

Emergency Procedures Quick Reference

Revised – 5/25/2010

Star Alert, a free St. Cloud Technical and Community College emergency notification system, makes it possible for students and employees to receive notice - by cell phone and/or e-mail - of campus-related emergencies.

How to Participate:

To register, go to <http://www.sctc.edu/star-alert>. You will be required to fill in your cell phone number(s) and/or personal e-mail address(es). You may also provide additional numbers and/or addresses if you would want significant others to receive emergency notifications from SCTCC. When you register you will receive a confirming message saying you have subscribed to the alerts.

Note: Though Star Alert does not charge for sending or receiving messages, standard text messaging rates apply; see your carrier for more information. The system is tested periodically so you can expect to receive infrequent test messages from SCTCC.

Staying informed and safe:

In an emergency, Star Alert will send a text message to the cell number (s) and/or e-mail address(es) you provide. Notifications identified as "Star Alert" messages will note the nature of the emergency, what action, if any, you are to take, and if appropriate, where to find more information. Star Alert will also let you know if campus is closed or classes are delayed or cancelled.

STAR ALERT

FOR A MEDICAL EMERGENCY/LIFE THREATENING INURY:

1. Call 9-911 for Emergency Assistance - do not leave the victim unattended.
2. Notify Public Safety - 308-3333.
3. Do not attempt to move a person who is ill or injured unless they are in immediate danger of further injury.
4. Protect yourself from bodily fluids (use gloves - found in all first aid kits)
5. Check Breathing. Is airway clear? Is victim in a position to facilitate breathing?
6. Help stop bleeding. Pressure on wound or elevation of wound may help stop or slow bleeding.
7. Comfort the victim(s) and reassure them that medical attention is on the way.
8. After the victim's immediate needs have been taken care of, remain to assist medical services/Public Safety with pertinent information about the incident.

NON-EMERGENCY PLAN:

1. For all non-life threatening illnesses and injuries, contact Public Safety at 308-3333.

MEDICAL EMERGENCIES

IF YOU WITNESS A FIGHT OR DISTURBANCE IN PROGRESS:

1. Call Public Safety immediately - 308-3333.
2. Disperse any gathering of students. Do not let them incite the combatants.
3. In case of weapons or extremely violent behavior, allow an avenue of escape for the suspect.
4. Be directive when telling students what to do. Speak loudly enough to be heard, but try to avoid yelling. Do not become a trigger in an explosive situation.

IF YOU RECEIVE A THREAT OR SOMEONE ELSE IS THREATENED:

1. Take all threats seriously.
2. Report all threats to the Safety and Health Office.
3. Save any written materials.
4. Immediately write down all threats and be precise on the wording.

DISTURBANCE/FIGHT/THREAT

IF YOU ARE NOTIFIED BY THE SCHOOL OF A BOMB THREAT:

1. Turn off any wireless devices such as portable radio and cell phone.
2. Before leaving your room, scan for any foreign or out of place items. Do not touch anything, but notify you custodian and/or dean of anything that looks suspicious.
3. Do not open drawers, desks, cabinets, or lockers.
4. You will be told whether to evacuate and what your evacuation route will be. It may be different from your regular evacuation route. Wait for instructions.

IF YOU RECEIVE A PHONE BOMB THREAT:

1. Remain calm.
2. Do not hang up, keep the caller on the line as long as possible and listen carefully.
3. Note the time the call and the telephone it came in on.

Ask the caller the following information:

- Where is the bomb?
- When will it explode?
- What does the bomb look like?
- What kind of bomb is it?
- What is the caller's name and motive for placing the bomb?
- Are you a student?
- Write down any information such as background noises, gender of the caller, and voice pitches and patterns.

BOMB THREAT

EVACUATION:

Emergency situations change quickly and your evacuation route may have to be changed.

1. **Bombs:** You will be notified by the school of your evacuation route. Evacuation will be dictated by known or assumed location of the device.
2. **Fire:** Your primary route may be blocked by smoke or fire. Know your secondary route.
3. **Chemical Spill:** Total avoidance of hazardous materials is necessary. Fumes can overcome a person in seconds. Plan your route accordingly.

