

LIBRARY (DIGITAL COMMONS)



**EMERGENCY PROCEDURES QUICK REFERENCE**

## INTRODUCTION

The emergency procedures contained in this plan are intended to provide a quick reference to those having responsibility for the safety of students, staff, faculty, and users of SCTCC facilities. However, not all actions can be anticipated or defined in an emergency plan. Common sense should dictate the reaction of college officials in any emergency situation.

### During Evening Hours:

Employees on campus may have to take charge of the situation until notifications are made. Follow the procedures on the following cards and make as many of the notifications as possible.

#### Evening Hour Contacts:

Public Safety: 320-308-3333

Maintenance Radio: 320-308-3382 wait and press 818.

#### Public Safety Hours Academic Year:

Monday through Thursday: 7am-10pm

Friday: 7am-5:30pm

Saturday/Sunday: On Call

#### Summer Hours:

Monday through Thursday: 7am-7pm

Friday: 7am-5:30pm

Saturday/Sunday: On Call

#### Holiday Hours: On Call

Phone: 320-308-3333

Maintenance Radio: 320-308-3382 wait and press 818.

## IMPORTANT PHONE NUMBERS

<b>Emergency Phone Numbers:</b>	
Fire/Ambulance/Police	<b>911</b>
<b>Non-Emergency Phone Numbers:</b>	
SCSU Public Safety	(Office) 320-308-3333
St. Cloud Police (non-emergency)	320-251-1200
St. Cloud Fire (non-emergency)	320-255-3473
St. Cloud Hospital (information)	320-251-2700
Director of Safety and Security	(Office) 320-308-6158
Vice President for Administration	(Office) 320-308-5026
Director of Facilities	(Office) 302-308-6012
Maintenance Supervisor	(Office) 320-308-1542
Poison Information Center	800-222-1222

**IMPORTANT PHONE NUMBERS**

## GENERAL GUIDELINES

**Public Safety: 320-308-3333 or dial 911 from any Campus Phone**

In an Emergency Situation, Do the Following:

- Assess the situation.
  - Address life-threatening issues (first aid, victim safety, physical surroundings, etc.).
  - Call Public Safety (8-3333/911) immediately.
  - Provide “status” information.
  - Verify/check Information.
  - Follow emergency procedures.
  - Warn students/others, if advised.
  - Refer media to the Vice President for Finance and Administration at 320-308-5026.
- Definitions to be aware of:
    - Evacuation: Safely and efficiently leaving an area of threat or risk, to a designated “safe” location.
    - Shelter-in-Place: Taking cover in the location you are currently in; secure your own area. Await further instruction.

*Continued on Reverse Side*



### Safety and Security Responsibilities:

- Verify information and notify administration.
- Seal off high-risk areas and preserve scene.
- Activate crisis team and implement crisis response procedures.
- Notify students and staff (depending on situation, students may be notified by faculty).
- Evacuate students and staff if necessary.
- Notify community and local agencies if necessary.
- Keep detailed notes of crisis event and complete reports.
- If necessary, recommend shelter scenario or closure.
- Refer media to the Vice President for Finance and Administration at 320-308-5026.
- Provide administration and appropriate parties with the most accurate and up-to-date information for dissemination through "Timely Warnings."

### Employee Responsibilities:

- File incident report within 24 hours.
- Assist students to a safe location.
- Assess the situation and act accordingly.
- Communicate safety issues immediately.
- Ensure classrooms and labs are compliant with OSHA and MPCA Requirements.

## EVACUATION

A building evacuation will be initiated by the audible/visual fire alarm system or by verbal instruction in each building. Employees are responsible for being familiar with evacuation routes (generally routes used during campus fire drills).

### General Evacuation Guidelines:

- If an alarm is sounding, evacuate the building.
- Follow evacuation instruction for your area.
- Everyone is required to get out!
- Close all doors when exiting.
- If time allows, take personal belongings and class materials with you.
- Walk in an orderly manner, forming evacuation lines. Bring students and visitors with you.
- Take nearest stairs to first floor and exit the buildings. DO NOT use elevators.
- Assist others who need help.
- Report to an assembly area and remain there until you receive further instructions from emergency personnel.

