



**Anoka-Ramsey Community College
Cambridge Campus
Coon Rapids Campus**

EMERGENCY RESPONSE PLAN (ERP)

In compliance with AFSCME, MAPE, and MMA Contractual Labor Agreements

October 2015



Introduction:

Anoka-Ramsey Community College's Emergency Response Plan (ERP) complies with AFSCME and MAPE contractual agreements. The Emergency Response Plan is a resource manual that outlines Anoka-Ramsey Community College's policies and procedures in the event of an emergency; whether, fire, weather or safety hazard. The Emergency Response Plan is available to new Anoka-Ramsey Community College employees at employee orientation, to administrators and managers and to the Student Senate at the commencement of the school year.

College-Wide Procedures: EMERGENCY PROCEDURES**Emergency Closing**

In the event of adverse weather conditions, safety hazards, etc., it is the policy of Anoka-Ramsey Community College to make every reasonable effort to ensure the safety and well-being of students and employees.

- ◆ Only the Commissioner of the Department of Employee Relations (DOER) has the authority and responsibility to declare an emergency and to authorize payment to employees who do not report to work or are sent home from work after an emergency has been declared.
- ◆ The President of the college or a designee has the authority and responsibility to cancel classes and other college-sponsored activities and to close either campus. For closing of a campus, the responsibility may be delegated to the following persons in order (title and office telephone are identified):
 1. President's Office: Kent Hanson 763-433-1179
 2. Vice President, Academics and Student Affairs – Deidra Peaslee
763-433-1829
- ◆ In the absence of the two officers, the person acting as the Administrator on Duty at the time will have the responsibility for canceling classes and for closing either campus.

STEP	ACTION	RESPONSIBILITY
1.	Cancel classes and other college-sponsored activities.	President/ Designee
2.	Announce the cancellation of classes by notifying WCCO, 830 AM, the college receptionist in all areas and the offices of the College.	President/ Designee
3.	Call the Director of Marketing at 763-433-1315 and ensure that recorded message is put on the switchboard regarding status of classes, along with Star Alert	

The notification to the radio station and receptionists should include clear directives on whether a) classes are to be canceled and employees should report to work, or b) a campus is closed and employees should not report to work. If appropriate, inform the radio station to make a second announcement in the afternoon. Every effort will be made to make the decision to cancel classes in a timely fashion, so that the notice can be aired at 5:30 a.m. for day classes and 3:00 p.m. for evening classes.

Employees of Anoka-Ramsey Community College should call their campus to access a broadcast voice mail message concerning closing.

Employees of Anoka-Ramsey Community College who are declared essential will be required to report to work or to remain on duty during an emergency.

Essential employees are as follows:

President
Vice President, Finance and Administration
Vice President, Academics
Director of Human Resources
Physical Plant Director
Director, Public Safety
Chief Engineer
Director, Marketing and Public Relations
Maintenance Supervisor (Cambridge Campus)

Employees who report to work and are then sent home shall not receive additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.

Employees on approved sick or pre-arranged vacation leave shall not have such leave time restored to their balances.

Employees on any approved leave without pay shall not be paid for any emergency leave time.

An employee's absence with pay for emergency situations shall not exceed the time authorized by the Commissioner of Employee Relations.

Cancellation of classes does not excuse any employee from work. Employees of the college, including faculty, may take personal leave or vacation leave, or use earned compensatory time when classes are cancelled and they choose to be absent from work.

Accommodations for Disabled Employees

In case of an emergency, all employees who are deaf or hard of hearing will receive notification, if at work, by the supervisor or designated person. If an emergency is called after work hours that affect the deaf or hard-of-hearing employee, the supervisor or designee may use the MN Relay Service (1-800-627-3529) to contact the employee using the TTY.

Building Evacuation

Information is provided to new employees and is posted in all college buildings. It details emergency evacuation procedures, including the specific procedures for evacuation of employees who may have mobility impairments. During a building evacuation, personnel assigned to emergencies (see page 12) will assist anyone with special needs to the nearest exit.

Environmental Health and Safety Procedures

The proceeding Environmental Health and Safety Procedures -Terrorism Threats are guidelines stipulated by Minnesota Colleges and Universities (MnSCU) Emergency Response Plan.

