



**METRO STATE
UNIVERSITY**

A member of Minnesota State

Safety and Security Office

Emergency Procedures

metrostate.edu/students/support/safety

For emergencies, dial 911

Saint Paul Campus

Main Campus cell	651.775.0444
Security Desk	651.793.1717
Library and Learning Center cell	651.775.0715
Parking Ramp cell	651.368.4297
Student Center cell	651.775.6724
Security Director cell	651.775.1725

Minneapolis

Cell	612.659.6910
Emergency	612.659.6900

Midway Center

Cell	651.775.6122
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Public Safety and Police Science Center

Cell	763.488.2655
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Campus Operations Office

Desk	651.793.1700
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SECURITY OFFICERS

Security officers at Metro State University are contracted professionals, sourced from reputable security agencies. They undergo training in various security and safety procedures and are readily identifiable by their uniforms. Empowered to maintain a secure environment, they possess the authority to take necessary measures to safeguard the well-being of students, faculty, staff, and visitors.

The Safety and Security Office collaborates closely with local law enforcement, fire departments, and other state agencies when required. While response times may vary depending on the urgency of the situation, it's paramount for individuals to prioritize contacting security first, ensuring the swiftest possible intervention.

Metro State University emphasizes a culture of safety, urging all members of the university community to remain vigilant and proactive in identifying and reporting any illegal or inappropriate activities. By fostering personal awareness and adhering to established safety protocols, we collectively uphold the foundations of a secure campus environment.

SAFETY AND SECURITY MISSION

Metro State University Security Department is committed to ensuring a safe, healthy, and inclusive environment for all. Through proactive measures and comprehensive programs, we prioritize personal security, public safety, and environmental stewardship. We empower our community to contribute to safety excellence and environmental responsiveness.

STAR ALERT (BLACKBOARD): EMERGENCY MASS NOTIFICATION

Metro State University employs an emergency mass notification system known as Star Alert. This system is designed to promptly disseminate critical messages to students, staff, faculty, and community members via phone, text, and/or email in the event of an emergency or incident that may jeopardize safety or disrupt normal campus activities.

Individuals who have opted in to the system can manage their contact information, update phone numbers and email addresses, and customize their notification preferences through the Star Alert portal. Additionally, users have the option to activate text message alerts for urgent updates.

For access to the Star Alert Portal and detailed instructions on managing preferences, please visit:

- Star Alert Portal:
metrostate.bbcportal.com
- Star Alert instructions:
services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=48120#Star%20Alert%20Registration

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS PROCEDURE

In the event of any on- or off-campus incidents involving crimes detailed in the Campus Security Report or other serious offenses, the Security Director or members of the emergency crisis team will assess whether to issue a campus-wide safety alert. This determination hinges on whether the situation poses an ongoing, significant threat to the university community. Without delay, notifications will be disseminated via the university email system to students, faculty, and staff. Additionally, overhead announcements may be utilized, and flyers will be posted at building entrances as necessary.

When warranted, the university will activate the Star Alert system for emergency mass notifications. All students and employees are automatically enrolled to receive Star Alert emails. It is important for everyone to remain subscribed to these alerts as they provide critical information regarding campus-related incidents via text and voice messages to cell phones and email addresses. These messages are dispatched when an immediate response is required due to threats to life or safety or disruptions to normal campus operations.

Individuals with information necessitating a Clery timely warning should report the information to the Security Director or any security staff.

CAMPUS SECURITY REPORT

Annually, the Security Department produces a Campus Security Report, as mandated by the Jeanne Clery Act of 1990, containing the last three years of campus crime data. This report covers various crime categories, including homicides, sex offenses, robbery, assault, burglary, theft, arson, drug offenses, domestic violence, stalking, and hate crimes. Additionally, it outlines emergency response procedures, safety initiatives, sexual harassment policies, mental health resources, victim advocacy, disciplinary measures, and educational programs. Information about registered sex offenders associated with the university can be accessed through the Minnesota Department of Corrections website at coms.doc.state.mn.us/PublicViewer.

