21</td>
</tr>
</tbody>
</table>

EVACUATION MAPS (posted in classrooms; also available from each unit’s administrator)
EMERGENCY
If there is a threat to people, property, facilities or otherwise:

1. Call 911 *Remain calm.*

2. Report the type of Emergency:
   - □ Fire *Pull Alarm if possible.*
   - □ Bomb
   - □ Medical
   - □ Criminal or threatening behavior
   - □ Terrorist threat
   - □ Major flooding
   - □ Biological contamination
   - □ Chemical spill

3. Report the Location:
   McNeal Hall
   1985 Buford Avenue, St. Paul, MN 55108
   Building Number: 338
   *State the exact location within building where the incident is occurring.*

NON-EMERGENCY BUILDING ISSUES
(For example: No electricity, minor water leaks, elevator failure.)

1. **Monday – Friday 8:00 - 4:30**
   Call Facilities Management: 612-624-2900

   **Evenings, Weekends, and Holidays**
   Call Building Automation: 612-624-3357 (for St. Paul campus)

2. No response or other issues contact your unit’s Building Contact:
   Alternate contact: FM Manager, Greg Williams, 612-624-6738

NEVER ENDANGER YOUR PERSONAL SAFETY
EMERGENCY CONTACT LIST

If you suspect an immediate threat to people or facilities:

DIAL 911

General Building Problems Monday – Friday 8-4:30   Dial: 612-624-2900
No Response, Evenings, Weekends, Holidays   Dial: 612-624-3357

Local Contacts

These contacts will respond to the emergency and follow up with calls to remaining people on the list.

<table>
<thead>
<tr>
<th>Contacts</th>
<th>Name</th>
<th>Work Phone / Pager</th>
<th>Home Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact</td>
<td>Greg Williams (FM Mgr)</td>
<td>612-624-6738</td>
<td>«PrimaryHomePhone»</td>
<td>«PrimaryCellPhone»</td>
</tr>
<tr>
<td>Secondary Contact</td>
<td>Julie Hillman</td>
<td>612-624-7721</td>
<td>612-978-7129</td>
<td>612-978-7129</td>
</tr>
<tr>
<td>Tertiary Contact</td>
<td>Elizabeth Bye</td>
<td>612-624-3751</td>
<td>952-975-0768</td>
<td>952-217-0819</td>
</tr>
</tbody>
</table>

Equipment Location

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Location(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tone Alert Radio (TAR)</td>
<td>12 McNH, 240 McNH, and 290 McNH</td>
</tr>
<tr>
<td>Weather Radio</td>
<td>12 McNH, 240 McNH, and 290 McNH</td>
</tr>
<tr>
<td>Automated External Defibrillator (AED)</td>
<td>Atrium (outside of 32 McNH)</td>
</tr>
</tbody>
</table>

Your CDes Building Contact is Julie Hillman, 612-624-7721 or 612-978-7129.

*If the media calls refer them to University Relations at (612) 624-6868.*
EVACUATION PROCEDURES

Campus Evacuation
If a complete campus evacuation and closure is necessary, it will be announced and coordinated by the University of Minnesota Officer of the Day. Notifications will arrive via the Tone Alert radio, text messages to University community members signed up for “Text U,” and posted on the University website.

Building Evacuation
Evacuation may not be necessary unless the incident has generated a hazardous materials incident or there is an immediate health and safety risk, such as fire. Any fire alarm requires a mandatory IMMEDIATE EVACUATION.

IF EVACUATION IS NECESSARY:

- Secure your workstation. Close door but DO NOT LOCK it.
- If time allows consider taking your car keys, coat, purse, etc. with you, as you may not be able to reenter the building. If danger is imminent evacuate immediately without taking the time to gather these items.
- Know and use the closest evacuation route and emergency exits. DO NOT use elevators.
- Exit in a single line, keeping to the right on stairs, to allow emergency personnel to pass.
- Remain quiet and listen for any instructions.
- Assist in moving disabled persons to exits or leave them in a safe area and inform emergency personnel of disabled person’s location immediately.
- Go immediately to the grassy area across the street on the west side of McNeal Hall (or to a predefined meeting area for your unit) for a head count to be sure all employees have evacuated. Contact emergency personnel if an employee is missing.