Terrorism Threats

Telephone Message:

Upon receiving a phone call that a chemical or biological hazard has been planted at the campus, proceed according to the following plan:

1. Notify the local police department by calling 911, then notify security by calling 763-433-1330 and follow the prompts for either the Cambridge or Coon Rapids campus, call the Director of Public Safety at 763-433-1346, or call the Information Desk at x1240 in CR, x1840 in CC.
2. All incidents should be reported to the Campus Administration as soon as possible. Contact the individuals on the campus contact list in order of priority. The contact list is available to ensure the administrative staff is aware of the emergency and has detailed information on the nature and scope of the emergency.
3. Administration will notify the staff as to the nature of the threat (if needed).
4. Staff will notify students on how to proceed to evacuate the building.
5. Staff and Students should proceed out of the building via the nearest exit, taking with him/her all personal belongings.
6. Evacuate the building to at least 100 feet.
7. Maintenance staff will make a visual check of rooms and report anything unusual to police.
8. Do not touch any object or item.
9. The individual who received the phone call must complete the "Terroristic Threat Phone Report" and "Caller Identification Checklist".

Threat Letter:

Upon receiving a chemical or biological threat letter at the campus, proceed according to the following plan:

Notify the local police department by calling 911 and the Minnesota Duty Officer at 1- 800-422-0798 or 651-649-5451.

All incidents should be reported to the Campus Administration as soon as possible. Contact the individuals on the campus contact list in order of priority. The contact list is available to ensure the administrative staff is aware of the emergency and has detailed information on the nature and scope of the emergency.

1. Administration will notify the staff as to the nature of the threat (if needed).
2. The administrator on duty will direct staff and students to proceed as follows:
 - a. Minimize the number of people who come in contact with the letter by immediately limiting access to the immediate area in which the letter is discovered.
 - b. The person who discovered/opened the letter is to place all contents in another container, such as a plastic zip-lock bag or another envelope.
 - c. Separate “involved” people (those who came in direct contact with the surroundings, letter or primary contact person) out of the immediate area to a holding area.
 - i. Involved people are asked to remain calm until local public safety officials arrive.
 - ii. Limited decontamination and a change of clothing for a person(s) who opened or handled the letter without any gloves may be appropriate. Official determination of decontamination process will be advised by the public safety officials.
 - d. Move all “uninvolved” people out of the immediate area to a holding area, separate from the holding area for the “involved” people.
 - e. Contaminated area is now considered a crime

Contact List for Cambridge and Coon Rapids:

Ed Wilberg, Director of Public Safety (Interim)	763-433-1685
Roger Freeman, Physical Plant Director	763-433-1378
Jim Nieswaag, Chief Engineer	763-433-1213
Ed Norton, Maintenance Supervisor	763-433-1517
Donald Lewis, V.P. of Administration	763-433-1116
Marilyn Smith, Chief Financial Officer	763-576-4799
Deidra Peaslee, V.P., Academics & Student Affairs	763-433-1829
Jay Nelson, Chief Human Resource Officer	763-433-1159
Kent Hanson, President	763-433-1179

If Administrators are not on campus, call:

Director of Public Safety	763-438-9693
Physical Plant Director	763-757-2607
Chief Engineer	(no home phone)
Maintenance Supervisor	763-780-0688
Director of Fiscal Services	(no home phone)
Chief Financial Officer	763-360-6972
V.P of Academics and Student Affairs	763-433-1829
President	763-433-1179

Caller Identification Checklist:

Caller's identity:

Sex/Age group _____ Male _____ Female
_____ Adult _____ Juvenile

Approximate age: _____ Years

Origin of call: _____ Local _____ Long Distance _____ Internal

Caller's Voice: Please indicate all that apply.

_____ Loud	_____ Sincere	_____ Disguised	_____ Excited
_____ Soft	_____ Raspy	_____ Crying	_____ Laughing
_____ Fast	_____ Stressed	_____ Broken	_____ Righteous
_____ Slow	_____ Stutter	_____ Calm	_____ Accent
_____ Deep	_____ Nasal	_____ Irrational	
_____ Squeaky	_____ Drunken	_____ Rational	
_____ Distant	_____ Slurred	_____ Angry	
_____ Distorted	_____ Lisp	_____ Incoherent	

Background Noises: Please indicate all that apply.