The End-of-Year Crime Report is available online at metrostate.edu/students/support/safety and in print from the Security Department Office in Founders Hall or upon request at 651.793.1725. It is also available in alternative formats through the Center for Accessibility Resources at 651.793.1549.

PUBLIC SAFETY AND SECURITY

Discover everything you need for safety preparedness and real-time alerts in one convenient hub: Public Safety and Security. Accessible via metrostate.edu/students/support/safety, this comprehensive resource equips Metro State employees and students with essential safety information.

Safeguarding Metro State personnel, students, and assets is a collective endeavor and a vital part of membership in our university community. By familiarizing ourselves with emergency protocols, engaging with safety resources, and actively participating in community readiness initiatives, we fortify our resilience in the face of potential crises.

Public Safety and Security serves as a reliable source for staying informed and ready. From updates on campus incidents such as bomb threats, classroom emergencies, and weather-related cancellations to guidance on evacuation procedures, active-shooter scenarios, and pandemic planning, this platform offers indispensable assistance for maintaining safety and well-being on campus.

REPORTING EMERGENCIES AND REQUESTING EMERGENCY ASSISTANCE

In the event of an emergency, promptly dial 911 to notify medical, fire, and police services. At Metro State facilities, our security team, local law enforcement, and emergency responders are on standby to address any urgent situations.

Security staff are notified of 911 calls placed from a university phone. If you contact 911 from a private cell phone, please notify campus security of the call. Provide your location and room and describe the nature of the emergency.

When dialing 911, you can:

- Report situations requiring police intervention
- Request an ambulance for medical emergencies
- Notify authorities of a fire
- Report any suspicious or criminal activity

Remember to:

- Remain calm and articulate the issue clearly
- Specify the location, including the building name, floor, and room number
- Cooperate with the operator's inquiries
- Stay on the line until advised to disconnect, ensuring safety
- Update 911 if the situation changes
- Notify the security officer that external authorities have been alerted and are en route to campus.

Our Security Department is equipped with protocols to support during emergencies and will coordinate with fire, police, or ambulance services as needed.

FIRE EMERGENCY

If smoke or fire is detected:

- Immediately dial 911 and provide the following details to the dispatcher:
 - Nature of the fire: Indicate whether there is smoke or a confirmed fire.
 - Location: Provide precise information including the building address, building name, room and floor numbers, and your telephone number.
- Contact Campus Security at 651.793.1717 and relay the same information provided to the 911 dispatcher.
- Evacuate the area promptly if significant fire or smoke is present. Avoid using elevators; use stairways for evacuation.
- Respond immediately to the sound and flashing lights of a fire alarm by evacuating the premises.
- Do not delay evacuation to call the fire department. Campus buildings are equipped with fire alarm monitoring systems, automatically notifying first responders.
- Familiarize yourself with the locations of fire pull stations, fire extinguishers, and primary and secondary evacuation routes as indicated on emergency evacuation floor plans.

GUIDANCE ON PROHIBITED ITEMS: CANDLES AND DEVICES THAT CREATE FLAME

To ensure safety, the use of candles and any devices that create flame, such as incense burners, oil lamps, portable stoves, and open flame cooking devices, is strictly prohibited in all areas, including offices and common areas.

For ambiance, use battery-operated candles or LED lights, and for cooking, utilize designated kitchen areas with appropriate appliances.

EVACUATION PROCEDURES

In case of a building evacuation due to fire or other emergencies, follow these steps:

1. Leave the building using designated routes promptly. Don't linger in hallways or outside the building.
2. Move to a safe distance.
3. Wait for security officers or emergency responders to give the all-clear before reentering the building.