- Account for all persons known to have been in your area at the time of the evacuation.
- Give those who have been carried as much room as needed.
- Do not re-enter the building until advised by emergency personnel to do so.

### Evacuation Guidelines for Individuals With Mobility, Hearing, or Visual Disabilities:

These individuals may choose to wait at an area of rescue in the nearest stairwell.

They are encouraged to **CALL 911** and 320-308-3333 to identify their current location until emergency responders arrive to assist them.

## MEDICAL EMERGENCIES

### Serious Injury/Death:

In the event of an accident or illness that results in an emergency, **YOU SHOULD**:

**Dial 911** and give:

- Your name and phone number.
- Building/campus location and room number.
- Provide complete information concerning the nature of the accident or illness and the condition of the victim(s).
- **DO NOT** move any injured or ill person unless life-threatening circumstances dictate. Make the injured or ill person comfortable until emergency personnel arrive.
- **DO NOT** give the injured or ill person any medications other than their own. The person must provide at least verbal authorization.
- File incident report within 24 hours of the occurrence. Go to [www.sctcc.edu/safety](http://www.sctcc.edu/safety) to find the required forms.

Call Public Safety at 320-308-3333 or 8-3333 (from a campus telephone) to also respond and assist.

**NOTE:** Some behaviors may appear to be drug or alcohol related, but may be due to medical conditions.

## FIRE EMERGENCY

In the event of a fire, alarms will sound in the building.

If You Discover a Fire, **CALL 911** and Follow These Instructions:

- Sound the fire alarm using the pull station in the hall.
- Evacuate the building to at least 150 feet or out to first row where cars are parked; keep fire lane clear.
- **CALL 911** and report the fire.
- 2<sup>nd</sup> Floor – If any individuals on the 2<sup>nd</sup> floor have mobility, hearing, or visual disabilities, make sure they get to the safe room or stairwell until emergency personnel arrive.
- Listen to and follow directions from responding emergency personnel.
- If you are away from your workstation, do not attempt to return for personal items.
- If your clothes catch on fire, you should “stop, drop, and roll” until the fire is extinguished. Running only makes the fire burn faster.

If You Discover or Suspect Smoke or a Fire, You Should:

- Remain calm and sound the alarm – pull lever on nearest red fire alarm call box.
- Evacuate immediately.
- **CALL 911** and give:
  - Location of fire, including building name and room number/campus location (see campus map/building addresses section).
  - Your name and telephone number.
  - Give a description of the fire (what’s burning, size of fire).
- If you’re not in immediate danger, assist others.
- Leave the building, using stairwells/evacuation route. **DO NOT** use elevators.
- Close, but **DO NOT** lock doors unless security is of great concern and doing so does not increase risk to yourself or others.

*Continued on Reverse Side*





- If you sounded the alarm or have knowledge of the location of the fire, wait near the building entrance to give the fire department personnel directions to the site of the fire.
- Once individuals are assembled a safe distance from the building, account for all known to have been in your area at the time of the alarm activation.

### If You Are in a Burning Building, You Should:

- **CALL 911** and give the location including the building name and room number.
- Stay close to the floor. If possible, place wet towel over nose and mouth.
- Touch doors before exiting. If doors are hot, **DO NOT** open. Attempt to exit through alternative exit or window.
- If exit is not possible, open windows. Hang something available such as clothing from the window and call for help.
- **DO NOT** panic, **DO NOT** attempt to fight the fire, **DO NOT** block entrances.

## TORNADO AND SEVERE WEATHER

**Tornado Watches and Warnings** are issued by the National Weather Service when the probability exists that a significant threat could develop over a wide area.

**Tornado Watch** means that conditions are favorable for tornadoes to form. Be alert to weather conditions and announcements.