_____ Voices	_____ Quiet
_____ Airplanes	_____ Music
_____ Street traffic	_____ Horns
_____ Trains	_____ Office Machines
_____ Animals	_____ Bells
_____ Party	_____ Factory machines

Did the caller sound familiar? Y N

Did the caller appear familiar with the building or area by his/her description of the device location? Y N

Terroristic Threat Phone Report:

(To include threats related to the release of chemicals, disease causing agents and incendiary devices)

1. Date and time call received: _____
2. Exact words of caller:

3. Remain calm and be firm. Keep the caller talking and ask the following questions:
 - a. Where is the device/package located?
 - b. What does the device/package look like?
 - c. When will it go off/detonate?
 - d. What will cause it to go off/detonate/trigger?
 - e. How do you deactivate it?
 - f. Why was it put there?
 - g. Did you place the device/package?

If the building is occupied, inform the caller that detonation/release of hazardous substances could cause injury or death of innocent people.

If a call is received on a Caller ID equipped phone, check for the origin of the call and record the phone number.

Emergency Response Plan Evacuation

Cambridge Campus:

Evacuation of buildings will be accomplished by setting off the fire alarm and using the same procedures as if it were a fire (for emergency procedures, please read pg. 14-22). Staff needs to assure that no one is standing where emergency vehicles may need to go. A voice message will also be heard offering instructions from the ENS. (Emergency Notification System)

Coon Rapids Campus:

Evacuation of buildings will be accomplished by setting off the fire alarm and using the same procedures as if it were a fire (for emergency procedures, please read pg. 14-22). Staff should make sure that no one is gathering in the courtyard and are not standing where emergency vehicles may need to go. A voice message will also be heard offering instructions from the ENS. (Emergency Notification System)

Emergencies Procedure

1. Assignment of Personnel for Emergencies: In the event of an emergency the following personnel report to the assigned building or station and direct the action necessary for the given emergency.

CAMBRIDGE CAMPUS:

<u>BUILDING/STATION</u>	<u>STAFF ASSIGNED</u>
Campus Center/Lower South End	Ryan O'Donovan/Pam Peterson
Campus Center/Upper South End	Lisa Everts/Darin Nelson
Campus Center/Upper North End	Heidi Vidor/Crystal Nelson
Campus Center/Upper Middle	Dan Harmon
Campus Center/Lower Middle	Jessica Traver
Campus Center/Library & Lower North End	Martha Muehlhauser/ Bonnie Boese and Student Worker

COON RAPIDS CAMPUS:

<u>BUILDING/STATION</u>	<u>STAFF ASSIGNED</u>
College Services/Lower Level	Lisa Harris/Ryan Olson
College Services/Upper Level & Info Desk	Michael Wall/Jaimie Lopez/Natasha Baer
Visual Arts Center (VA)	Erick Wiger/Mark Lambert
Music Building/VAC	Sam Bergstrom/Kelly Poster
Student Center	Joyce Traczyk/Victor Quinones
Humanities-Upper Level	Becky Anderson
Humanities-Lower level	Robert Cancinco
Technology-Upper Level	Gary Olson
Technology-Lower Level	Tim Zondlo/Victor Bryson
Library-Upper Level	Al Mamaril
Library/Central Services -Lower Level	Sheila Provost
Field House/Health & Wellness	Lisa Boxwell/Rory Larson
Performing Arts Center	Scott Ford/Luanne Kane
Science-Upper Level	Melissa Mills
Science-Lower Level	Melanie Waite-Altringer
Business/Nursing	Jodi Zastrow/Jan Pomeroy
Professional Workforce Center	Steve Jones/JoAnn Schumacher-Stankey
Academic Support Center	Erik Vinh
THHC & PTA	Lisa Lentner
Career Center/Faculty Suites/Cafeteria	Jill Harrison/John Hennen
Testing Center	Eleanor Brandt

Personnel assigned to a designated building or station during an emergency procedure should see to the safety of people with disabilities. During a weather related emergency people with disabilities, including those utilizing wheelchairs, crutches or other walking devices, should remain on the floor where they were when the alarm sounded and should be assisted to the

nearest “go to” shelter. In the event of a fire emergency, persons with disabilities should be assisted to the nearest building evacuation exit on the floor they were on when the alarm sounded. People with disabilities should be strongly discouraged from using the elevators during an emergency.