During a partial or full evacuation:

1. Security and emergency staff will direct the evacuation.
2. Emergency sirens will sound in case of fire.
3. Follow these procedures:
 - Listen and respond to emergency communications and sirens
 - Use stairwells to reach a safe floor or exit as instructed
 - Listen for announcements and follow directions from security
 - Maintain order and cooperation over speed
 - Merge in stairwells with others evacuating
 - Watch out for firefighters in stairwells
 - Leave belongings behind
 - Do not use elevators, run, push, or create panic
 - Stay out of your office until the all-clear is given

People with mobility disabilities should:

- Shelter in elevator landings or stairwells until help arrives
- Notify responders or staff of their location and need for assistance
- Contact the Center for Accessibility Resources for personalized emergency plans

Upon reaching a safety zone or exit:

- Wait for further instructions
- Stay calm and listen for evacuation updates

ACTIVE VIOLENCE

Violent incidents, including terrorism, active shooters, assaults, or workplace violence, can happen on campus without warning. This guide ensures everyone—faculty, staff, students, and visitors—is prepared to respond appropriately, emphasizing staying calm and taking immediate action for safety.

1. Understanding the threat

- Active shooter defined: An active shooter is an immediate threat causing serious harm.
- Purpose of lockdowns: Lockdowns restrict campus access to minimize danger.

2. Notification and communication

- Lockdown initiation: Prompted by campus security, law enforcement, or credible sources.
- Notification methods: Campus paging, Star Alert, email, postings, or verbal instructions.

3. Immediate action

- If safe to leave: Evacuate if possible.
- If unable to leave: Lock or barricade doors, call 911.
- Secure the area: Use items to fortify doors, hide, and stay calm.

Quick thinking and action are crucial during violent incidents. Understand the threat, follow procedures, and prioritize safety to increase survival chances. Stay informed, stay calm, and stay safe.

LOCKDOWN INSTRUCTIONS

An imminent threat may be a cause for a lockdown or lockout. The purpose of a lockdown/lockout is to minimize exposure to danger by securing yourself in a safe area. A lockdown/lockout is implemented when requested by campus security, local law enforcement, fire department, campus administration, or any other credible source of information. Lockdown/lockout notification will be provided through the campus PA system, Star Alert, or other means of notification.

Access cards will NOT WORK in a LOCKDOWN/LOCKOUT due to security issues.

What is the difference between lockout and lockdown?

Lockdown—Violent actions are **INSIDE** the buildings:

- All exterior doors will be unlocked for law enforcement to gain entry into the building.
- All interior doors will be locked to keep individuals out of these spaces; individuals have the option to exit locked doors.

Lockout—Violent actions are **OUTSIDE** the buildings, around the property, or near our location:

- All exterior doors will be locked.
- All interior doors will be unlocked so students and employees are able to gain entry into any room for shelter away from hallways, windows, and doors. Individuals have the option to exit locked doors.

What will Security do?

With every situation, we follow our basic protocols and then adjust accordingly. Officers will do the following:

- Monitor the situation and announce over the PA system for immediate updates
- Stay in contact with Saint Paul Police Department, and assist when or where help is needed
- Monitor the exterior of the buildings looking for students and employees to notify
- Tune in to the Citizen App (available for download in app stores), news, and police radio

PERSONAL SAFETY

Call for an escort

Contact the Safety and Security Office anytime for assistance.

Protect yourself while walking

- Avoid walking alone after dark; use the escort service to accompany you.
- Walk along well-lit routes.
- Don't be distracted with a cell phone when walking.
- Stay alert to your surroundings. If you suspect you're being followed, take the following actions:
 - Change direction.
 - Move to the other side of the street.
 - Yell for help.
 - Head quickly for a lighted area or group of people.
 - Keep your keys ready when returning to your vehicle.
 - Conceal and keep personal items close to your body.
 - Once in your car, leave immediately. Don't linger.

Contact information

Saint Paul

Main Campus: 651.775.0444

Security Desk: 651.793.1717

Library and Learning Center: 651.775.0715

Parking Ramp: 651.368.4297

Student Center: 651.775.6122

Midway Center

651.775.6122

Minneapolis College

Safety: 612.659.6910

Emergency: 612.659.6900

Public Safety and Police Science Center, Brooklyn Park

763.488.2655

Protect your office

- Secure your personal belongings when away from your office or workstation.

POLICY REGARDING SEXUAL ASSAULT PROGRAMS AND PROCEDURES

Policy Statement. At Metro State University, we firmly believe that sexual violence, domestic and dating violence, and stalking are egregious violations of personal rights and are strictly prohibited.

