



C.A.R.E. GUIDE

Concordia's Actions to Respond to Emergencies

GENERAL EMERGENCY INFORMATION

Campus Security: Meyer Hall Room 124

651.641.877: from cell phone

x8777: on-campus

GENERAL EMERGENCY INFORMATION

SEXUAL HARASSMENT

Concordia University, St. Paul community members shall be able to pursue their interests in a safe and respectful environment free from any form of sexual misconduct. The university will not tolerate such acts against its members, will investigate reported incidents of sexual misconduct, and will apply student code action, when appropriate.

To Report Incidents of Sexual Harassment

Contact the Title IX Coordinator by email – TitleIX@csp.edu

Concordia University leaders can provide support and resources for **incidents pertaining to issues of sexual harassment.**

Campus Ministry Staff are considered confidential reporters

For more information on Sexual Harassment including definitions, visit **csp.edu/reporting**

SEXUAL HARASSMENT

MEDICAL EMERGENCY

Life Threatening > Call 911

Place a follow-up call to Security via #8777 then proceed with non-life threatening emergency steps

Non-Life Threatening

Call Security at 651.641.8777 and provide them with the following information:

Building name, room and floor number

Type of injury, illness or symptoms

Do not move a seriously injured person unless they are in a life-threatening situation

Assist security officers as requested

AED Locations (Automated External Defibrillator)

Meyer Hall – Hallway by Tier Zero

Gengelhoff Center – adjacent to the athletic training room

Theatre – In hallway by Design Studio

Holst Hall – In lobby by front desk

Thompson Hall – By 1st floor elevator

Ries Tower – In 5th & 6th floor classroom hallways

MEDICAL EMERGENCY

FIRE

Contact Security at 651.641.8777 or x8777 on campus to report any smoke or flames

- R** – Relocate any individual in need of assistance
- A** – Activate the alarm system
- C** – Contain the fire by closing any doors or windows
- E** – Evacuate the building

An evacuation route shall be clearly posted in each classroom.

Faculty are required to know the location of **fire extinguishers** in the building and the location and operation of **fire pull stations**.

All rooms must be evacuated.

FIRE

UTILITY FAILURE

Area Specific Outages

ACTION STEPS:

- 1** Contact campus security at 651.641.8777 or x8777 on campus to report an outage
- 2** Provide the following specific information:
 - Building name, room and floor number*
 - Nature of the problem*

Campus Wide Outages

ACTION STEPS:

If no danger exists ...

Remain in assigned area until evacuated or notified by the floor manager or security regarding appropriate steps.

If unsafe conditions are present ...

Evacuate building to appropriate evacuation area and wait for further instructions

UTILITY FAILURE

WEATHER EMERGENCY

Summer Weather Emergency

When notified via civil defense sirens or by a campus security officer, evacuate to the predetermined relocation area. The predetermined area for your building is:

FOR YOUR SAFETY

Do not open windows and stay away from windows and outside doors

Wear hard soled shoes and use caution after a severe storm to avoid injury from broken glass, downed power lines and other debris

Winter Weather Emergency

Concordia University urges all students, staff and faculty to use their own discretion in determining whether it is safe for them to travel to campus in inclement winter weather. On rare occasions when weather has been determined to pose a potential threat to the life or safety of students, staff and faculty, the decision will be made to close the university.

NOTIFICATION

The following guidelines are utilized regarding weather-related closings. The university utilizes the campus portal, e-mail and local news media stations to announce closings

7:00 AM notice to media regarding cancellation/delay for day classes

11:00 AM notice to media if afternoon day classes are canceled

2:00 PM notice to media if there will be cancellation of face-to-face evening classes

WEATHER EMERGENCY

DISRUPTIVE STUDENT

Take Appropriate Action If ...

An Individual student disrupts the teaching and learning process in the classroom

Proactive Steps

Include behavior norms and expectations in the syllabus

Establish an environment in which opposing views may be expressed in a civil and respectful manner

Exhibit the type of behavior you expect from the students

Immediate Intervention Steps

In class discussions, intervene—reframe, redirect, or switch the topic

Verbally request that the student stop the behavior

Meet with the student to voice your concern focusing on the behavior

Document the concern and the referral in your records

If You Need Assistance

Contact security to assist with the removal of student from class | 651.641.8777 or x8777 on campus

Contact your department chair

Complete the Reporting Concerns About Students Form on the Faculty Resources web page

File an informational report with campus security 651.641.8777

DISRUPTIVE STUDENT

BOMB THREAT • steps as advised by the St. Paul Police Department •

Action Steps

- 1 **Remain calm**
- 2 **Contact security at x8777 on campus or 651.641.8777**
provide detailed information to the questions below
- 3 **Do NOT evacuate the building. St. Paul Bomb Squad and campus security will evacuate areas if deemed necessary**

most bomb threats are an attention getting tactic and the individual desires to see panic as a result of the threat

IF A THREAT IS RECEIVED BY PHONE ASK THESE QUESTIONS:

When is the bomb going to explode?
Where is the bomb right now?
What kind of bomb is it?
What does the bomb look like?
Why did you place the bomb?
What is your name?

ALSO NOTE THESE DETAILS:

Record the time and date of the call
The exact words that the caller says
Voice judgment—male or female; calm, angry, rapid, soft, loud, accent, familiar, etc.
Threat language—well spoken, educated, foul, irrational, incoherent, taped, message read
Background noises—street noises, house noises, music, static, etc.

If a suspicious package is found, do not handle, evacuate the immediate area and contact security at x8777 or 651.641.8777

BOMB THREAT

ACTIVE SHOOTER

Action Steps

RUN *when an active shooter is in your immediate area:*

If there is a way out and you can get out, **GET OUT**—this your first and best option
Leave your belongings behind
Deter others from entering this area
Call 911 as soon as it is safe to do so

HIDE *if evacuation is not possible, find a place to hide:*

Lock and/or barricade the door—turn off lights if possible
Silence your phone including vibrate
Hide behind large objects if possible
Remain quiet and do not leave *until directed by law enforcement to do so*
Your hiding place should be *out of shooters' view, provide protection if shots are fired in your direction, do not trap or restrict your movement*

FIGHT *as a last resort and only if your life is in danger:*

Attempt to incapacitate the shooter
Act with physical aggression and commit to your actions
Improvise weapons ...*fire extinguisher, podium, chair, etc.*
Once the shooter is incapacitated, call 911

Police Response

Keep your hands EMPTY, raised and visible with your fingers spread apart

Remain calm and follow instructions

Avoid pointing, quick movements, grabbing or yelling at officers

The first officers to arrive will not respond to or aid those who are injured,
“their objective is to locate the shooter”

Know that help for the injured is on the way. Rescue team officers and emergency personnel will care for the injured and facilitate evacuation as quickly as possible

ACTIVE SHOOTER