

Central Lakes College Emergency Procedures

E-911 ADDRESS: 501 W. College Drive, Brainerd, MN 56401
INTERNAL SHELTER AREAS: Emergency Route Maps Posted in Classrooms
EXTERNAL ASSEMBLY AREAS: West & East Parking Lots and South Side – By the Pond

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 **CLC Security, 218-828-6050 or 8888** (Campus Phone) and/or **Director of Security, 218-270-0166**.
 - State the emergency
 - Give building **E-911 Address (501 W. College Drive, Brainerd, MN 56401)**
 - Give the exact location of the emergency in the building.
- Initiate and/or follow your building's emergency plan.

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 Security at **218-828-6050 or 8888** (campus phone) or Director of Security at **218-270-0166**.
- 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
Poison Control Center	1-800-222-1222
US Energy (Center Point) (gas company)	1-800-722-9326
Brainerd Public Utilities (electric and water)	1-612-372-5050 (after hours)
Crow Wing County Sheriff/Brainerd P.D.	218-829-2193
Crow Wing County Health Department	218-829-8726 (24 hour emergency)
Minnesota Duty Officer (report hazardous materials leaks or spills)	218-829-4749
CLC Student Services	218-824-1080
CLC Director of Security	1-800-422-0798 emergency
CLC Maintenance Supervisor	1-651-649-5451 non-emergency
CLC Maintenance Evening Staff	218-855-8000 or 1-800-933-0346
CLC Campus Health Services	218-270-0166 or 218-855-8273
	218-270-0286 or 218-855-8136
	218-270-0817 or 218-855-8154 or 218-855-8232
	218-855-8304

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 over the mass notification system, and/or an Emergency Operations Team member, a Fire Department designee, the Director of Security, or a person of recognized authority authorizes you to return to the building. The Wireless Emergency Notification System will also be used.

TORNADO WARNING

When the National Weather Service issues a tornado warning, the following procedure should be followed: When the mass notification system for a tornado warning is activated a yellow/amber light flashes, followed by a verbal message.

- Immediately proceed to an identified tornado safe area. Tornado safe area symbols are posted on doors and hallways that have been identified as such. Refer to the Brainerd Campus Map, areas shaded in blue. **(No Room on the 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" Message has been activated through the mass notification system, the digital signage board, or a person of recognized authority gives clearance to leave the area. The Wireless Emergency Notification System will also be used.
 - Return to your classroom or work area, and resume your normal activities.
- If a tornado strikes the campus:
- Call **911** or **(9-911)** if using a campus phone).
 - Follow the directions given to you by faculty, staff or emergency responders.

MEDICAL EMERGENCIES

Life/Death Emergency during CLC building hours:

- Immediately call or have someone call **911 (9-911)** if using a campus phone)
- State the emergency
- Give the exact location of the emergency (**E911--501 W. College Drive, Brainerd, MN 56401**) Then provide building, parking lot, door number, or office/classroom location.
- Contact the Security Department at **218-828-6050 or 8888** (campus phone) or Security Director at **218-270-0166**.
 - 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 on the Brainerd Campus in the main hallway of the central core building by the eatery area, and the second one is located in the east wing of the building in the theatre area.

Non-Emergency Medical during CLC business hours:

- Contact the Security Department at **218-828-6050 or 8888** (campus phone) or Director of Security at **218-270-0166**.
- 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** (campus phone)
 - State the emergency.
 - Give the exact location of the emergency (**E-911 – 501 W. College Drive, Brainerd, MN 56401**)
 - Initiate building's emergency plan by calling the Student Services at **Operator - 0 or 218-855-8000**.
 - The Security Department **218-828-6050 or 8888** (campus phone)
 - The Director of Security at **218-270-0166**
- 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 over the mass notification system, and/or an Emergency Operations Team member, a Fire Department designee, the Director of Security, or a person of recognized authority authorizes you to return to the building. The Wireless Emergency Notification 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 **218-270-0286** or General Maintenance office at **218-855-8136**.
- Contact maintenance workers' mobile phones at **218-270-0304, 218-270-0081 or 218-270-0817**.
- Contact the Director of Security at **218-270-0166**.