Stalking is defined as the repeated unwanted attention, contact, or communication by any method that would cause a reasonable person to fear for the recipient's safety or cause the recipient to suffer substantial emotional distress.

Harassment or sexual misconduct encompasses unwelcome behavior of a sexual nature, including but not limited to unwanted advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature.

We are dedicated to eradicating all forms of sexual violence and will take decisive action against anyone found responsible for violating this policy. Such acts may also constitute breaches of criminal or civil law, or other university policies, warranting separate proceedings. To uphold our commitment against sexual violence, we offer reporting avenues, investigative processes, disciplinary measures, and prevention training as necessary.

Application of policy. This policy applies to all Metro State students and employees, as well as relevant individuals, especially in cases where sexual violence occurs on university premises. Incidents involving students or employees elsewhere but connected to Metro State are also covered. Additionally, reports of sexual violence committed on campus by non-affiliated individuals will be addressed with appropriate actions, which may include legal recourse.

Education and resources

Metro State actively educates our community about sexual assault, relationship violence, and stalking through various initiatives, including orientations, campus-wide presentations, and annual training for investigators and decision-makers. Informational brochures on sexual violence are readily available through our Safety and Security Office and Student Counseling Services. We also ensure campus safety through regular patrols and escort services.

Procedures for campus disciplinary action for sex offenses

Victims or witnesses of sexual assault or any form of sexual violence are strongly encouraged to report the incident to the Safety and Security Office, the campus Title IX coordinator, and/or the Office of Equity and Inclusion. These groups serve as the official reporting entity for all incidents, ensuring appropriate measures are taken to safeguard survivors and the campus community. Filing a report may initiate disciplinary proceedings and is an accessible option for anyone seeking to address misconduct. For further details on our sexual violence procedures, please refer to the annual campus security report.

By adhering to these procedures, we aim to create a safe and supportive environment for all members of the Metro State community.

HELP US PROTECT YOU

Watch for suspicious persons in and around buildings and parking lots. Do not pursue them. Instead, call a security officer immediately. If you encounter a stranger in your office, regardless of their story, contact the Safety and Security Office.

Suspicious activity

- If you observe any suspicious activity or individuals on or near campus, promptly notify the Safety and Security Office. Do not assume innocence or assume the activity has already been reported.
- Do not presume unfamiliar individuals are visitors or university staff.
- Characteristics of suspicious individuals may include loitering at odd times or places, running in non-exercise attire, displaying unusual mental or physical symptoms (potentially indicating drug use or medical/psychiatric issues), or carrying suspicious items or attempting to access locked rooms.
- Door-to-door solicitation is prohibited in university facilities. Report violations to the Safety and Security Office immediately.
- Report all thefts and property losses promptly.
- Maintain awareness of security at all times.

ELEVATOR MALFUNCTION

In the event of elevator malfunction:

1. Attempt to restart the elevator by pressing a floor location button. Do not force the elevator doors open.
2. If the elevator does not restart, open the telephone panel or call box. Call the emergency number listed or press the emergency button.
3. If the telephone does not provide a recorded message, provide the operator with the following information:
 - Building location
 - Elevator number (displayed in phone panel)
 - Floor number (if known)
 - Number of persons in the elevator
 - Direction the car was moving
4. Remain calm and press the emergency or alarm button to notify building occupants.
5. Do not attempt any unusual method of leaving the elevator or starting the elevator.

HOMELAND SECURITY

Metro State University acknowledges the importance of proactive measures in addressing terrorism-related concerns, despite not being deemed a high-risk target. Education, information dissemination, and open communication are vital in preparing for and mitigating potential emergencies involving terrorism. The Safety and Security Office provides guidance from federal and state emergency management agencies during national crises affecting campus safety.

During times of national uncertainty, it is natural to experience stress and fear. However, maintaining perspective and not allowing oneself to be consumed by potential threats are essential for peace of mind. The university is actively enhancing its emergency response protocols and collaborating with local emergency management systems to ensure the safety of its members during local incidents.