**Tornado Warning** means that a tornado has been sighted or radar indicates rotation in the clouds. **TAKE SHELTER!**

At SCTCC, the Following Systems are Used for Alerting Building Occupants of a Tornado:

1. Outdoor sirens operated by the Stearns County Dispatch Center.
2. StarAlert: text messages, email, digital signs, sctcc.edu websites, Twitter and Facebook.
3. Weather radio and designated staff alerting building occupants.

If there is a tornado/severe weather warning signal, proceed to the nearest shelter area – see building/floor evacuation routes and shelter areas indicated on floor plans posted in each campus building and:

- Take cover immediately.
- **DO NOT** use a telephone to obtain further information – keep phone lines open. Authorities will broadcast available information on radio and television.
- Be proactive and assist others as you move to shelter areas.

General Guidelines in Case of Tornado:

- Be familiar with location of buildings that are designated or can be used as a shelter.
- Keep away from doors and windows.
- **DO NOT** remain on top floor of any multi-story building.
- Restrooms, stairwells and interior hallways are good shelters, basements are best.
- If you become trapped in your office or a building, stay away from windows and crawl under any sturdy object, such as a desk or conference table, and protect your head and eyes.

## UTILITY FAILURE

**Public Safety: 320-308-3333 or dial 911 from any Campus Phone**

- For all utility emergencies, notify Facilities at 320-308-3382, wait for the “beep”, then dial 818 to be connected to a Facilities staff member. If are unable to reach staff at that number, dial 320-249-0276 for the Maintenance Supervisor. You may also call Public Safety at 8-3333 (from a campus telephone).
- If evacuation of the building is required, exit using the stairways. DO NOT USE ELEVATORS. Seek out persons needing assistance.
- When mechanical ventilation is interrupted, vapors of chemicals may reach hazardous concentration levels. Laboratory personnel should secure experiments or activities that may present a danger when the electrical power is off, or when it is restored unexpectedly. Close sashes on fume hoods and clean up or put away chemicals. Notify the lab supervisor immediately.
- Do not perform procedures using hazardous materials until power is restored.

*Continued on Reverse Side*

**UTILITY FAILURE**



### Flooding or Water Break:

- If flooding occurs, stop using all electrical devices.
- Notify Public Safety at 8-3333 (from a campus telephone) and evacuate the area or building.

### Gas Leak:

- Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave.
- Call Public Safety at 8-3333 (from a campus telephone) immediately after evacuating the building.
- Do not switch lights on or off. Do not take time to open windows or close doors.
- Do not re-enter the building until cleared to do so by the Fire Department, Police or Public Safety.

### People Trapped in Elevator:

- If you are trapped, use the emergency phone in the elevator or push the alarm button or use a wireless phone to call Public Safety at 320-308-3333. Wait for help to arrive. Remain calm.
- If you discover trapped people, talk to them and try to keep them calm until an officer or other help arrives.
- Do not attempt to open elevator doors at any time.

## HAZARDOUS MATERIALS SPILL OR LEAK

### If You Encounter a Hazardous Material Spill, Leak or Situation:

1. Evacuate the area:
    - Initiate your building's emergency evacuation plan.
    - Use the fire alarm if there is an immediate hazard and the entire building needs to be evacuated, or notify those in the affected area if only a partial evacuation is needed.
    - Shut off electrical equipment, if possible, and if it is safe to do so.
    - Proceed to emergency exits; **DO NOT** use elevators.
    - Help those needing assistance.
    - Stay up-wind and uphill from any hazardous vapor, gas or liquid.
  2. Report the spill.
    - **CALL 911** and/or Public Safety at 320-308-3333.
    - State the emergency.
    - Provide your building address (see CAMPUS MAP building addresses are listed on the individual building page) and exact location in that building.
    - Report any known injuries.
    - Report the name, description and amount of material spilled, if known.
- DO NOT** go back into an area where a chemical spill has occurred.