NEVER ENDANGER YOUR PERSONAL SAFETY
ASSIST PEOPLE WITH DISABILITIES DURING AN EVACUATION

We are all responsible for assisting a person with a disability to the nearest safe emergency exit. Please help the people in your area. Specifically, each unit is responsible for planning for the safety of known persons with disabilities working in their area.

If you are unable to help the person exit, please leave them in the designated Point-Of-Rescue Location. Immediately inform emergency personnel of disabled person’s location in the building.

The designated Point-of-Rescue Location for your building varies depending upon the individual unit. Consult with unit leadership for specific information in your area.

Visually Impaired Persons
- Announce the type of emergency
- Offer your arm for guidance and tell persons where you are going
- Name obstacles they will encounter
- When safe, ask if they need additional help.

People With Hearing Limitations
- Turn lights on/off
- Indicate directions with gestures, or write a note with evacuation directions.

People Using Crutches, Canes, Walkers
- Assist and accompany to evacuation site or point of rescue
- Use a sturdy chair (or one with wheels) to move person or
- Help carry individual to safety.

Wheelchair Users
The needs of those who use a wheelchair vary. At ground floor and the B level they may exit without help.
- Wheelchair users with **electrical respirators** get priority assistance followed by persons with respiratory complications. Remove from smoke/vapors immediately.
- Most wheelchairs are too heavy to take down stairs, so consult with person to determine best carry options.
- Others have minimal ability to move, so lifting them may be dangerous.
- Reunite person with the chair ONLY when it is safe to do so.

If You Are Not Able to Assist a Person Out of the Building
- Leave them in an identifiable location out of the path of exiting people.
- Immediately find emergency personnel and give concise location of and directions to disabled person.
- Emergency personnel will assist with evacuation of disabled persons.

The appropriate emergency authority will issue an "All Clear" when it is safe to return to the building. Do not return until the “All Clear” is given!

NEVER ENDANGER YOUR PERSONAL SAFETY
Pull the ALARM if possible when discovering fire or heavy smoke.

1. Call 911 and remain calm if you are not in danger.
   Information 911 needs
   Emergency Type: Fire
   Building: McNeal Hall
   Building Number: 338
   Address: 1985 Buford Avenue, St. Paul, MN 55108
   Location in building: Floor or room
   Details of fire If known

2. EXIT BUILDING.
   ➢ Secure workstations/close doors. Do NOT lock.
   ➢ DO NOT use elevators.
   ➢ Use closest evacuation route and emergency exits.
   ➢ If caught in smoke, crouch low to the floor, hold cloth to your nose, take short breaths and crawl to nearest exit.
   ➢ Form single-file line on stairs; keep to right, to allow emergency personnel to pass.
   ➢ Remain quiet and listen for instructions.
   ➢ Assist disabled persons out of building or move to designated Point-of-Rescue Location.
   ➢ Report anyone refusing to leave and unmovable disabled persons to the fire department immediately upon exiting.
   ➢ Go immediately to grassy area across the street on the west side of McNeal Hall for a head count to be sure all employees have evacuated. Contact emergency personnel if an employee is missing.

The Building Contact must have clearance from the fire department indicating “all clear” before anyone reenters the building.

NEVER ENDANGER YOUR PERSONAL SAFETY

The elevator and ventilation system will stop and may not restart automatically.
Call 624-3357 if necessary to restart systems.
WEATHER

Definition of Tornado or Severe Weather Watch:
Weather conditions are right for a tornado/severe weather to develop. Nothing has been sighted.

Definition of Tornado or Very Destructive Winds Warning:
A confirmed tornado sighting or a minimum of 75 mph winds.

Directions:
This building is located in Ramsey County.
- The Weather/Tone Alert Radios located in 12 McNH, 240 McNH and 290 McNH will sound.
- Report of a watch: Monitor the radio until the National Weather Service dismisses the watch.
- Report of tornado/destructive winds warning: Listen to the report. If the warning includes Ramsey County, all occupants should go to a safe area during a warning and remain until the danger is over.

The safest place, during bad weather, is the basement, tunnel or inner hallway on the lowest floor of a building, away from entrances/window. Avoid large areas with poorly supported roofs. If caught outside lay down flat in nearest depression, ditch or ravine. Refer to severe weather / evacuation maps for safe locations.

