

DCTC Procedure 6.17.2 Emergency Procedures

Chapter x – General title for all policies and procedures in this category

Scope

The procedures outlined in the Emergency Procedures Manual and the Crisis Plan apply to all personnel, buildings and grounds, owned and operated by the College to include those peripheral areas adjoining the college.

Types of Emergencies

1. Infectious Materials Spill and Exposure
2. Utility Emergency
3. Severe Weather
4. Fire
5. Chemical Spill
6. Employees/Students at Risk
7. Bomb Threat or Disturbance
8. Hostage/Shooting/Chemical or Biological Threat

The College President, or his designee, shall follow the guidelines provided in the Emergency Response Manual in responding to major emergency or disaster situations listed above.

Part 1 – Infectious Materials Spill and Exposure

For any body fluid spill, contact the Director of Facilities by calling ext. 370. If unable to reach that person, call the college receptionist at ext. 000. After 4:00 p.m., contact the Evening Building Supervisor at ext. 594 (cell phone 9-651-248-1926) or the evening/weekend receptionist at ext. 020.

EXPOSURE (contaminated needles or instruments or any body fluid in a skin opening such as eyes, nose, or mouth)

1. Report all incidents to the Campus Nurse by calling ext. 371.
2. If exposure occurs off campus at a college-related event or clinical site, the exposed **student** is to seek medical evaluation from his/her own personal physician. The exposed **employee** is to seek medical evaluation from Apply Valley Medical Center, 9-952-432-6161.

Part 2 – Utility Emergency

Electrical Power Outage

Staff person in charge will contact Excel Energy Power Company at 9-1-800-895-4999,

1. Do not panic. Wait for automatic battery-powered emergency lights to turn on.
2. If you are in an area that is totally dark, please carefully gather your personal belongings and move to either the east or west end of the building on your same level.
3. The President or President's Designee, after consultation with the Director of Facilities, will determine whether or not the college should remain open. *The President or President's Designee will notify District 917 Administration.*
4. Wait for direction from your immediate supervisor or another college supervisor.

Natural Gas Leak

1. Evacuate the building to a distance of at least 500 feet (175 paces).

2. DO NOT USE ELECTRICAL DEVICES (example: two-way radios, telephones, light switches).
3. DO NOT USE ELEVATORS.
4. Do not return to the area until an “all clear” is given.

Water Main Break

The Director of Facilities should be notified at ext. 370. If you are unable to reach that person, call the college receptionist at ext. 000, the Evening Building Services Supervisor at ext. 495 (cell phone 9-651-2248-1926), or the evening/weekend receptionist at ext. 020).

Part 3 – Severe Weather

Inclement Weather Closing and Class Cancellation Procedures

In accordance with MnSCU Policy 4.4, the authority to close the college campus or cancel classes or other activities when weather or other emergency exists resides with the college President or the President’s designee. The closure of state agencies by the commissioner of the Department of Employee Relations does NOT apply to the college. However, the Governor has emergency powers to issue an executive order to change the work schedule or adjust the leave rules of all executive branch employees in cases of natural disasters or other emergency; the college will follow the Governor’s order.

Tornado/Severe Weather

A. Tornado Watch

A tornado Watch is a forecast of the possibility of one or more tornadoes in a large area. Continue normal activities but watch for tornadoes.

1. Upon receiving notification of a tornado watch through the established warning system, the staff member in charge of the building should stay abreast of weather conditions.
2. The emergency receiver should be monitored constantly by the staff person in charge (within the Health Services Office during the day or by the Building Services Supervisor in the evening.)
3. If at dismissal time, the weather is threatening, although no official warning has been received, consideration should be given to retaining the students at school until the threatening period is over.

B. Tornado Warning

A tornado warning means that a tornado has been detected and may be approaching.

1. The public warning signal – 5 minute steady blast on emergency preparedness
2. The emergency receiver should be monitored constantly.
3. The tornado warning alert will be disseminated to all applicable college areas from the President’s office by phone.
4. The President’s Office will disseminate the warning to college areas not reached by administrative office messenger.
5. The president’s designee will:
 - a. Notify all students and teachers.
 - b. Order everyone to take shelter in pre-designated tornado shelter areas, which is the center commons.
6. Teachers will:
 - a. Select a student to lead the students to shelter (If in an area that is not designated as a shelter area.) Avoid windows, auditoriums, gymnasiums, and other structures with wide, free space overhead.
 - b. Bring up the rear after everyone has evacuated.
7. Maintenance/Custodial staff will:
 - a. Building Maintenance Supervisor or Building Services Supervisor will shut off utilities where necessary in the building.
8. Health Services will:
 - a. Check safety and needs of staff and students.