The central location for the emergency response team (referred to as the Command Center or Emergency Operations Center) and information gathering is listed in priority depending on availability:

CAMBRIDGE CAMPUS:

1. Facilities Office’s, located in the front section of the dock area, first level
2. G202 lecture hall, second level

The media center for the Cambridge campus is identified as room E203 located near the Information Desk.

COON RAPIDS CAMPUS:

1. Facilities breakroom located on the north side of the college services building, including the Facilities offices, first level
2. Professional Workforce Training Center (763-433-1200), located on the corner of Mississippi Blvd. and Coon Rapids Blvd.

The media center for the Coon Rapids campus is identified as the prof. workforce training center, located on the corner of Mississippi Blvd. and Coon Rapids Blvd.

Assurances need to be made that those with sensory impairments (e.g., visual and auditory) are aware of the emergency/evacuation situation. Administrators assigned to a building should check locations of isolation (e.g., restrooms, study areas, lounges) for anyone who may be unaware of the emergency.

2. Natural Disasters – Tornadoes

When short blasts of the alarm system have sounded, proceed according to the following plan:

- a. The Public Warning Signal – 5 minutes of a steady blast on the Civil Defense siren will sound.
- b. Tune into radio station WCCO AM – 830 on the dial – for further information.
- c. Staff will notify students how to proceed to the pre-designated shelter areas assigned to each building. Areas are indicated by yellow and black “severe weather shelter” signs.
- d. Avoid glass-enclosed areas, close all classroom doors and proceed to the pre-designated shelter areas.
- e. Don’t re-enter the evacuated area until you hear the ALL CLEAR signal which is a continuous sound of the horn for ten seconds and a voice message from the ENS.

f. Staff and students should proceed to the pre-designated shelter areas as follows:

CAMBRIDGE CAMPUS:

- Campus Center – Upper Level: Room D209, E221 and E241/ restrooms, F206 classrooms, F212 area restrooms or go to library D106 and D115, G201
- Campus Center – Lower Level: Lecture Hall, E114 area restrooms, E121, E126 and restrooms, F113A area restrooms, F106 classroom, F107 classroom
- Library - Rooms D103, D104, D106 and D115

COON RAPIDS CAMPUS:

- College Cafeteria: Go to Lower Humanities classrooms
- College Services: Go to first floor hallways on either side of loading dock, hallways outside of C101, C102, C103, C153, C154 and hallway on first floor north of HR near C150 area
- Library: Stay in Library Study rooms
- Central Services: Go to lower back hallway in front of M.E.R.C. and in front of Central Services
- Wellness Center/Field House Area: G105 fitness center, locker rooms G125 thru G136 and locker room hallways, restrooms G228 and G229, Health and Wellness faculty suite
- Science: Go to classrooms in lower level S135 and S145
- Humanities: Go to lower classrooms
- Business/Nursing: Go to classrooms B201, B202, B203 and B235
- Performing Arts Center: Go to theater seating area
- Music Building: M207 thru M209 music lab, M105, M109 Music Classrooms
- Visual Arts Center (VAC): Go to the VA111, VA 211, any restroom, V221, V223
- Professional Workforce Training Center: Go to restrooms
- Technology: Go to lower classrooms
- Student Center: Remain in the Student Center
- Persons Outdoors: Go to nearest designated shelter area in a building
- Academic Support Center/Testing Center: SC165, SC166, SC153
- Testing: Stay in Testing Center.
- THHC & PTA: VAC 117, 119. 121
- Career Center and Faculty Suites SC273 A: Go to the new stairwell area between first and second floor and SC273A.
- Riverview Student Lounge: Go to the Student Center/Mosaic Center SC278

In the event the emergency occurs during other than normal campus hours, maintenance and other personnel will report to the Information Center switchboard area to direct emergency procedures.

3. Fire or Emergency Evacuation

CAMBRIDGE CAMPUS:

When the fire alarm sounds or a fire is discovered, proceed according to the following:

- a. Call the Cambridge Fire Department by dialing 911
- b. Contact immediately the campus administration and individuals on the contact list in order of priority. The contact list is available to ensure the administrative staff is aware of the emergency and has detailed information on the nature and scope of the emergency.
- c. Evacuate the buildings to a distance of at least 100 feet
- d. List to be contacted by priority:

- | | |
|--|--------------|
| • Director of Public Safety – Ed Wilberg | 763-433-1685 |
| • Physical Plant Director – Roger Freeman | 763-433-1378 |
| • Maintenance Supervisor – Ed Norton | 763-433-1517 |
| • Vice President, Academics & Student Affairs – Deidra | 763-433-1859 |
| • Vice President of Admin – Donald Lewis | 763-433-1116 |
| • Director of Marketing & Public Relations – Mary Jacobson | 763-433-1315 |
| • President Kent Hanson | 763-433-1179 |

Designated evacuation doors/areas in the event of fire:

The business office should use the two west main exit doors.