NATURAL GAS LEAK

A MECHANICAL OR UTILITY FAILURE CREATES AN EMERGENCY SITUATION:

- Immediately call or have someone call **911, 9-911** (campus phone)
 - State the emergency.
 - Give the exact location of the emergency (**E-911 – 501 W. College Drive, Brainerd, MN 56401**)
 - Initiate building's emergency plan by calling the Student Services at **Operator - 0 or 218-855-8000**.
 - The Security Department **218-828-6050 or 8888** (campus phone)
 - The Director of Security at **218-270-0166**
- 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 over the mass notification system, and/or an Emergency Operations Team member, a Fire Department designee, the Director of Security, or a person of recognized authority authorizes you to return to the building. The Wireless Emergency Notification 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 **218-270-0286** or General Maintenance office at **218-855-8136**.
- Contact maintenance workers' mobile phones at **218-270-0304, 218-270-0081, 218-371-1738 or 218-270-0817**.
- Contact the Director of Security at **218-270-0166**

HAZARDOUS MATERIALS SPILLS / LEAKS

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

- Contain the spill
 - Know where spill kits are and contain spill immediately.
- Report the spill.
 - Call **911 (9-911)** if using a campus phone).
 - Call Security at **218-828-6050 or 8888** (campus phone), or Director of Security at **218-270-0166**.
 - State the emergency.
 - Give the exact location of the emergency (**E-911-501 W. College Drive, Brainerd, MN 56401**) and what building the spill is in.
 - Initiate building's emergency plan by calling the Student Services at **218-855-8000**.
 - 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 over the mass notification system, and/or an Emergency Operations Team member, a Fire Department designee, the Director of Security, or a person of recognized authority authorizes you to return to the building. The Wireless Emergency Notification System will also be used.

IF THE HAZARDOUS MATERIAL SPILL OR LEAK 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 **218-270-0286** or General Maintenance office at **218-855-8136**.
- Contact maintenance workers' mobile phones at **218-270-0286, 218-270-0304, 218-270-0081, 218-371-1738 or 218-270-0817**.
- Contact the Director of Security at **218-270-0166**.

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 Brainerd Police Department **218-829-2805**, Crow Wing County Sheriff's Department **218-829-4749** or the CLC Director of Security at **218-270-0166**.

Any criminal act that occurs on campus that manifests evidence of terrorism will be considered an immediate **Emergency**. The Campus Emergency Plan will be activated, including mobilization of the Emergency Operations Team.

The Brainerd Police Department, the Crow Wing County Sheriff's Departments and other law enforcement agencies, in reply to recent nationwide threats of terrorism, have developed an Emergency Response Team that will respond to any reported threats of terrorism at Central Lakes College. Their team will work closely with the campus Emergency Operations Team in response to any terrorist act perpetrated on campus.

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.

- If possible, Faculty, Staff and Students should leave the building. If leaving is not possible, 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), and Security at **218-828-6050 or 8888 (Campus Phone)** or Director of Security at **218-270-0166**.
- **If possible, DO THE FOLLOWING:**
 - Cover windows or openings that have a direct line of sight into the hallway.
 - Lock all windows and close any curtains or blinds.
 - Stay away from windows and doors. Baricade if possible.
 - Turn off all lights and audio equipment.
 - Turn volume on cell phones down.
 - 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.**

BOMB THREAT

IF YOU RECEIVE A BOMB THREAT INVOLVING A CAMPUS BUILDING:

- Call **911 (9-911)** campus phone)
- Call Security at **218-828-6050 or 8888** (campus phone) immediately, or the Director of Security at **218-270-0166**.

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 Area listed on cover of this guide.
- 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"** Message has been activated over the mass notification system, and/or a Emergency Operations Team member, Fire Department designee, the Director of Security, or a person of recognized authority authorizes you to return to the building. The Wireless Emergency Notification System will also be used.