All university members are urged to familiarize themselves with internal emergency procedures and report any suspicious activities to the Safety and Security Office or public emergency services. The “If You See Something, Say Something™” national campaign emphasizes the importance of recognizing and reporting indicators of terrorism to law enforcement. Informed and vigilant communities are pivotal in safeguarding the nation.

The U.S. Department of Homeland Security, in partnership with state, local, tribal, and territorial governments, as well as the private sector, is dedicated to enhancing homeland security. Partnerships facilitate the dissemination of campaign messages and outreach materials, including public service announcements, to communities nationwide.

For further information:

U.S. Department of Homeland Security
dhs.gov/dhspublic

Minnesota Office of Homeland Security
dps.mn.gov/divisions/hsem

WEATHER EMERGENCIES

In the event of severe weather emergencies, it's crucial to stay informed and take appropriate actions to ensure safety.

A tornado watch indicates that weather conditions are favorable for tornado formation within a specific area. During a watch, outdoor warnings like sirens may not be sounded. When conditions appear hot, humid, and unsettled, tune in to designated broadcast stations such as WCCO (830 AM radio, channel 4 TV), KSTP (1500 AM radio, channel 5 TV), KARE (channel 11 TV), or Fox (channel 9 TV) for weather updates.

If a tornado warning is issued, it means a tornado or high winds have been spotted in the area. An alert signal will be sounded outside to prompt individuals to seek shelter indoors. When you hear a siren, immediately seek protection inside a building, away from doors and windows. Basements offer the best protection, but if unavailable, find shelter in interior stairwells. Stay tuned to one of the broadcast stations for updates and do not leave your protected area until advised to do so by the stations or security/facilities staff.

In the event of a tornado or severe storm warning, take the following immediate actions:

- Move away from the perimeter of the building
- Avoid areas with glass exposed to the outside
- Seek shelter in enclosed areas within the building core or lower-level interior spaces
- Remain in safety zones until an all-clear signal is heard from emergency sirens, announced by broadcast stations, or confirmed by security/facilities staff

Ensure familiarity with emergency evacuation floor plans to locate tornado shelter areas quickly. By staying informed and following these guidelines, individuals can minimize risks and stay safe during severe weather events.

WINTER EMERGENCIES

When leaving Metro State during a winter storm, please use caution and consider the following winter safety tips:

If you must go outside or drive

- Wear several layers of clothing for warmth, including gloves and a hat
- Inform someone of your route and expected arrival time
- Keep your gas tank full to prevent freezing and have emergency supplies in your car trunk, including blankets and a small shovel
- Carry a small bag of sand for extra traction if you get stuck

Signs of frostbite

- Loss of feeling and a white, pale appearance in fingers, toes, nose, or ear lobes

Driving in icy conditions

- Slow down and use caution
- If you don't have antilock brakes, pump—don't slam—on your brakes
- Brake only when your car is in a straight position before a curve
- Accelerate only after decreasing the steering angle to exit the curve

If you get stuck while driving

- Stay with your car and tie a bright-colored cloth to the antenna for visibility
- Use the heater sparingly to conserve fuel
- Keep the exhaust pipe clear to prevent carbon monoxide poisoning
- Keep moving to maintain circulation and warmth
- Leave a window slightly open for ventilation

Weather cancellations and closures

In Minnesota, the weather can be harsh and unpredictable. The safety of our students and employees are of the utmost importance at Metro State University. Below is a link of how decisions are made regarding campus closure.

metrostate.edu/notices/weather

TELEPHONE THREATS

In the event of a bomb or terrorist threat, remain calm and assess each situation individually. Collect pertinent details to assist the Safety and Security Office and law enforcement in evaluating the situation. Utilize the bomb threat telephone checklist to document caller information or recall statements if the call ends abruptly. Promptly call Safety and Security at 651.793.1717 and provide the officer with:

1. Description of the threat or emergency:

- Specific threat conveyed by the caller
- Time parameters mentioned

2. Location of the incident:

- Exact address of the threatened building
- Room and floor number of the threatened area
- Your precise location, including building address, room, and floor
- Contact telephone number

Additionally, notify your supervisor or university management immediately, providing them with the same information as given to the security staff. Refrain from touching any suspicious objects and avoid evacuating unless instructed by authorities.