Rooms E202, E221, E222, E226, E237, E241 and E244, use the north east exit door and the main entrance door.

Rooms F203 – F208 use west exit doors.

Rooms G201 and G202 use south west exit door.

Campus Center – Lower Level:

- The Library and Conference Room E103 should evacuate the building through plaza exit door immediately to the left of library entrance
- The cafeteria should use the two west exit doors.
- Rooms F103, F105, F106, F107 and F108 use upper level south west exit doors.
- Rooms F117 through F138 use east exit doors (between new/old area.)

COON RAPIDS CAMPUS:

The signal to evacuate the college buildings will be the sounding of the fire horn alarm system. (There will be no alarm at the TDC when a fire drill is exercised. Contact will be made by walkie – talkie radio. If there is an actual fire, the enunciator will activate an alarm in both buildings.) When the alarm sounds, or a fire is discovered, proceed according to the following plan:

- a. Contact the Administration as soon as possible. Call the individuals on the contact list in order of priority. The contact list is available to ensure the administrative staff is aware of the emergency and has detailed information on the nature and scope of the emergency.
 - Director of Public Safety – Ed Wilberg 763-433-1685
 - Physical Plant Director- Roger Freeman 763-433-1378

- Chief Engineer – Jim Nieswaag 763-433-1213
- Chief Financial Officer - Marilyn Smith 763-433-1306
- V.P. of Administration – Donald Lewis 763-433-1116
- V.P. of Academics & Student Affairs – Deidra Peaslee 763-433-1829
- Chief Human Resources Officer – Darren Hoff 763-433-1159
- President - Kent Hanson 763-433-1179

b. Call the Information Center and Maintenance:

- Information Center – 763-433-1240
- Maintenance – 763-433-1210

c. Administration will notify staff and students to proceed out of the building via the nearest exit, taking with them all personal belongings.

d. Evacuate the building to a distance of at least 100 feet.

e. The campus fire and smoke alarms automatically contact the area emergency personnel.

e. The Fire Department/ARCC Facilities Department is responsible for deactivating the alarm and in cooperation with the ARCC safety and security department, gives the ALL CLEAR signal.

f. The ALL CLEAR signal which indicates you may re-enter the building is a continuous sound of the alarm horn for ten seconds.

Designated evacuation doors/areas in the event of fire:

- Administration: West Student Center doors to river plaza or north College Services entrance doors.
- Wellness Center: Nearest east or north entrance doors, both levels
- Student Center, Lower Level: West first level Student Center doors to river plaza
- Student Center, Upper level: West first level Student Center doors to river plaza or north college services doors.
- Visual Arts Center (VAC), Upper Level: North or west doors
- Visual Arts Center (VAC), Lower Level: South doors
- Humanities, Upper Level: Use southeast double doors near S235 and S232
- Humanities, Lower Level: Use west double doors in science area near S104 or double doors across from the courtyard exit doors
- Science, Upper Level: Use southeast double doors near S235 and S232
- Science, Lower Level: Proceed to west double doors in science area near S104
- Technology, Upper Level: East entrance doors
- Technology, Lower Level: East entrance doors near gym
- Business & Nursing: South double doors near B204 student lounge
- Performing Arts Center: Any east exit door or the west/south exit doors, then east toward the service road.
- Academic Support Center / testing: Evacuate through the west double doors near the ASC to the river plaza – move 100' from the building
- Career Center and Faculty Suites: Evacuate to the first floor and exit the building through the double doors to the river plaza – 100' from the building

The Coon Rapids Campus is unique in that all buildings have direct external access. Regardless of where one is located in the building, he or she can exit from any building without incurring stairwells.

Instructors and staff need to be aware of the location of the ground level exit in their building. People with disabilities should be strongly discouraged from using the elevators during an emergency.

