



Emergency Response

Macalester Security x6555

Be prepared to give your name, describe the situation, and provide contact information. Security can also connect you with other campus response personnel. Security is the best place to start for issues of personal or community safety.

Your R.A./C.A. or on Duty R.A./C.A.

Telephone numbers are posted on the door of your residence hall office. R.A./C.A.'s have special training to deal with personal and community concerns.

Residence Hall Director on Duty

There is always an RHD on duty. Contact information is posted on the doors of all residence hall offices. If you can't reach the R.A./C.A. on duty in your hall or Security, contact the RHD on duty.

Office of Student Affairs

The Dean of Students staff is available to answer questions and assist in responding to crises and concerns. Staff are available during office hours at **x6220**. After hours, you can reach a member of the Student Affairs staff on call by contacting Campus Security at **x6555**.

Health & Wellness Center x6275

The Health & Wellness Center can assist students in crisis. Staff are available weekdays 8:30-4:30 MWF; 9-5 TTH. macalester.edu/health/

Fire Safety

If you discover a fire, explosion, or smell smoke in the building **sound the alarm**. Immediately call 911, and then call the Safety and Security Department at **x6555** and give the following information: **your name, building name, floor and room number, and type of incident**. When a fire alarm sounds, **complete evacuation is required** if it is safe to do so. Close doors and windows on your level. If the alarm stops sounding, continue evacuation and warn others who may attempt to enter the building.

Tornado/Severe Weather

A severe weather watch or warning is serious. Should you encounter such weather conditions, stay away from windows and seek shelter in any of the locations listed on the Safety and Security board posted in your building. For more information about tornado safety and procedures go to: www.severe-weather.state.mn.us/swaw_tornado.asp

Sexual Assault

Contact 911 immediately if you are in danger or need medical assistance. Survivors are encouraged to contact Campus Security at x6555, who will contact a Campus Response person from the Student Affairs staff. This person will assist the survivor in responding to the situation and filing a report with the appropriate authorities. Many services at Regions Hospital* are free and not connected to insurance. It is recommended that survivors seek assistance within 72 hours. More information is available at macalester.edu/sexualassault.

Alcohol Poisoning

Persons who have consumed significant amounts of alcohol, especially in short periods of time, are at risk of alcohol poisoning. If you suspect a person is at all at risk, seek help from an R.A. or a professional immediately. Signs include: The person is asleep and cannot be woken up (unconscious), breathing is less than 12 times per minute or breathing stops altogether for periods of longer than 10 seconds, skin and/or lips are cold, clammy, and pale or bluish in color.

Building Lockdown Procedures

When a lockdown is declared, all community members are to stay in their current location, unless they are immediately adjacent to the dangerous situation (shooter, bomb threat, etc). Close and lock all doors, shut window and close blinds, and stay low to the ground and behind a desk if possible. The building will have restricted access until the "All Clear" is given or until individuals are directed by emergency personnel or staff. All college activities, classes, and events are immediately paused and will not resume until official notice is given.

Call 911 from an on campus telephone to report a serious or life-threatening emergency.

The College address is:
1600 Grand Avenue
St. Paul, MN 55105

Resources off campus:

**Crisis Connection
612-379-6363**

A 24-hour crisis line with trained counselors.

**Regions Hospital*
651-254-3456**

Emergency room
(physical or mental health)

640 Jackson Street
downtown St. Paul

*Regions is the recommended hospital for response to Sexual Assault

**Sexual Offense Services of Ramsey County
651-643-3006**

A 24-hour crisis line.

<http://co.ramsey.mn.us/ph/yas/sos>

**St. Paul Police
911 (emergency)**

Summer Conference Guests:

Contact Campus Security at **651-696-6555**, or the Conference Services staff at **651-696-6373**.

Additional information can be found online at macalester.edu/studentaffairs



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