

# ITASCA COMMUNITY COLLEGE EMERGENCY PROCEDURES

**E-911 ADDRESS:** 1851 E Hwy 169, Grand Rapids MN 55744

**INTERNAL SHELTER AREAS:** Emergency Route Maps Posted in Classrooms

**EXTERNAL ASSEMBLY AREAS:** North side of large student lot, west or south side of Itasca Hall, SE parking lot, east sides of Backes Center and Dailey Hall, road NW of Wilson Hall

## GENERAL EMERGENCY PROCEDURES

- Always protect yourself first.
- Protect and warn others to the best of your ability.
- Call **911 (9-911)** if using a campus phone) and/or the **ICC Emergency Designee at (218) 327-4751**.
  - State the emergency.
  - Give building **E-911 Address (1851 E Hwy 169, Grand Rapids MN)**
  - Give the exact location of the emergency by building name and room number.
- Initiate and/or follow the appropriate emergency procedures as outlined below.

## CRIME REPORTING

If you witness or become aware that a criminal act has occurred, you have a responsibility to report the incident to law enforcement officials.

### TO REPORT A CRIME:

- Call **911 (9-911)** if using a campus phone) for an emergency.
- Call **ICC Emergency Designee at (218) 327-4751**.
- If possible and safe to do so, observe on-going criminal activity until response personnel arrive.
- Avoid disturbing any potential physical evidence that may be at the scene.

## EMERGENCY PHONE NUMBERS

Fire/Ambulance/Police	911 or 9-911 on campus phones
Poison Control Center	1-800-222-1222
US Energy (Center Point) (gas company)	1-800-722-6326/1-612-372-5050 (after hours)
Grand Rapids Public Utilities (sewer & water)	218-326-7024/218-326-4806 (24 hour emergency)
Itasca County Sheriff/Grand Rapids Police Department	218-326-3477 (non-emergency)
Itasca County Public Health Department	218-327-2941
Minnesota Duty Officer	1-800-422-0798 (emergency) OR
(report hazardous materials, leaks or spills)	1-651-649-5451 (non-emergency)
ICC Safety/Physical Plant Director	218-322-2444 or 218-259-1235
ICC Emergency Designee	218-327-4751
ICC Maintenance Evening Staff	218-244-3191 or 218-259-1722

## FIRE OR EXPLOSION

### IF FIRE OR EXPLOSION IS OBSERVED:

- Immediately activate the fire alarm, if it is not already sounding.
- Evacuate the building to **at least 200 feet away from the building** and clear of any responding emergency vehicles.
- Call **911 (9-911)** if using a campus phone) or have someone make the call.
- Do not return to the building until the **“All Clear”** has been activated using the mass notification system and/or an Emergency Operations team member, a Fire Department designee, or a person of recognized authority authorizes you to return to the building. The Star Alert system will also be used.

## TORNADO WARNING

When the National Weather Service issues a tornado warning, the following procedure should be followed. The Star Alert system will be used.

- Immediately proceed to an identified tornado safe area. Tornado safe area symbols are posted on doors and hallways that have been identified as such. **No Room on a Second Floor is a tornado safe area.**
- If you do not have enough time to proceed to a tornado safe area:
  - Get into a crouch position.
  - Stay away from doors, outer walls, windows, and overhead equipment.
  - Avoid places with wide-span roofs such as auditoriums, cafeterias or large hallways.
  - Get under a piece of heavy furniture such as a workbench, heavy table or desk.
  - Use your arms to protect your head and neck.
- Remain in a tornado safe area until the **“All Clear”** has been activated using the mass notification system, or a person of recognized authority authorizes you to return to the building. The Star Alert system will also be used.
- Return to your classroom or work area and resume your normal duties.
- If a tornado strikes the campus:
  - Call **911 (9-911)** if using a campus phone).
  - Follow the directions give to you by faculty, staff, or emergency responders.

## MEDICAL EMERGENCIES

### Life/Death Emergency during ICC building hours:

- Immediately call or have someone call **911 (9-911)** if using a campus phone).
  - State the emergency.
  - Give **E-911 Address (1851 E Hwy 169, Grand Rapids MN)**. Then provide exact building/room location.
- Contact the **ICC Emergency Designee at (218) 327-4751**.
  - Describe the victim’s symptoms.
  - Give your name and call back telephone number.
  - Stay on the line until you are told to hang up.
  - Render first aid appropriate to your level of training.
- Stay with the victim until emergency responders arrive, if safe to do so.
- If possible, have someone meet the emergency responders and direct them to the victim.
- **Automatic External Defibrillators (AED)** are located at the north entrance of Wenger Hall, main entrances of Itasca Hall and Backes Center, lower level entrance of Mullins Hall, and in the hallway outside of the Media Center.

### Non-Emergency Medical Injury during ICC business hours:

- Contact the **ICC Emergency Designee at (218) 327-4751**.
- Provide the location where assistance is needed. Provide the type of injury/illness that is being experienced.

## MECHANICAL / UTILITY

### IF A MECHANICAL OR UTILITY FAILURE CREATES AN EMERGENCY SITUATION:

- Immediately call or have someone call **911 (9-911)** if using a campus phone).
  - State the emergency
  - Give **E-911 Address (1851 E Hwy 169, Grand Rapids MN)**. Then provide exact building/room location.
  - Contact the **ICC Emergency Designee at (218) 327-4751**.
- Evacuate the area.
  - Proceed to emergency exits.
  - Help anyone needing assistance to evacuate.
  - Everyone must report to an assembly area and report to an Emergency Operations Team member or any other person designated to account for everyone.
  - Do not return to the building until the **“All Clear”** has been activated using the mass notification system and/or an Emergency Operations team member, a Fire Department designee, or a person of recognized authority authorizes you to return to the building. The Star Alert system will also be used.