Active Shooter – Personal Safety

When these events occur, they are often over within a few minutes and may require each individual to take immediate action to protect themselves. If you ever find yourself in the middle of an active shooter event, your survival may depend on whether or not you have a strategy.

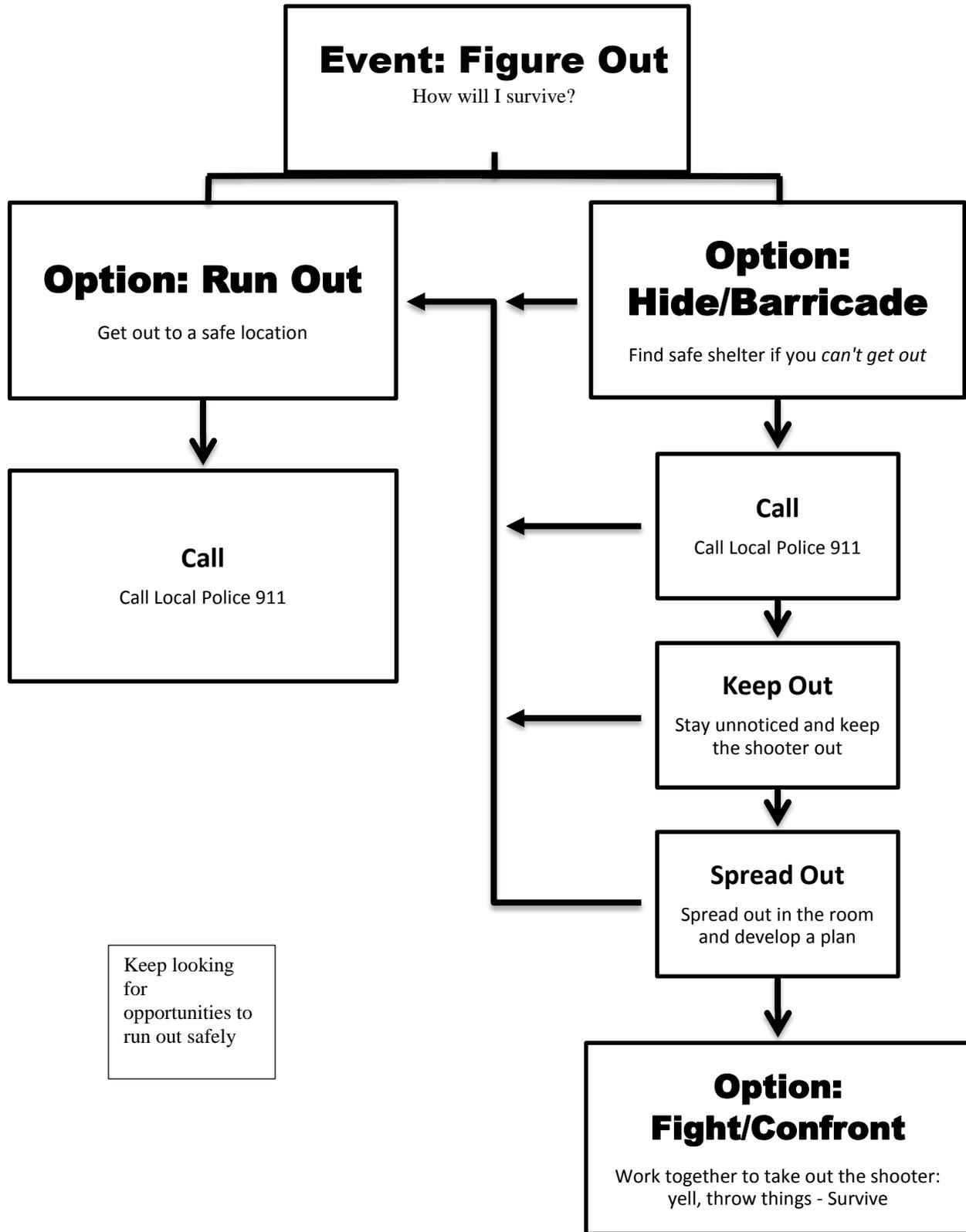
Personal Safety Strategy

1. **RUN:** First and foremost, if you can get out, do.
 - Flee whether others agree or not.
 - Leave your belongings behind.
 - When you are safe, call 911.
2. **HIDE/BARRICADE:** If you can't get out safely, you need to find a place to hide. Act quickly and quietly. Try to secure your hiding place the best you can.
 - Lock and barricade the door.
 - Turn off lights
 - Silence your phone
 - Hide behind large objects
 - Look for alternative escape routes (i.e. windows)
 - Spread out in the room
3. **FIGHT/CONFRONT:** As a last resort, and only if your life is danger ... whether you're alone or working as a group, fight.
 - Attempt to incapacitate the shooter using any objects available -- improvise weapons
 - Commit to your action – this is a matter of life or death

