



**Anoka-Ramsey Community College
Cambridge Campus
Coon Rapids Campus**

EMERGENCY RESPONSE PLAN (ERP)

In compliance with AFSCME, MAPE, and MMA Contractual Labor Agreements

Updated March 2013



Introduction:

Anoka-Ramsey Community College's Emergency Response Plan (ERP) complies with AFSCME and MAPE contractual agreements. The Emergency Response Plan is a resource manual that outlines Anoka-Ramsey Community College's policies and procedures in the event of an emergency; whether, fire, weather or safety hazard. The Emergency Response Plan is available to new Anoka-Ramsey Community College employees at employee orientation, to administrators and managers and to the Student Senate at the commencement of the school year.

College-Wide Procedures: EMERGENCY PROCEDURES**Emergency Closing**

In the event of adverse weather conditions, safety hazards, etc., it is the policy of Anoka-Ramsey Community College to make every reasonable effort to ensure the safety and well-being of students and employees.

- ◆ Only the Commissioner of the Department of Employee Relations (DOER) has the authority and responsibility to declare an emergency and to authorize payment to employees who do not report to work or are sent home from work after an emergency has been declared.
- ◆ The President of the college or a designee has the authority and responsibility to cancel classes and other college-sponsored activities and to close either campus. For closing of a campus, the responsibility may be delegated to the following persons in order (title and office telephone are identified):
 1. President's Office: (Interim) 763-433-1120
 2. Vice President, Finance & Administration (vacant)
- ◆ In the absence of the two officers, the person acting as the Administrator on Duty at the time will have the responsibility for canceling classes and for closing either campus.

STEP	ACTION	RESPONSIBILITY
1.	Cancel classes and other college-sponsored activities.	President/ Designee
2.	Announce the cancellation of classes by notifying WCCO, 830 AM, the college receptionist in all areas and the offices of the College.	President/ Designee
3.	Call the Director of Public Safety at 763-433-1346 (Office), 763-755-6605 (Home) and ensure that recorded message is put on the switchboard regarding status of classes.	

The notification to the radio station and receptionists should include clear directives on whether a) classes are to be canceled and employees should report to work, or b) a campus is closed and employees should not report to work. If appropriate, inform the radio station to make a second announcement in the afternoon. Every effort will be made to make the decision to cancel classes in a timely fashion, so that the notice can be aired at 5:30 a.m. for day classes and 3:00 p.m. for evening classes.

Employees of Anoka-Ramsey Community College should call their campus to access a broadcast voice mail message concerning closing.

Employees of Anoka-Ramsey Community College who are declared essential will be required to report to work or to remain on duty during an emergency.

Essential employees are as follows:

President (Interim)
Vice President, Finance and Administration
Vice President, Academics
Director of Human Resources
Physical Plant Director
Director, Public Safety
Chief Engineer
Director, Marketing and Public Relations
Maintenance Supervisor (Cambridge Campus)

Employees who report to work and are then sent home shall not receive additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.

Employees on approved sick or pre-arranged vacation leave shall not have such leave time restored to their balances.

Employees on any approved leave without pay shall not be paid for any emergency leave time.

An employee's absence with pay for emergency situations shall not exceed the time authorized by the Commissioner of Employee Relations.

Cancellation of classes does not excuse any employee from work. Employees of the college, including faculty, may take personal leave or vacation leave, or use earned compensatory time when classes are cancelled and they choose to be absent from work.

Accommodations for Disabled Employees

In case of an emergency, all employees who are deaf or hard of hearing will receive notification, if at work, by the supervisor or designated person. If an emergency is called after work hours that affect the deaf or hard-of-hearing employee, the supervisor or designee may use the MN Relay Service (1-800-627-3529) to contact the employee using the TTY.

Building Evacuation

Information is provided to new employees and is posted in all college buildings. It details emergency evacuation procedures, including the specific procedures for evacuation of employees who may have mobility impairments.

ATTENTION

The following class has been canceled. Please return for the next scheduled class, unless you hear an announcement on WCCO, 830 AM. Thank you for your cooperation.

Class/Instructor:

Location:

Date:

Time:

Academic and Student Affairs

Date

ATTENTION

All classes and activities at Anoka-Ramsey Community College, _____ Campus, have been canceled. Please return for the next scheduled class, unless you hear an announcement on WCCO, 830 AM. Thank you for your cooperation.

