

# Alexandria Technical and Community College Emergency Procedures

## GENERAL EVACUATION INFORMATION

- In the event of a fire alarm or official notification, evacuate the building using the nearest exit.
- Do not use elevators!
- Take personal belongings (keys, wallets, etc.)
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by ATCC Administrators or Emergency Personnel.
- Gather 500 feet from the building unless otherwise instructed by ATCC Administrators or Emergency Personnel.
- If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, notify emergency responders of the location of disabled or special needs persons located in your area.
- When the fire alarm ceases to sound, it is safe to return to the building. For other non-fire emergencies, wait to be contacted by emergency personnel for permission to return to the building.

## ACTIVE SHOOTER

- Immediately dial 911 to notify local law enforcement.
- If in an open area that cannot be secured, for example the Campus Café or Information Commons, hide and secure yourself with tables or other objects as barricades.
- Lock the door.
- Barricade the door with tables, chairs, heavy equipment, if possible.
- Close windows, blinds and doors.
- Turn off all lights.
- Hide all backpacks, books, personal materials which might indicate that there may be occupants in the room.
- Move to a location so as to not be seen through windows or doors.
- Sit or lay flat on the floor.
- Demand silence; silence, but do not power off, all personal electronic devices.
- If the shooter leaves the area, remain locked in your room until the police give the "all clear."

## FIRE

- The first person who is aware of a fire should pull the fire alarm and evacuate the area.
- Test the door to see if it is hot. If it is hot, find an alternate route to evacuate.
- Evacuate the building in an orderly manner.
- Do not re-enter the building until the Safety Coordinator declares them safe to enter.

### Procedures for faculty:

- Make sure all students and personnel have left the room. Close, but do not lock, the classroom door.
- Lead all students in an orderly manner to a safe area. Do not allow students to stop at their lockers to retrieve personal items.

## BOMB THREAT

### Never attempt to touch, move, dismantle or carry any object that is suspicious.

- Immediately notify the Safety Coordinator (Ext. 4415) about the incident.
- If you receive a bomb threat by written message, preserve the note for the police by touching it as little as possible.
- If you receive a bomb threat by telephone, record exactly what the caller says. Remain calm, be firm and keep the caller talking. Listen carefully to the caller's voice, male or female, and to noises in the background. After hanging up, record the phone number that called, as displayed on your phone, if available. Write down any information you can regarding the call.

## SEVERE WEATHER/ TORNADOS

### Procedures when a tornado warning has been issued:

- When a tornado warning has been issued, each room shall be notified of the warning through the phone intercom system and by mass notification through Star Alert.
- Evacuate classrooms, shops and offices to the hallway location noted on the map near the door to your area. Close the door.
- Move along inside walls to the safest areas of the building.
- Assume the "tuck" position.
- Remain in the safe area in the tuck position until the warning expires or the Safety Coordinator has issued an all-clear signal.

## INCLEMENT WEATHER CLOSURES

- In the event of inclement weather, please check for closure announcements on the ATCC website, the Weather Hotline at 320-762-4400, e-mail, STAR Alert and local television and radio stations.
- Closure options include closed for the day and evening, delayed opening, and cancellation of classes and/or activities.

## SUSPICIOUS PERSON/ INTRUDER

- If it is believed that the intruder is armed, immediately dial 911.
- If the intruder is unarmed, immediately notify the Safety Coordinator (Ext. 4415).
- Provide as much information as possible about where the intruder was sighted and which direction he/she went.

REMAIN CALM, PROVIDE ASSISTANCE TO OTHERS, IF NECESSARY.



To report a Campus Emergency: **DIAL 911** from a campus phone.

# Alexandria Technical and Community College Emergency Procedures

## ASSAULT/FIGHT

Ensure the safety of all students and college personnel.

- Immediately notify the Safety Coordinator (Ext. 4415).
- Dial 911 for local law enforcement, if necessary.

## WEAPONS

**If a student or college employee is aware of a weapon brought on to campus:**

- Immediately notify the Safety Coordinator (Ext. 4415).
- Provide the name of the person suspected of bringing the weapon, the location of the weapon, if the suspect has threatened anyone and any other details that might prevent the suspect from hurting someone or him/herself.
- If an instructor suspects that a weapon is in the classroom, confidentially call 911.

## HAZARDOUS MATERIALS

**Procedures for on-site chemical accidents, leaks or spills:**

- Immediately notify the Safety Coordinator (Ext. 4415).
- Provide the location of the spill or leak and the identity of the hazardous material, if known.
- Relocate students and college personnel to fresh air, in a safe location, upwind of the spill/release.
- Seek treatment for any individuals exposed to the chemical.

## STUDENT ACCIDENT/ILLNESS

It is the goal of ATCC to provide a safe learning environment for students on campus. The following is a list of protocols to assist students or employees in the event of an accident or sudden illness on campus.

### Life Threatening/Emergency:

- Call 911 from any school phone, request an ambulance and provide the location of the emergency.
- The ATCC Emergency Response Team will be notified to assist with the emergency until the ambulance arrives.

### Non-life Threatening/Non-emergency:

- For non-life threatening cuts, injuries or illnesses that require medical attention, assist the injured/ill student in calling or arranging for transportation from a parent, spouse or friend. Employees should NOT transport or use a school vehicle to transport and individual.

### First Aid:

- For non-emergency illnesses or injuries, provide first aid in accord with your training and ability. First aid kits are available in shops, labs and restrooms.
- Protect yourself from exposure to bloodborne pathogens by wearing gloves and contact the Facilities staff for clean-up, if necessary.

### Reporting:

- Notify the Safety Coordinator (Ext. 4415), for accidents that require medical attention.
- Complete the Incident Investigation Report located on the ATCC website, in Mission Control, under "Forms."
- Students are covered under ATCC's Student Accident Insurance for all injuries resulting from an accident on campus.

## EMERGENCY PHONE NUMBERS

### Emergency Fire, Ambulance, Police 911 Safety Coordinator 4415

Alexandria Police Department  
(Non-emergency)

320-763-6631

Douglas Co Sheriff's Office  
(Non-emergency)

320-762-8151

North Ambulance Service (Non-emergency)

320-763-6160

Douglas County Hospital

320-762-1511

Minnesota State Patrol

218-847-1550

Crisis Intervention/Mental Health Hotline

1-800-273-TALK

Someplace Safe Crisis Center

1-800-974-3359

Crime Victim Services

1-800-247-0390

Minnesota Poison Control Center

1-800-222-1222

National Poison Control Center

1-800-764-7661

### Disaster Assistance

MN American Red Cross

1-800-404-2236

Local American Red Cross

320-763-3800

### Emergency Management Agencies

Division of Emergency Management

1-800-422-0798

Hazardous Materials: Minnesota Duty Officer

1-800-422-0798

Emergency Management Office, Douglas  
County Law Enforcement Center

320-762-8151

### County Offices (Local)

Horizons Public Health

320-763-6018

**Public Utilities** Alexandria Light and Power  
(ALP)

320-763-6501

ALP Repair Service After Hours

320-763-6186

Gopher One - Call Before You Dig

811

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