What to do when Law Enforcement arrives:

- Remain calm and follow instructions
- Keep your hands visible at all times because the police are looking for multiple shooters

ACTIVE SHOOTER RESPONSE FLOW CHART



Lockdown Procedures – Both Campuses

The Emergency Notification System will verbally notify you that there is a need to lock down the campus. You will be instructed by a voice notification through the telephone speakers in classrooms and by speakers located in hallways and outside locations for the reason of the lock down. Proceed as follows or as directed:

- Secure the room by either punching the button on the side panel of the classroom door if equipped with the side button or by turning the thumb turn located near the inside door handle in a clockwise direction. Ensure the door is secured.
- Move occupants to the inside wall closest to the entrance door, away from the door or room window and out of site as much as possible. Instruct occupants to be very quiet. Remain in the location until you are cleared to assume normal activities by law enforcement or campus security.
- An announcement will be made over the notification system that law enforcement / security has cleared the situation and that normal activities can be resumed.

Emergency Resources

Emergency Call List

Refer to the list previously identified in #3 above.

Health Services, First Aid, Emergencies

Anoka-Ramsey has no health service. Staff or faculty confronted with an emergency shall contact the Information Center at 763-433-1240 (Coon Rapids) or 763-433-1840 (Cambridge). Call 911 in case of serious injury or loss of consciousness. In the event the emergency occurs during other than normal campus hours, maintenance and other personnel will report to the Information Center switchboard area to direct emergency procedures.

Medical / 911 Calls: In the event of a medical emergency on the campuses, please contact the information desks from any campus information telephone or by dialing 9-911 from any office telephone. Should the caller make a 911 call without going through the information desks, make sure you call the information desks and tell them you have called 911 and the information desks will notify Maintenance, and Safety and Security by walkie talkie radio.

CAMBRIDGE CAMPUS:

Maintenance/Security and designated front desk personnel will meet the medical response emergency services at the campus center lobby area and escort the medical responders directly to the scene. In the event it is more appropriate to re-direct the medical responders to an area closer to the area of need, first responders

will do that from the campus center outside the lobby area. Emergency services responders will always report to the campus center lobby area. The first responders should ensure that sufficient responders are available to escort police/fire/ambulance medical services personnel who may arrive at different times. Always complete an incident report when medical services have been called.

COON RAPIDS CAMPUS:

Maintenance and Security campus personnel will meet the medical response emergency services at the college services entrance and escort the medical responders directly to the scene. If it is more efficient to re-direct the emergency services, first responders will intercede at the intersection of the service road and campus drive and re-direct accordingly. The emergency services responders will always respond to the flag pole area in front of college services, unless otherwise directed. The campus should ensure that sufficient responders are available to escort police/fire/ambulance medical services personnel who may arrive at different times. Always complete an incident report when medical services have been called.

Blizzards- Cambridge:

1. Public warning – issued by National Weather Service through Civil Defense, Sheriff's Department, TV and local radio when a blizzard is anticipated.
2. Administration will notify the staff as to the nature of the warning.

Utility Emergency – Electric Power failure

- | | |
|---|--------------|
| 1. Call East Central Electric Association | 763-689-1171 |
| After business hours | 320-396-3312 |

Utility Emergency – Gas Line Break

1. Contact the campus Administration as soon as possible. Call the individuals on the contact list in order of priority (See Fire Procedures #1).
2. Administration will notify students and staff to clear the immediate area and evacuate the building to at least 500 feet (if necessary).
3. If necessary, Administration will contact the Cambridge Fire Department by dialing 9-911 and Call Reliant Energy (formerly Minnegasco) 612-372-4727.
4. Administration will notify the remaining staff as to the nature of the warning.
5. Staff will notify students throughout the campus to evacuate if necessary.