Spreading the Word To Building Occupants:

EMERGENCY RESPONSE TEAMS (ERT) DURING NORMAL BUSINESS HOURS:
- B Level – 12 McNH ERT
- Ground Floor Central and South – 12McNH ERT
- 1st Floor North – FSoS ERT
- 1st Floor Central – 12 McNH ERT
- 2nd Floor North – FSoS ERT
- 2nd Floor Central and South – 240 McNH ERT
- 3rd Floor North – FSoS ERT
- 3rd Floor Central and South – 240 McNH ERT
- 4th Floor 240 McNH ERT

DURING EVENINGS AND WEEKENDS:
- No Notification Plan in Place. Instructors are advised to be aware of the potential of severe weather and check the Internet for local radar updates, subscribe to TextU, check the University’s main web page for information.

NEVER ENDANGER YOUR PERSONAL SAFETY
EMERGENCY CLOSING DUE TO WEATHER

- Staff should listen to WCCO for official closing information (830 AM).
- Check cell phone text messages of information, if signed up for TextU messages.
- Check the official University of Minnesota website http://www1.umn.edu/twincities/index.php

WATER DAMAGE – LEAKS OR FLOODING

- STOP THE WATER!
  CALL Facilities Management 4-2900

  NO ANSWER or EVENINGS & WEEKENDS
  Call 624-3357 in ST. PAUL

  Building Name: McNeal Hall
  Building #  338
  Exact Location of Leak:
  Severity of leak:

- Stabilize the Area: Cover vital equipment with plastic to stop further damage. Direct large leaks into garbage cans using the plastic as a funnel.

- Remove threatened, undamaged materials to a safe location.

- When time permits, or if help is needed, contact the Building Contact.

- Do not remove the plastic until “All Clear” is given by the Building Contact.

NEVER ENDANGER YOUR PERSONAL SAFETY
BIOLOGICAL

Based on the regular on-going research and classroom activities, it is unlikely that a biological spill or exposure will occur in McNeal Hall. In the event there is a biohazardous material spill or exposure* to infectious material, do not panic. Proceed with the following:

- Notify all laboratory personnel of the spill.
- Restrict access to spill area.
- Remove all contaminated clothing and place in a biohazardous (autoclave) bag.
- If skin is contaminated, wash immediately with mild soap and water.
- In case of exposure*, seek medical help immediately.
- Put on clean gloves and face mask.
- Place absorbent pads on spilled material.
- Spray pads with a disinfectant.
- Have someone else call Environmental Health and Safety Office from the nearest phone and report the incident.

**EHS Office: 626-6002**
**After hours: 911**

- Do not attempt to clean up infectious material spills without the use of appropriate protective equipment!

*EXPOSURE INCIDENTS must be reported IMMEDIATELY. They include:

- animal bites and scratches
- needle sticks
- eye, nose, mouth, or broken skin contact with blood and/or other infectious materials.

NEVER ENDANGER YOUR PERSONAL SAFETY
CHEMICAL

In case of chemical spills, do not panic. Proceed with the following:

1. Evacuate
   - Leave spill area immediately.
   - Alert others in the area and direct/assist them in leaving.
   - Do not use elevators.
   - Without endangering yourself: remove victims to fresh air, remove contaminated clothing and flush contaminated skin and eyes with water for 15 minutes. If anyone has been injured or exposed to toxic chemicals or chemical vapors, call 911 and seek medical attention immediately.

2. Confine/Contain
   - Block off entrances to the spill site and prevent people from entering the contaminated area.
   - Close fire doors and isolate area.
   - Never re-enter chemical spill area without appropriate protective equipment. You may endanger your life and health.

3. Report
   - Call 911 after hours for large spills involving:
     - Injury that requires medical treatment
     - Fire or explosion hazards
     - Potentially life threatening gases and/or vapors
   - During working hours, call Environmental Health and Safety Office to report the incident.

EHS Office: 626-6002
After hours: 911

NEVER ENDANGER YOUR PERSONAL SAFETY
MEDICAL

- CALL 911 and remain calm.

  Information 911 needs:
  - Emergency: Medical
  - Building: McNeal Hall
  - Building Number: 338
  - Address: 1985 Buford Avenue
    St. Paul, MN 55108
  - Nature of the injury/illness: Describe situation

- Send another person to the entrance to guide paramedics to the person.
- Provide first aid only if you are qualified.
- DO NOT move the person but try to make them comfortable.
- Do not administer any medications unless the person is carrying them and can give you instructions.

  A defibrillator is located in the Atrium on the wall outside of room 32 McNeal.