IF YOU NEED TO EVACUATE:

1. Remain calm and stay with you students.
2. Instruct students to go immediately, in a calm and orderly manner to the designed assembly area.
3. Do not lock doors behind you when exiting.
4. Once you have reached the designated area, count all students and immediately report any missing students to Public Safety or your Dean.
5. Remain in designated area until directed by Administration or Public Safety.

OUR EVACUATION ASSEMBLY AREA IS: _____

EVACUATION

LOCKDOWN WITH WARNING:

1. Clear students from hallways, restrooms, or any room that cannot be secured and does not offer concealment.
2. Bring students in from outdoor areas.
3. Lock room, pull shades and keep students away from windows.
4. **Do not leave the area until the "All Clear" is issued by Administration.**

LOCKDOWN INTRUDER:

1. Direct students into nearest classroom and lock door.
2. Students should be out of view from hallway, quite and flat on the floor.
3. Do not enter the building if your class is outside of the building. Move to an off-campus evacuation site.
4. Wait for the "All Clear" announcement to answer or open the door/return to campus.

SCHOOL SHOOTING

1. **IF YOU ARE OUTSIDE** – go inside the building as soon as possible. If you cannot get inside make yourself as compact as possible, put something between you and the shooter.
2. **IF YOU ARE INSIDE** – Turn off all lights, lock all doors and windows, and shut curtains if it is safe to do so. Students, College personnel, Staff and Visitors should crouch under desks without talking and remain there until an all clear is given by the building administrator or designee.
3. Check the halls for wandering students and bring them immediately into your classroom, even if they are from another room. Faculty should take roll and immediately notify your Dean or Vice President of Administration.

LOCKDOWN/SCHOOL SHOOTING

WHEN NOTIFIED OF A SEVERE WEATHER OR TORNADO WARNING:

1. Close blinds and drapes if it is safe to do so. Stay away from windows, mirrors, glass, and unsecured filing cabinets.
2. If Administration advised to go the shelter areas, go immediately in a calm and orderly fashion to your designated shelter area.
3. Stay with the students keeping them in a group.
4. Once you have reached your designated area, account for all your students. Notify Administration or Public Safety immediately if anyone is missing.
5. Do not return to your classroom until directed by Administration or Public Safety.

OUR SEVERE WEATHER SHELTER AREA IS: _____

SEVERE WEATHER

IF YOU DISCOVER FIRE OR SMOKE:

1. Remove anyone from immediate danger
2. Notify Building Maintenance of the situation and activate the nearest alarm system.
3. Close all doors to contain the smoke and fire. **DO NOT LOCK DOORS.**
4. If the fire is small and you have been trained on how to operate a fire extinguisher, you can attempt to extinguish the fire. Otherwise, follow your evacuation procedure and evacuate to the designated area outside the building.

RESPONSE TO FIRE ALARMS OR EXPLOSIONS:

1. Remain calm.
2. Evacuate and stay with your students.
3. Once you have reached the assembly area, account for all students and report any missing students to the Administration or Public Safety.
4. Only return to the building when directed by Administration or Public Safety.

EVACUATION REMINDERS

1. If leaving a room, feel the door with the back of your hand before opening it and do not attempt to open any door that feels hot.
2. Do not return to the area for personal belongings.
3. If smoke is present, stay low. The best quality of air is near the floor.
4. Consider individuals with disabilities may need assistance evacuating.
5. Never allow the fire to come between you and the exit.

IF YOU ARE TRAPPED IN A ROOM/AREA:

1. Wedge wet towels or cloth materials along the bottom of the door to keep out the smoke.
2. Try to close as many doors between you and the fire as possible.
3. Use the telephone to notify 911 of your problem and location.
4. If you are trapped in an area and need fresh air, break the window as a last resort. Use caution when breaking the window.

FIRE/GAS LEAK/EXPLOSIONS

Emergency Phone Numbers:

Fire/Ambulance/Police:	911
Poison Information Center	800-222-1222
Senior Vice President of Administration	320-249-0655
Director of Facilities	320-248-5719
Safety & Health Officer	320-309-7985
SCSC Public Safety	320-308-3333
Maintenance Supervisor	320-249-0276
Maintenance Radio	320-308-3382

EMERGENCY PHONE NUMBERS