**HAZARDOUS MATERIALS SPILL OR LEAK**

## ACTIVE THREAT RESPONSE

St. Cloud Technical and Community College has adopted a procedure regarding active threat response. In the unlikely event that an active threat is present in one of the buildings at SCTCC, administration strongly suggests that you take the following actions:

**RUN:** If you are in an area where you feel safe to do so, flee from the building immediately.

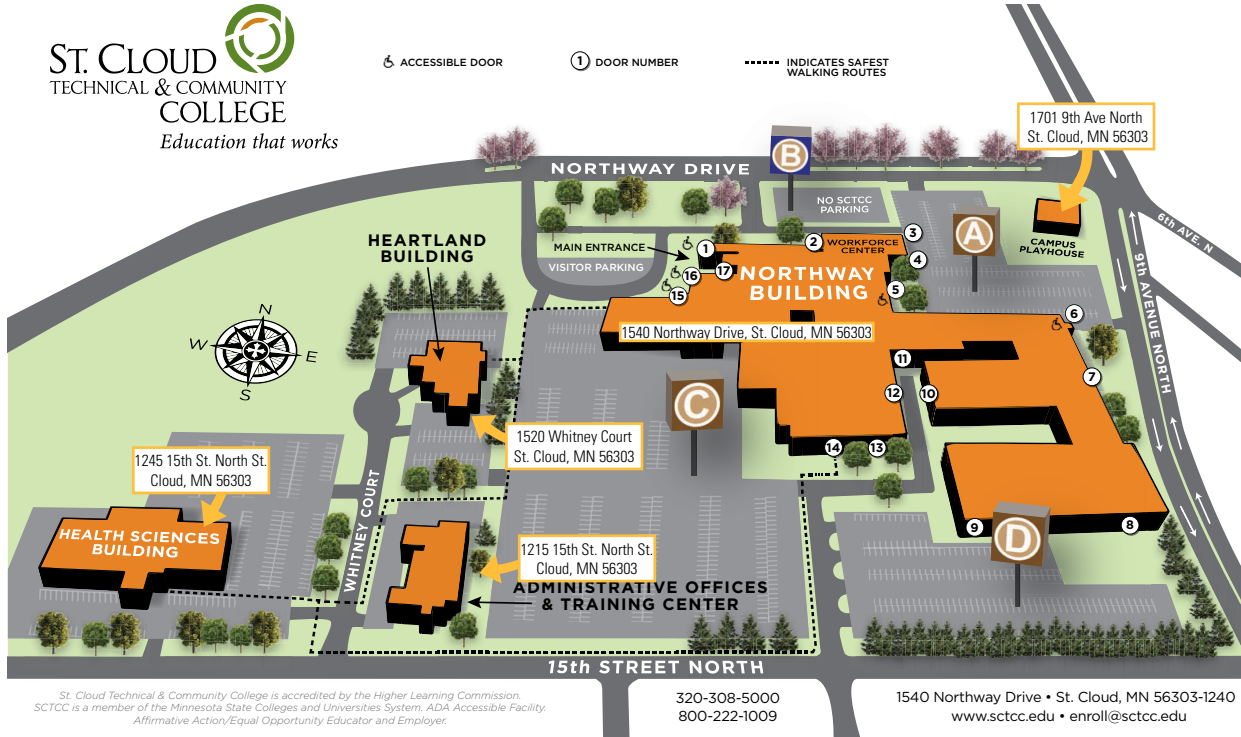
**HIDE:** If you are unable to run away from the threat, find a nearby lockable room and take shelter.

**FIGHT:** As a last resort and if an active threat is in your immediate vicinity, defend yourself.

Use the above option that best fits the situation that you are in based upon the details that you are aware of regarding the known threat. This procedure is designed to allow you as students, faculty and staff to use your best judgement to help keep yourself as safe as possible.