NEVER ENDANGER YOUR PERSONAL SAFETY
CRIME/SECURITY

Call 911 if:

- A crime or disturbance is in progress.
- You are suspicious of someone’s actions.
- You feel uncomfortable (harassment, inappropriate behavior, threatening behavior).

Information 911 needs:
- Emergency: Criminal
- Building: McNeal Hall
- Building Number: 338
- Address: 1985 Buford Avenue, St. Paul, MN 55108

Be prepared to identify/describe the suspect. (See Suspect Description Sheet on page 21 for help.) Note: The witness reporting a crime must remain for the police interview. The police will not come and take a second hand report.

The police are here for your protection. Do not hesitate to call them.

NEVER ENDANGER YOUR PERSONAL SAFETY
SUSPICIOUS ACTIVITY

IF SOMEONE IS TRYING TO REMOVE FURNITURE/EQUIPMENT FROM THE BUILDING

- Ask to see identification or a work order. If they refuse, call the Police (911).
- **Weekends/evenings:** call the police immediately if they refuse to give you ID. Follow up with a call to the Building Contact.

QUESTION STRANGERS IN STAFF AREAS AND ESCORT THEM TO AND FROM THEIR DESTINATIONS

- “May I help you?” is a polite way to ask someone why he or she is in a particular area.
- If the person is hesitant to answer, ask who or what he or she is trying to find. This line of questioning usually will determine whether or not the person belongs in the space.
- Call the police if the stranger refuses to answer or will not leave the area.

INAPPROPRIATE BUT NON-THREATENING BEHAVIOR

- If people are doing inappropriate things in the building, but are non-threatening, call the police.

SECURITY MONITOR PROGRAM

- Security monitors are on duty, weekends and evenings on campus. These monitors are available to answer your security concerns. Don’t hesitate to call (4-WALK) to ask them a question.

IF YOU FEEL UNCOMFORTABLE WITH A SITUATION OR PERSON

- Let the police decide if it is an emergency or not. If the police do not handle your call appropriately or don’t respond, contact your supervisor.

NEVER ENDANGER YOUR PERSONAL SAFETY
THREATENING BEHAVIOR IN THE WORKPLACE

- Call 911 for police assistance if you observe violence taking place or feel there may be an immediate threat to someone’s safety.

- All faculty, staff, and student workers should communicate to a supervisor/administrator knowledge of violence or threat-related behaviors including weapon possession.

Need an immediate response? After hours? Call 911.
BOMB THREAT/ OR DEVICE FOUND

IF SOMEONE CALLS IN A THREAT:

1. Remain calm.

2. Keep the caller on the phone, someone else should dial 911 and relay information.
   If you are alone, try to get as much information as possible, then dial 911.

   Write down exact words of the caller and keep the caller on the line:
   ➢ Location of bomb.
   ➢ Time it will explode.
   ➢ What kind of bomb is it and what does it look like?
   ➢ Did you place the bomb? Why?
   ➢ What is your name, address, and phone number?
   ➢ Will you help the police locate the bomb?

3. Dial 911: “I have received a bomb threat.”
   Building: McNeal Hall
   Address: 1985 Buford Avenue, St. Paul, MN 55108

   Try to remember caller's voice and describe it to the police.

   Calm   Nasal   Angry   Broken   Excited   Stressed   Lisp
   Deep   Crying   Squeaky   Stutter   Slow   Sincere   Accent
   Disguised   Rapid   Giggling   Loud   Slurred

   Is the voice familiar?
   Who did it sound like?
   Were there any background noises?

4. Evacuate if instructed by the police.

IF AN EXPLOSIVE DEVICE IS FOUND IN BUILDING

1. Do NOT touch anything! Dial 911.

2. Prepare to evacuate the building if instructed by police.

3. Evacuation Procedure: See page 6; also see your unit’s administrator for evacuation maps for your specific area.

4. All persons must wait for an “ALL CLEAR” clearance from the Emergency Personnel before he or she can re-enter the building. Keep in mind that the primary concern is life safety.

NEVER ENDANGER YOUR PERSONAL SAFETY
THREATENING PACKAGE

The United States Postal Service and the FBI offer the following advisory information:

1. Remain calm.
2. Dial 911 Emergency: “I have received a suspicious-looking package.”
   Building: McNeal Hall
   Address: 1985 Buford Avenue, St. Paul, MN 55108

Follow instructions from Police and Emergency Personnel.
ACTIVE SHOOTER

An active shooter scenario is a rapidly changing situation. The guidelines below should be considered during this type of emergency, but your specific situation may require deviation from these suggestions. USE COMMON SENSE.