Academic and Student Affairs

Date

Environmental Health and Safety Procedures

The proceeding Environmental Health and Safety Procedures -Terrorism Threats are guidelines stipulated by Minnesota Colleges and Universities (MnSCU) Emergency Response Plan.

Terrorism Threats

Telephone Message:

Upon receiving a phone call that a chemical or biological hazard has been planted at the campus, proceed according to the following plan:

1. Notify the local police department by calling 911, then notify security by calling 763-433-1330 and follow the prompts for either the Cambridge or Coon Rapids campus or call the Director of Public Safety at 763-433-1346.
2. All incidents should be reported to the Campus Administration as soon as possible. Contact the individuals on the campus contact list in order of priority. 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.
3. Administration will notify the staff as to the nature of the threat (if needed).
4. Staff will notify students on how to proceed to evacuate the building.
5. Staff and Students should proceed out of the building via the nearest exit, taking with him/her all personal belongings.
6. Evacuate the building to at least 100 feet.
7. Maintenance staff will make a visual check of rooms and report anything unusual to police.
8. Do not touch any object or item.
9. The individual who received the phone call must complete the "Terroristic Threat Phone Report" and "Caller Identification Checklist".

Threat Letter:

Upon receiving a chemical or biological threat letter at the campus, proceed according to the following plan:

Notify the local police department by calling 911 and the Minnesota Duty Officer at 1- 800-422-0798 or 651-649-5451.

All incidents should be reported to the Campus Administration as soon as possible. Contact the individuals on the campus contact list in order of priority. 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.

1. Administration will notify the staff as to the nature of the threat (if needed).
2. The administrator on duty will direct staff and students to proceed as follows:
 - a. Minimize the number of people who come in contact with the letter by immediately limiting access to the immediate area in which the letter is discovered.
 - b. The person who discovered/opened the letter is to place all contents in another container, such as a plastic zip-lock bag or another envelope.
 - c. Separate “involved” people (those who came in direct contact with the surroundings, letter or primary contact person) out of the immediate area to a holding area.
 - i. Involved people are asked to remain calm until local public safety officials arrive.
 - ii. Limited decontamination and a change of clothing for a person(s) who opened or handled the letter without any gloves may be appropriate. Official determination of decontamination process will be advised by the public safety officials.
 - d. Move all “uninvolved” people out of the immediate area to a holding area, separate from the holding area for the “involved” people.
 - e. Contaminated area is now considered a crime scene.

Contact List for Cambridge and Coon Rapids:

Orrin Nyhus, Director of Public Safety	763-433-1346
Roger Freeman, Physical Plant Director	763-433-1378
Jim Nieswaag, Chief Engineer	763-433-1213
Ed Norton, Maintenance Supervisor	763-433-1517
Kim Bienfang, Director of Fiscal Services	763-433-1483
Marilyn Smith, Interim Chief Financial Officer	763-576-4799
Deidra Peaslee, Vice President, Academics & Student Affairs	763-433-1829
Darren Hoff, Chief Human Resource Officer	763-433-1159
Jessica Stumpf, President (Interim)	651-222-1593

If the administrators are not on campus, call:

Director of Public Safety	763-755-6605
Physical Plant Director	763-757-2607
Chief Engineer	(no home phone)
Maintenance Supervisor	763-780-0688
Director of Fiscal Services	(no home phone)
Interim Chief Financial Officer	763-360-6972

V.P. of Academics & Student Affairs
President (Interim)

651-343-5450
651-222-1593

Caller Identification Checklist:

Caller's identity: _____

Sex/Age group _____ Male _____ Female

_____ Adult _____ Juvenile

Approximate age: _____ Years

Origin of call: _____ Local _____ Long Distance _____ Internal

Caller's Voice: Please indicate all that apply.