# Campus Map

**ST. CLOUD**  
 TECHNICAL & COMMUNITY  
 COLLEGE  
*Education that works*



*St. Cloud Technical & Community College is accredited by the Higher Learning Commission. SCTCC is a member of the Minnesota State Colleges and Universities System. ADA Accessible Facility. Affirmative Action/Equal Opportunity Educator and Employer.*

320-308-5000  
 800-222-1009

1540 Northway Drive • St. Cloud, MN 56303-1240  
[www.sctcc.edu](http://www.sctcc.edu) • [enroll@sctcc.edu](mailto:enroll@sctcc.edu)

## CAMPUS MAP

**PLEASE EXIT THROUGH THE NEAREST  
MARKED EXIT DOOR.**



**PLEASE TAKE THE STAIRS TO THE  
BASEMENT AND FIND SHELTER IN AN  
INTERIOR HALLWAY OR CLASSROOM  
AWAY FROM WINDOWS.**

## BOMB THREAT PROCEDURES

Be watchful of and report any packages or items of a suspicious nature. If you receive a threatening call of any nature, the following information should be gathered. (*Please refer to bomb threat checklist on the back of this page.*)

- Keep the caller on the telephone as long as possible. Do not hang up!
- Take note of the date and exact time the call was received.
- Note any background noises such as radio, television, conversation, music and traffic.
- Note if a specific person was asked for by the caller.
- Note whether the voice was male, female, disguised or familiar.
- Note if the caller had a recognizable accent, apparent speech impediment or mispronunciation of words.
- Note if the person laughed or giggled, or sounded angry, calm or incoherent.
- Attempt to obtain answers to the following:
  - Location of the bomb.
  - Detonation time.
  - Why was it placed?

Immediately following the threatening call, **CALL 911** and notify the calling tree.

*Bomb Threat Checklist on Reverse Side*

**BOMB THREAT PROCEDURES**

**BOMB THREAT CHECKLIST**



# BOMB THREAT CHECKLIST

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_
3. What does the bomb look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause the bomb to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_

## EXACT WORDING OF BOMB THREAT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sex: M/F \_\_\_\_\_ Length of call: \_\_\_\_\_  
Age: \_\_\_\_\_ Time Call Received: \_\_\_\_\_  
Race: \_\_\_\_\_ Date Call Received: \_\_\_\_\_  
Telephone Number at Which Call is Received: \_\_\_\_\_

## CALLER'S VOICE:

- |  |  |   |                                    |
|--|--|---|------------------------------------|
| <input type="checkbox"/> Calm  | <input type="checkbox"/> Soft            | <input type="checkbox"/> Stutter        | <input type="checkbox"/> Distinct  |
| <input type="checkbox"/> Excited   | <input type="checkbox"/> Laughter        | <input type="checkbox"/> Rasp           | <input type="checkbox"/> Deep      |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Normal          | <input type="checkbox"/> Nasal          | <input type="checkbox"/> Rasp      |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Loud            | <input type="checkbox"/> Lisp           | <input type="checkbox"/> Slow      |
| <input type="checkbox"/> Slurred   | <input type="checkbox"/> Ragged          | <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Whispered   | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Accent    |
| <input type="checkbox"/> Familiar (If voice is familiar, who did it sound like?) _____ |  |   |                                    |

## BACKGROUND SOUNDS:

- |   |   |                                |                                       |
|---|---|--------------------------------|---------------------------------------|
| <input type="checkbox"/> Street Noises    | <input type="checkbox"/> Voices                       | <input type="checkbox"/> Clear | <input type="checkbox"/> Crockery     |
| <input type="checkbox"/> Animal Noises    | <input type="checkbox"/> PA System                    | <input type="checkbox"/> Music | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Long Distance    | <input type="checkbox"/> Static                       | <input type="checkbox"/> Motor | <input type="checkbox"/> Booth        |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Other (please specify) _____ |                                |                                       |

## BOMB THREAT LANGUAGE:

- |   |   |
|---|---|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Incoherent                   |
| <input type="checkbox"/> Foul                   | <input type="checkbox"/> Message Read by Threat Maker |
| <input type="checkbox"/> Taped                  | <input type="checkbox"/> Irrational                   |

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

Your Name: \_\_\_\_\_

Your Position: \_\_\_\_\_

Your Telephone Number: \_\_\_\_\_

Date Checklist Completed: \_\_\_\_\_