9. Administrative staff will:
 - a. Ensure that records are safely stored.
10. Remain in sheltered area until all clear is given

Part 4 – Fire

1. Activate the closest fire alarm (red fire box).
2. Call the fire department at 9-911.
3. Notify the college receptionist of fire location by calling ext. 000, the Evening Building Services Supervisor at ext. 495 (cell phone 9-651-248-1926),
4. Notify the President at ext. 213. *The President or President's Designee will notify District 917 Administration.*

Part 5 – Chemical Spill

An accident involving hazardous materials may occur in the area of college property or on the college property itself. Such accidents require similar emergency responses. In any case, the protection of students and staff are of the highest importance. In no case, should a staff person engage in the mitigation of a spill, fire, or explosion or other incident if it presents an undue danger to personnel involved.

1. Chemical Spills off the college grounds – An accident involving hazardous materials may occur in the area of college property or on the college property itself. Follow direction of the local authorities (Sheriff, Police, and Fire Departments), they will be in charge.
 - A. Procedures for evacuation of the building if necessary:
 1. Use evacuation routes and procedures posted in each area.
 2. Emergency evacuation team is responsible for campus evacuation.
 3. Make special arrangements for the handicapped.
 4. Alert transportation, if needed
 5. Do not use elevators during an evacuation
 6. Assign staff persons to check designated areas to assure evacuation has occurred.
 7. Check areas such as bathrooms and lunchroom to see that everyone has left the area.
 8. Consider use of cars in parking lot for temporary shelter during severe weather.
2. Chemical Spills on the College Property – Hazardous materials accidents, which occur on school property are defined as any event that is a spill, fire explosion or other incident which could release hazardous waste into the air, soil, or surface water.
 - A. Procedures if accident occurs on the school grounds:
 1. The President or his designee will determine the need to evacuate the building to at least 500 feet (175 paces).
 2. If it is necessary to evacuate the area, move crosswind, never directly with or against the wind, which may be carrying fumes. The staff person in charge will give directions for evacuation.
 3. Procedures for evacuation of the building are as follows:
 - a. Use evacuation routes and procedures posted in each area.
 - b. Emergency evacuation team is responsible for campus evacuation.
 - c. Make special arrangements for the handicapped.
 - d. Alert transportation, if needed
 - e. Do not use elevators during an evacuation
 - f. Assign staff persons to check designated areas to assure evacuation has occurred.

Part 7 – Bomb Threat or Disturbance

Bomb Threat

1. The person receiving the threat should:
 - a. Note specific characteristics of the caller (i.e. gender, voice/accents, age, background noise).
 - b. Ask what time and day the bomb will explode
 - c. Ask the location of the bomb.
2. Call 9-911 immediately.
3. Notify the college receptionist by calling ext. 000, the Evening Building Services Supervisor at ext. 594 (cell phone 9-651-248-1926) or the evening/weekend receptionist at ext. 020.
4. Notify the President at ext. 213.
5. **DO NOT USE PORTABLE RADIOS OR CELL PHONES UNTIL THE POLICE HAVE CLEARED THE AREA.**
6. The President or the President's designee will notify you of a bomb threat. The President or President's Designee will notify District 917 Administration.

DETECTION OF AN ACTUAL BOMB OR SUSPICIOUS OBJECT

A. Person receiving a bomb threat call should:

1. Ask what date and time bomb is set to explode.
2. Size of bomb and what does it look like?
3. Location – specific area – why was it put there?
4. What is the explosive?
5. Is there more than one bomb?

B. Note any characteristics of caller:

1. Voice – accent.
2. Sex
3. Young or old.
4. Background noise – music, automobiles, trains and people.

C. Do not hang up.

1. Call the telephone company on another line to trace call.

D. In case of a bomb threat immediately call the following:

1. Rosemount Police 9-911
2. Rosemount Fire 9-911
3. President
 - a. Tim Wynes 651-423-8213
4. Notify the college receptionist (000)
Evening receptionist (470)

E. Evacuate the area to at least 500 feet (175 paces).

F. The President or his designee will give staff and students specific instructions by using an available communications system. Instructors, if directed, will make visual check of their areas reporting anything suspicious to the police. **DO NOT TOUCH ANYTHING SUSPICIOUS.**

G. **All Communications will be done by bullhorns!!**

BOMB DISCOVERY PROCEDURES

(Actual discovery made of the bomb in the building)

A. Clear the area immediately to at least 500 feet (175 paces). The staff person in charge to give staff and students specific instructions will use the available communication system.

B. If a bomb is discovered, **DO NOT TOUCH OR HANDLE THE BOMB** immediately notify the following:

1. Rosemount Police 9-911
2. Rosemount Fire 9-911
3. President:
Tim Wynes 651-423-8213

C. **DO NOT USE PORTABLE RADIOS OR CELL PHONES**

All Communications will be done by bullhorns

PROCEDURES FOR DISTURBANCES OR DEMONSTRATION PROCEDURES

Prevention of possible disturbances, through sound and relevant educational programs, and open lines of communication with students, staff, parents and community is essential and should be the prime concern of the entire community.