### IF THE FAILURE DOES NOT WARRANT A COMPLETE EVACUATION OF AN AREA OR BUILDING AND DOES NOT POSE AN IMMEDIATE THREAT OR HAZARD TO PERSONNEL IN THE AREA:

- Contact the **Physical Plant Director at 218-322-2444** and/or **General Maintenance office at 218-322-2470**.
- Contact **maintenance workers’ mobile phones at 218-244-3191 or 218-259-1722**.
- Contact the **ICC Emergency Designee at (218) 327-4751**.

## VIOLENT INTRUDER/LOCKDOWN

When an armed, violent individual or individuals are observed in any area on campus, the following recommendations are provided as guidance for actions that can be taken to reduce the potential for death or serious injury.

- Faculty and staff should immediately lock students and/or general public and themselves in the closest classroom or office.
- Call **911 (9-911)** if using a campus phone).
- Contact the **ICC Emergency Designee at (218) 327-4751**.
- **If possible, DO THE FOLLOWING:**
  - Cover windows or openings that may have a direct line of sight into the hallway.
  - Lock all windows and close any curtains or blinds.
  - Stay away from windows and doors. Barricade if possible.
  - Turn off all lights and audio equipment.
  - Immediately put all cell phones on “Vibrate” or Silent” mode and do not use them unless you are in contact with emergency personnel.
  - Try to remain calm and keep everyone together and quiet.
  - Do not activate the building fire alarm system.
- **Remain in the classroom or office until emergency response personnel notify you that it is safe.**

## NATURAL GAS LEAK

### IF A GAS LEAK CREATES AN EMERGENCY SITUATION:

- Immediately call or have someone call **911 (9-911)** if using a campus phone).
  - State the emergency
  - Give **E-911 Address (1851 E Hwy 169, Grand Rapids MN)**. Then provide exact building/room location.
  - Initiate building’s Evacuation plan by calling the **ICC Emergency Designee at (218) 327-4751**.
- Contact **US Energy at 1-800-296-9815**.
- Evacuate the area.
  - Proceed to emergency exits.
  - Help anyone needing assistance to evacuate.
  - Everyone must report to an assembly area and report to an Emergency Operations Team member or any other person designated to account for everyone.
  - Do not return to the building until the **“All Clear”** has been activated using the mass notification system and/or an Emergency Operations team member, a Fire Department designee, or a person of recognized authority authorizes you to return to the building. The Star Alert system will also be used.

## HAZARDOUS MATERIALS SPILLS/LEAKS

### IF A HAZARDOUS MATERIAL SPILL OR LEAK CREATES AN EMERGENCY SITUATION:

- Contain the spill if safe and appropriate to do so.
  - Know where spill kits are and contain spill immediately.
- Report the spill.
  - Call **911 (9-911)** if using a campus phone).
  - Contact the **ICC Emergency Designee at (218) 327-4751**.
  - Give **E-911 Address (1851 E Hwy 169, Grand Rapids MN)**. Then provide exact location of spill.
  - Report any injuries.
  - Report the name and amount of material spilled, if known.
  - **Do not use the Fire Alarm to evacuate the building.**
- Evacuate the area.
  - Proceed to emergency exits.
  - Help anyone needing assistance to evacuate.
  - Everyone must report to an assembly area and report to an Emergency Operations Team member or any other person designated to account for everyone.
  - Do not return to the building until the **“All Clear”** has been activated using the mass notification system and/or an Emergency Operations team member, a Fire Department designee, or a person of recognized authority authorizes you to return to the building. The Star Alert system will also be used.

## TERRORISM

The FBI defines terrorism as “...the unlawful use of force of violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.” Although this definition helps us understand what terrorism is, it does not give us insight on dealing with acts of terrorism. Basically, terrorism is a motive for a criminal act and therefore must be initially dealt with in this manner. It is critical that we do not ignore early warning signs or fail to investigate potential terrorist activity. Any information or threat made against the college or a member of the campus community by an individual or group must be taken seriously. This information should be forwarded to the Itasca County Sheriff’s Office/Grand Rapids Police Department at 218-326-3477 or the **ICC Emergency Designee at (218) 327-4751**.

Any criminal act that occurs on campus that manifests evidence of terrorism will be considered an immediate **emergency**.

## BOMB THREAT

### IF YOU RECEIVE A BOMB THREAT INVOLVING A CAMPUS BUILDING:

- Contact the **ICC Emergency Designee at (218) 327-4751**.

### REMEMBER:

- Keep the caller talking!
- Don’t interrupt!
- Ask caller to speak louder, slower, etc.
- Ask caller to repeat!
- Write down complete exact message!

### IF EMERGENCY RESPONSE PERSONNEL OR APPROPRIATE COLLEGE OFFICIALS ORDER A BUILDING EVACUATION:

- **DO NOT UNDER ANY CIRCUMSTANCES PULL THE FIRE ALARM TO INITIATE THE EVACUATION.**
- Proceed to the evacuation areas listed at the top of this document.
- Help anyone needing assistance move to the evacuation area.
- **FACULTY & STAFF: Have all students turn off cell phones and pagers.**
- Everyone must report to an assembly area and report to an Emergency Operations Team member or other person designated to account for everyone.
- Report the location of anyone left in the building.
- Do not return to the building until the **“All Clear”** has been activated using the mass notification system and/or an Emergency Operations team member, a Fire Department designee, or a person of recognized authority authorizes you to return to the building. The Star Alert system will also be used.

Itasca Community College is an affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service. If you require an accommodation for a disability please contact Ann Vidovic-14 Backes Student Center 218-322-2433 or ann.vidovic@itascacc.edu

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