
Office/Department Safety Plan

Security:

- Each member of the office/department has been provided emergency phone numbers. These are also prominently posted in the office/department in case of an emergency.
- A list of names and phone numbers to contact other office/department members in case of an emergency has been developed and distributed.
- Any member of the office/department with a cell phone has programmed them with public safety's emergency number 651-962-5555 and non-emergency number 651-962-5100
- All cell phones are registered with the UST Emergency Notification System through Murphy Online.

Safety:

- We have designated a meeting location for our office/department in case of emergency/evacuation at the following location _____.
- Fire evacuation procedures/diagrams are posted in a prominent and visible location.
- Walk away from a disturbing or difficult situation at any time. Report the situation to a supervisor, department chair or Public Safety as soon as possible.
- Contact Public Safety if working irregular hours or weekends.
- Leave the office door ajar or have blinds open if a difficult meeting is anticipated.
- Encourage office furniture design that allows easy access to an exit if necessary.

In case of violent or potentially violent behaviors:

- Request that a colleague or Public Safety be ready on call or seated outside your office, if need be, to create a safe environment.
- Do not try to detain an escalating student/individual. Retreat from office and go to another space where people are located. Call Public Safety at 651-962-5555.

Annually:

- Review UST Emergency Guide found here
<http://www.stthomas.edu/publicsafety/emergencyguide/default.html>
- Review Office Safety Checklist found here (add to PS website).
- Update office department/office contact list.
- Review office safety plan.

Last Reviewed: Date _____
Initials _____

EMERGENCY NUMBERS

Public Safety Emergency	651-962-5555
Public Safety Non-emergency	651-962-5100
Off campus emergency- Police/Fire/Rescue	911
Counseling and Psychological Services	651-962-6780
Employee Assistance	651-962-6905
Information Technology Services	651-962-6230
Physical Plant	651-962-6530
UST Snow Emergency Hotline	651-962-SNOW
Escort Service	651-962-5100
Tipline (to report suspicious activity)	815-753-TIPS
UST CARES Home Page	www.StThomas.edu/USTCARES