The following procedures should be considered only in case of full-blow emergencies. The administrative staff should assess the situation to determine its seriousness and its effect on the safety of students and staff before taking any action.

This procedure is to be used after determination that a situation is a threat to the safety of students and staff.

1. The President is in complete charge of the buildings and facility.
 - a. A designated chain of command is established in case of absence of the President.
2. Notify the President of a disturbance.
 - a. Tim Wynes 651-423-8213 Work 952-435-0955 Home
3. Student relations
 - a. Keep students informed of situation through normal channels of communications.
 - b. Conference with student representation of groups representing different points of view in order to dispel rumors, calm fears and provide as near normal operations as possible.
 - c. Normal classroom operation should be maintained as much as possible and all students encouraged to stay in the classroom.
 1. No student should be physically restrained from leaving classroom.
 2. If disturbance is outside of building, students should be kept away from windows.
 3. Students should be advised of the threat to their welfare that may be occasioned by leaving building.

No students or student group should be utilized in calming any disturbance that might place them in a situation where physical harm might occur, or that would jeopardize their normal relationship with their fellow students.

1. Staff relations
 - a. Faculty
 1. Keep faculty fully informed of the situation, using all available means of communication.
 2. Prearranged duties and responsibilities should be assigned.
 3. All faculty should record events that occur in their vicinity with names, time and place of events and action taken.
 4. All faculty can have a calming effect by their actions and reactions to the situation. Good judgment and sound action will minimize the disturbance. Individual fear or emotion must be controlled and not communicated to students.

- b. Administrative staff
 - Responsible to the President for performance assigned duties.
 - c. Maintenance/Custodial staff
 - 1. Responsible to the staff person in charge for assigned duties.
 - 2. Responsible for physical plant' i.e., utilities, fire alarm center, etc.
 - 3. Security of all entrances
 - d. Clerical staff
 - 1. Responsible for safety of essential records without jeopardy to their own physical well beings.
 - 2. Keep switchboard clear for emergency calls.
 - e. Other staff
 - All others are to continue with assigned duties, unless specifically assigned other duties by the administrative staff.
5. Police relations
- a. The staff person in charge of the building should alert the police for possible action.
 - b. The use of uniformed police in any crisis situation must be handed with extreme care. The staff person in charge should designate an entrance and room where uniformed police may enter and remain, until called for duty. A plain-clothes officer may be of assistance.
6. Community relations
- a. Parents
 - Keep parents fully informed of situation in schools by all possible means of communication.
 - b. Community organizations and leaders
 - Use relations established with organizations in the community and recognize community leaders, as they might be a source for assistance in calming potentially dangerous situations.
7. News media relations
- a. Designate a public information spokesperson.
 - b. Provide a room for press conferences.
 - c. Keep news media informed.
 - d. Insist that news media keep cameras out of the building or that they be brought to the pressroom.

Part 8 – Hostage/Shooting/Chemical or Biological Threat

Intruder

1. If someone is suspected of being an intruder, be polite.
2. Ask the purpose of the person's visit.
3. Notify the college receptionist by calling ext. 000 or the evening/weekend receptionist at ext. 020.
4. Notify the college receptionist by calling ext. 000 or the evening/weekend or the evening/weekend receptionist at ext. 020, and ask the receptionist to notify the Sheriff.
5. Notify the President at ext. 213.

Hostage

1. If someone is seen taking a hostage, don't intervene!
2. Call 9-911 immediately.
3. Seal off the area.
4. Notify the President at ext. 213.

Shooting

1. If you are outside, get inside. Otherwise, get something between yourself and the shooter. Never gather in groups
2. If you are inside, turn off the lights, barricade the doors, and lock the windows.
3. Dial 9-911
4. Notify the college receptionist by calling ext. 000 or the evening/weekend receptionist at ext. 020, and ask the receptionist to notify the Sheriff.]
5. Notify the President at ext. 213.

Chemical or Biological Threat

1. The person receiving the threat should note specific characteristics of the caller (gender, voice/accent, age background noise).
2. Ask what agent is being used.
3. Contact the Sheriff at ext. 388
4. Contact the President at ext. 213. (President will order evacuation). *The President or President's Designee will notify District 917 Administration.*

Suspicious Letter or Package

1. ***Minimize handling of the item.***
2. Isolate the item
3. Call 9-911
4. Notify the President at ext. 213.

Related Documents:

- Policy x.xx Title
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Procedure History:

Date of Adoption:

Last revision date: 06/05/2017

Date most recent procedure revisions go into effect: 06/05/2017

Date and Subject of Revisions:

06/05/2017 - Updated title, history and President's name in several locations as well as updated reference to Crisis Referral Team and related contact information for committee members. Was 6.10.2, but had to be renumbered to 6.17.2 as 6.10 policy (Design and Construction) already exists.