

CHAPTER 5: Administration

Procedure 5J.1/11: Emergencies

1. 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 emergency alarm horn, 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.
- 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.
- f. Staff and students should proceed to the pre-designated shelter areas as follows:

CAMBRIDGE CAMPUS:

- Campus Center – Upper Level: Room D209, E221, E222 and E241/ restrooms, F206 classrooms, F2 12 area restrooms or go to library D106 and D115
- 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 Services: Go to first floor hallways on either side of loading dock, hallways outside of C101, C102, C153, C154 and hallway on first floor north of HR near C150 area
- Cafeteria: Go to lower Humanities classrooms
- Library: Go to lower back hallway in front of photo lab and in front of Central Services
- Gymnasium: Go to lower back hallway in front of photo lab and in front of Central Services
- 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
- Visual Arts Center (VAC): Go to VA111, VA211, any restroom, V221, V223
- Training and Development Center: Go to restrooms
- Technology: Go to lower classrooms
- Student Center: Remain in the student center away from the courtyard windows
- Persons Outdoors: Go to nearest designated shelter area in a building
- Academic Support Center / Testing: Go to the Student Center across the hall, away from east side/courtyard windows
- THHC: Go to the small rooms with walls to the west of the training area
- Marketing Area and Faculty Suites: Go to the new stairwell area between first and second floor

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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.

2. Fire or Emergency Evacuation

The signal to evacuate the college buildings will be the sounding of the fire horn alarm system. (There is no alarm in the Training and Development Center or the Therapeutic and Holistic Health Center (THHC). Contact will be made by walkie-talkie radio.) When the alarm sounds, or a fire is discovered, proceed according to the following plan:

- a. Call the Information Center, Safety/Security and Maintenance Department, Monday through Friday. On weekends only call Information Center
 - Information Center
 - 763-433-1840 (Cambridge)
 - 763-433-1240 (Coon Rapids)
 - Direct dial is available on emergency phones.
 - Safety/Security
 - 763-433-1330 Cambridge 763-433-1346 Coon Rapids
 - Maintenance
 - 763-433-1210
- b. Information Center staff will contact the Administration on the contact list in order of priority as soon as possible. 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.
 - Physical Plant Director, Roger Freeman
 - 763-433-1378
 - Chief Engineer, Jim Nieswaag
 - 763-433-1213
 - Director of Public Safety, Orrin Nyhus
 - 763-433-1346
 - Director of Marketing and Public Relations, Mary Jacobson
 - 763-433-1315
 - Interim Chief Financial Officer, Marilyn Smith,
 - 763-576-4799
 - Chief Human Resources Officer, Darren Hoff
 - 763-433-1159
 - Interim President, Jessica Stumpf
 - 763-433-1543
- 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.
- f. 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.
- g. The ALL CLEAR signal which indicates you may re-enter the building is a continuous sound of the alarm horn for ten seconds.

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Designated evacuation doors/areas in the event of fire:

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- 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:

- Administration: West Student Center doors to river plaza or north College Services entrance doors.
- Gym: Nearest east 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, Lower level South doors
- Humanities, Upper Level: Use southeast double doors near S235 and S232
- Humanities, Lower Level: Use 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
- THHC: Evacuate the building to the east, move 100' from the building
- Marketing Area 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.

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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.

3. Emergency Call List

Refer to the list previously identified in #2 above.

4. 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) or Orrin Nyhus, 763-433-1346 or 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.

5. Medical / 911 Calls:

In the event of a medical emergency on the campuses, please contact the information centers from any campus information telephone or by dialing 911 or 9-911 from any office telephone. Should the caller make a 911 call without going through the information centers, make sure you call the information centers and tell them you have called 911 and the information centers 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.

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History:

- 04.2007 Combined Procedure 5J.1/11 Emergencies: Cambridge and Procedure 5J.1/11 Emergencies: Coon Rapids into one document*
- 04.2008 Technical changes to #1, “Assignment of Personnel for Emergencies” and #2 “Natural Disasters-Tornadoes”*
- 03.2009 Technical changes to update persons responsible*
- 12.2009 Removed Assignment of Personnel section (remains in Emergency Response Plan), updated evacuation locations and combined contact lists.*