Bomb threat checklist

- Remain calm if you receive a bomb threat
- If possible, record the message
- Inform the caller that the bomb may injure innocent people

Information to obtain

Where is the bomb located? _____

When is the bomb set to go off (time)? _____

What does the bomb look like? _____

What kind of package or box is it in? _____

What type of bomb is it? _____

What will cause the bomb to explode? _____

Why did the caller set the bomb? _____

Exact wording of the call _____

Number at which call was received _____

Time of call _____

Length of call _____

Date of call _____

Call immediately reported to _____

Phone _____

Name of person receiving call _____

Position _____

Phone _____

Signature

Date

DEALING WITH HOSTILE OR ANGRY STUDENTS

In addressing situations where Metro State employees, students, or guests may exhibit anger due to difficulties or emotional distress, it is important to adhere to the following de-escalation guidelines:

1. Respond to the individual calmly yet firmly
2. Speak in a lower volume to help them calm down
3. Prepare responses or actions beforehand for such scenarios
4. Do not tolerate abusive behavior
5. Utilize assertive statements in a non-confrontational tone, expressing your intentions clearly
6. Employ strong and composed body language, maintaining a stable stance
7. Maintain a prepared posture even when seated, remaining alert
8. Anticipate potential issues and rehearse responses, including strategies for creating distance if necessary
9. Inform colleagues in advance if foreseeing difficulties with an individual
10. If feeling threatened, vacate the area and promptly alert the safety officer

By adhering to these procedures, Metro State personnel can effectively manage challenging situations while prioritizing safety and professionalism.

CAMPUS THEFTS

To mitigate the risk of theft in your workspace, adhere to the following guidelines:

1. Never leave belongings unattended, regardless of the duration
2. Secure valuables in a locked location, such as a desk drawer or file cabinet if unable to keep them with you
3. Always lock the office door when leaving unattended
4. Maintain awareness of individuals in the workspace; challenge unfamiliar individuals unaccompanied by coworkers
5. In the event of theft, promptly report the incident to a safety officer. Immediately notify credit card companies and banks to mitigate potential financial losses, as thieves can exploit stolen information rapidly.
6. Exercise caution when approached by individuals posing as clients, particularly if they attempt to lure you away from your workspace. If leaving your desk unattended is unavoidable, ensure it is securely locked.

THE FRIENDLY CHALLENGE

Implement the “Friendly Challenge” when encountering unfamiliar individuals exhibiting suspicious behavior. Simply inquire, “May I help you?” If the person is a genuine campus student, offer assistance by guiding them or relaying messages efficiently.

This not only enhances customer service but also deters potential wrongdoers by signaling identification awareness. Should unauthorized individuals provide vague excuses or persist after being observed, request identification or contact a safety officer promptly.

DESCRIPTION OF A PERSON

To assist the security officer and/or police officer, the most useful information to obtain when describing a person is:

Sex _____ Race _____ Age _____

Height _____ Weight _____ Build _____

Hair and face

Color _____ Style _____ Facial hair _____

Eyes _____ Glasses _____

Clothing

Hat _____ Shirt/blouse _____ Coat _____

Tie/scarf _____ Pants/skirt _____ Shoes _____

Speech and body

Tattoos, scars, marks, amputations _____

Distinctive gait/limp _____

Impediments/accent _____

DESCRIPTION OF A VEHICLE

To assist the security officer and/or police officer, the most useful information to obtain when describing a motor vehicle is:

License plate number _____

Make _____ Color _____

Body style _____ Year _____

Accessories (such as bumper stickers or roof racks) _____

Identifying marks (scratches or dents) _____

Ensuring all these details are gathered promptly and accurately can significantly aid law enforcement or security personnel in their duties.