If escape is possible:
1. If it is safe to escape from the building, do so.
2. Seek cover far away from the building, keeping solid objects, a car, a tree, another building, etc, between you and the shooter whenever possible.
3. Dial 911 when you are a safe distance away.
4. Be mindful of approaching emergency vehicles and obey all directions given to you by law enforcement personnel.

If you cannot escape:
1. Upon learning of a shooter in the building, immediately close and lock your office door. If possible, barricade the door with furniture, desks, filing cabinets, etc.
2. If you can do so safely, allow others to take shelter with you.
   ➢ Remember the safety of the many vs. the safety of the few.
   ➢ Rescue attempts should only be made if they do not endanger the lives of those already in a secured area.
   ➢ The shooter may bang on the door and yell for help to entice you to open the door.
   ➢ When in doubt, do NOT open the door.
3. Block interior windows and/or close interior blinds whenever possible.
4. Turn off all radios/speakers and computer monitors and silence cell phones.
5. Place signs in exterior windows to identify the location of injured persons.
6. After securing the room all occupants should take cover where they can not be seen.
   ➢ Choose a location that may offer additional protection, behind desks, filing cabinets, or walls.
   ➢ Occupants should NOT group together. Remain spread apart.
7. Dial 911 if it is safe to do so. Give your location and a description of the shooter.
8. Remember that responding Law Enforcement Personnel (LEP) will not know whether or not you are a threat.
   ➢ FOLLOW ALL DIRECTIONS FROM LEP.
   ➢ Do not make sudden moves around LEP.
   ➢ Keep hands visible and empty at all times near LEP.
   ➢ LEP may order you to keep your hands on your head, search you, or point their guns at you.
   ➢ Remember that LEP will not treat the injured nor evacuate civilians until they are sure the threat is neutralized. Remain calm and stay still until LEP tell you to move.

NEVER ENDANGER YOUR PERSONAL SAFETY
INCIDENT REPORT FORM

Date: _________________________________________________________________

Time: _________________________________________________________________

Location: ______________________________________________________________

Type of Incident: Crime/Conflict/Emergency/Other _____________________________

Name of Reporting person: ________________________________________________

Phone: _______________________________________________________________

Unit: (if staff) ___________________________________________________________

If applicable: ____________________________________________________________

Witness Name / Phone: __________________________________________________

Witness Name / Phone: __________________________________________________

If a crime was committed, give a brief description of the person:

Height:  ______________________________________________________________

Weight:  ______________________________________________________________

Hair Color:  ____________________________________________________________

Sex: _________________________________________________________________

Description of clothing the person was wearing: _______________________________

_____________________________________________________________________

Problem:

_____________________________________________________________________

_____________________________________________________________________

Action Taken: __________________________________________________________

Called 911: Police Medical Emergency Fire
Called Facilities Management/Automation for building emergency
Contacted Security Monitor
Contacted Building Contact
Reported to Supervisor
Other

_____________________________________________________________________

Determine the appropriate communication of the incident to staff in McNeal Hall and relay the information and action to be taken.
SUSPECT DESCRIPTION SHEET

Include with incident report form

Name ______________________________________________________________

Address/Unit _________________________________________________________

Phone ________________________   Email ____________________________

Suspect’s Attributes:

<table>
<thead>
<tr>
<th>Age:</th>
<th>Sex:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height:</td>
<td>Weight:</td>
</tr>
<tr>
<td>Race:</td>
<td></td>
</tr>
</tbody>
</table>

Clothing: (also absence of clothing)

| Hat: |
| Mask: |
| Shirt: |
| Jacket/coat: |
| Pants: |
| Skirt: |
| Shoes: |
| Ring: |
| Necklace: |
| Glasses: |
| Other: |

Characteristics:

| Gait: |
| Mannerisms/Gestures: |
| Speech: |

Distinguishing Features: (color, style, tattoos, scars, etc)

| Eyes: |
| Hair: |
| Face: |
| Neck: |
| Arms: |
| Hands: |
| Chest: |
| Back: |
| Legs: |
| Feet: |

Direction of exit, (indicates next stop): _____________________________________

Type of Suspicious or Criminal Activity: _____________________________________