Blizzards-Coon Rapids:

1. Public warning – issued by National Weather Service through Civil Defense, Sheriff's Department, TV and local radio when a blizzard is anticipated.
2. Administration will notify the staff as to the nature of the warning – Star Alert.

Utility Emergency – Electric Power failure

- | | |
|----------------------|----------------|
| 1. Call | 1-800-895-1999 |
| After business hours | 1-800-895-1999 |

Note: The Coon Rapids Campus has back up to the Automatic Switch Gear Feed from two stations.

Utility Emergency – Gas Line Break

1. Contact the campus Administration as soon as possible. Call the individuals on the contact list in order of priority (See Fire Procedures #1).
2. Administration will notify students and staff to clear the immediate area and evacuate the building to at least 500 feet (if necessary).
3. If necessary, Administration will contact the Coon Rapids Fire Department by dialing 9-911 and contact Reliant Energy (formerly Minnegasco) 612-372-4727.
4. Administration will notify the staff as to the nature of the warning.
5. Staff will notify students throughout the campus to evacuate if necessary – Star Alert.

Criminal Actions

To report a crime or emergency, call 911 first, then call the Information Desk at 763-433-1840 (Cambridge) or the Information Desk at 763-433-1240 (Coon Rapids).

Theft/Vandalism

Discovery of a theft (personal or college), any act of vandalism, or other crime not in progress should be reported immediately to the Director of Public Safety (763-433-1685). Individuals reporting the crime will be asked to complete an incident report providing basic information. The Director of Public Safety will notify the appropriate Police Department.

Escort Service

An escort service is available on both Campuses to students, staff or faculty to escort them to or from their vehicles Monday through Thursday evenings from 8:00 AM to 10:00 PM (Cambridge), 4:00 AM to 10:30 PM and Fridays 8:00 AM to 4:30 PM (Coon Rapids), when classes are in session. To use the service, call the Information Center at telephone 763-433-1840 (Cambridge) or 763-433-1240 (Coon Rapids) and advise them of your request. The Information Center will further advise you where to meet the escort based on your request. Requests for this service must be made before 9:45 PM at Cambridge and 10:00 PM at Coon Rapids Campus.



Locations of Automatic Emergency defibrillators

(AED):

Coon Rapids Campus:

- PWTC Inside Door 56 on wall to left
- Info Area By computers near SC250
- Lower field house Across from field house doors G118
- Lower Fitness Center Weight room G105
- PAC Inside Door 10 by water fountain
- Bulge Area Across from B202 by vending machine
- VAC Inside lower level entry doors #40
- Lower Humanities By Alcove near H145
- Security Office Inside C110

Cambridge Campus:

- Lower level Outside Cafe
- Upper level Near theater restrooms G202
- Upper level Across Student Life Offices E203

Emergency Phones-Coon Rapids:

During normal college hours, the “information” telephones at various entrances may be used for emergencies. In the event of any emergency, follow the below procedures:

- a) Pick up the phone and wait for a response from the Information Center operator (these telephones do not have dial-out capability).
- b) State the type of emergency or your request for directions/information.
- c) The Information Center operator will assist you.

The “information” telephones are at the following entrances or locations:

College Services – Information Center (upper level)

Business/Nursing – Main, south entrance

Business/Nursing – Main, north entrance

Business/Nursing – Entrance to corridor connecting Business/Nursing and Technology

Gym – Main, upper level

Gym – Main, lower level, G103

Health & Wellness – G117, G110

Music Building – Lower level by elevator, north entrance, M200C

Performing Arts Center – Northeast, back entrance

Science – Upper level, south entrance

Emergency Phones-Cambridge:

During normal college hours, the information telephones at various locations may be used for emergencies. In the event of any emergency, follow the below procedures:

- a) Pick up the phone and wait for a response from the Information Center operator (these telephones do not have dial-out capability).
- b) State the type of emergency or your request for directions/information.
- c) The Information Center operator will assist you.

The information telephones are at the following entrances or locations:

Campus Center Upper Level – Area E in hallway near nursing faculty suites, Area F in hallway between F223 and F222, Area F near restrooms and Area G in hallway at entrance to G202 Lecture Hall



Campus Center Lower Level – Area D in hallway across from the bookstore, Area E in hallway near E103 and Area F in hallway near Faculty Suites F115 – F138