REQUESTING NON-EMERGENCY SUPPORT SERVICES

For immediate assistance, please reach out to the security officer for help with:

- Lockouts
- Escort services
- Basic first aid
- Incident reports

For assistance regarding building operations, please contact Building Services for help with:

- Room temperature control
- Addressing water leaks
- Reporting broken items
- Requesting custodial services

PANDEMIC PLANNING AND INFORMATION

Metro State University recognizes the potential impact of a pandemic on our campuses. To ensure readiness, university leaders have collaborated with local and county officials to develop a comprehensive operations and response plan.

Accessible from the homepage, a designated link offers insights into pandemics and practical steps to mitigate risks, alongside details on the university's proactive measures. We strongly advise prioritizing fundamental infection prevention practices, including:

- Using a tissue to cover mouth and nose when coughing or sneezing
- Frequent hand washing with soap and water or using an alcohol-based hand rub
- Staying home when experiencing illness

Metro State diligently monitors all pandemic-related developments with the Minnesota Department of Health and continuously evaluates protocols and procedures to uphold community safety.

CRISIS INTERVENTION

Various organizations provide support services to individuals facing difficulties, including crisis management, psychology, social or sexual issues, chemical dependency, family crises, stress, conflict resolution, academic concerns, and more. To access these services, individuals can contact a security officer at 651.793.1725.

The State of Minnesota's Employee Assistance Program offers confidential services to state employees and agencies to enhance health and productivity. Contact 651.259.3840 or 800.657.3719.

Metro State University's Student Counseling Services offer counseling, consultation, and education to help students address concerns affecting their university experience. Call 651.793.1558.

Other support services

- **Ramsey County Adult Mental Health and Chemical Health Services**
651.266.7900
- **Hennepin County Medical Center Crisis Intervention**
612.873.3161

PARKING INFORMATION

Public parking

A parking ramp is available for daily public parking or campus-related business.

Employee parking through automatic payroll is available through the Service Portal.

Student parking is available for registered students each semester using a university ID card. Student ID cards can be obtained at the library.

Handicap parking

Available on all campuses.

Emergency code-blue phones

Installed in Saint Paul Campus parking lots at:

- Maria Avenue parking ramp and adjacent lot
- Seventh Street parking lot north of St. John's Hall
- Library and Learning Center's main east parking lot

These phones have one panic button that directly dials the safety officer's cell phone for emergency calls only.

Parking violations on the Saint Paul campus

Addressed violations include parking along yellow fire lanes, exceeding 30-minute parking in drop-off and pick-up lot, lack of displayed permit in all surface lots, Public Library lot, and Seventh Street lot, expired or misused permits, and other violations.

Citation payment

Direct payment to the Cashier's Office with a copy of the citation within 14 days of issuance.

TIPS ON PERSONAL SAFETY IN PARKING LOTS, RAMPS, AND STREETS

Before parking

- Secure valuables and packages in the trunk or out of sight prior to arrival
- Drive with locked car doors and closed windows
- Conceal wallets and purses while driving, avoiding leaving them visible on seats
- Choose well-lit parking areas
- Preferentially park close to exits or attendant offices

When parking

- Assess security measures such as cameras, patrols, or escort services

After parking

- Ensure valuables are not visible from outside the car
- Retain the parking stub
- Walk confidently in the center of ramp roadways

When returning to the car

- Ideally, return with an escort or in a group
- Hold your door key ready
- Conduct a visual inspection of the car and surroundings before unlocking and entering
- Promptly lock doors and start the engine upon entering
- Drive away promptly after situating yourself

Additional tips

- Avoid parking in front of neighboring homes, respecting limited off-street parking
- For inquiries, contact the Safety and Security Office at 651.793.1725



Saint Paul Campus

700 East Seventh Street
Saint Paul, MN 55106-5000

Minneapolis

1501 Hennepin Avenue
Minneapolis, MN 55403-1897

Midway Center

1450 Energy Park Drive
Saint Paul, MN 55108-5218

Midway Center–Energy Park Place

1380 Energy Park Lane
Saint Paul, MN 55108

Public Safety and Police Science Center

9110 Brooklyn Boulevard
Brooklyn Park, MN 55445-2410



MINNESOTA STATE

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A member of Minnesota State*

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