<input type="checkbox"/> Loud	<input type="checkbox"/> Sincere	<input type="checkbox"/> Disguised	<input type="checkbox"/> Excited
<input type="checkbox"/> Soft	<input type="checkbox"/> Raspy	<input type="checkbox"/> Crying	<input type="checkbox"/> Laughing
<input type="checkbox"/> Fast	<input type="checkbox"/> Stressed	<input type="checkbox"/> Broken	<input type="checkbox"/> Righteous
<input type="checkbox"/> Slow	<input type="checkbox"/> Stutter	<input type="checkbox"/> Calm	<input type="checkbox"/> Accent
<input type="checkbox"/> Deep	<input type="checkbox"/> Nasal	<input type="checkbox"/> Irrational	
<input type="checkbox"/> Squeaky	<input type="checkbox"/> Drunken	<input type="checkbox"/> Rational	
<input type="checkbox"/> Distant	<input type="checkbox"/> Slurred	<input type="checkbox"/> Angry	
<input type="checkbox"/> Distorted	<input type="checkbox"/> Lisp	<input type="checkbox"/> Incoherent	

Background Noises: Please indicate all that apply.

<input type="checkbox"/> Voices	<input type="checkbox"/> Quiet
<input type="checkbox"/> Airplanes	<input type="checkbox"/> Music
<input type="checkbox"/> Street traffic	<input type="checkbox"/> Horns
<input type="checkbox"/> Trains	<input type="checkbox"/> Office Machines
<input type="checkbox"/> Animals	<input type="checkbox"/> Bells
<input type="checkbox"/> Party	<input type="checkbox"/> Factory machines

Did the caller sound familiar? Y N

Did the caller appear familiar with the building or area by his/her description of the device location? Y N

Terroristic Threat Phone Report:

(To include threats related to the release of chemicals, disease causing agents and incendiary devices)

1. Date and time call received: _____
2. Exact words of caller:

3. Remain calm and be firm. Keep the caller talking and ask the following questions:
 - a. Where is the device/package located?
 - b. What does the device/package look like?
 - c. When will it go off/detonate?
 - d. What will cause it to go off/detonate/trigger?
 - e. How do you deactivate it?
 - f. Why was it put there?
 - g. Did you place the device/package?

If the building is occupied, inform the caller that detonation/release of hazardous substances could cause injury or death of innocent people.

If a call is received on a Caller ID equipped phone, check for the origin of the call and record the phone number.

Emergency Response Plan Evacuation

Cambridge Campus:

Evacuation of buildings will be accomplished by setting off the fire alarm and using the same procedures as if it were a fire (for emergency procedures, please read pg. 14-22). Staff need to assure that no one is standing where emergency vehicles may need to go. A voice message will also be heard offering instructions from the ENS. (Emergency Notification System)

Coon Rapids Campus:

Evacuation of buildings will be accomplished by setting off the fire alarm and using the same procedures as if it were a fire (for emergency procedures, please read pg. 14-22). Staff should make sure that no one is gathering in the courtyard and are not standing where emergency vehicles may need to go. A voice message will also be heard offering instructions from the ENS. (Emergency Notification System)

Emergencies Procedure

1. Assignment of Personnel for Emergencies: In the event of an emergency the following personnel report to the assigned building or station and direct the action necessary for the given emergency.

CAMBRIDGE CAMPUS:

BUILDING/STATION

Campus Center/Lower South End
 Campus Center/Upper South End
 Campus Center/Upper North End
 Campus Center/Upper Middle
 Campus Center/Lower Middle
 Campus Center/Library & Lower North End

AFRCC

STAFF ASSIGNED

Ryan O'Donovan/Pam Peterson
 Kelly Torok-Linder/Darin Nelson
 Heidi Vidor/Crystal Nelson
 Dan Harmon
 Jessica Traver
 Martha Muehlhauser/ Bonnie Boese
 and Student Worker
 Lisa Everts

COON RAPIDS CAMPUS:

BUILDING/STATION

College Services/Lower Level
 College Services/Upper Level & Info Desk
 Visual Arts Center (VA)
 Music Building/VAC
 Student Center
 Humanities-Upper Level
 Humanities-Lower level
 Technology-Upper Level
 Technology-Lower Level
 Library-Upper Level
 Library/Central Services -Lower Level
 Gym
 Performing Arts Center
 Science-Upper Level
 Science-Lower Level
 Business/Nursing
 Training and Development Center
 Academic Support Center
 THHC
 Marketing(new)/Faculty Suites/Cafeteria

STAFF ASSIGNED

Lisa Harris/Kim Bienfang
 Marc Johnson/Ashley Weatherspoon
 Erick Wiger/Mark Lambert
 Sam Bergstrom
 Joyce Traczyk/Jan Pomeroy
 Darren Hoff
 Michael Wall
 Gary Olson/Skip Robinson
 Tim Zondlo/Victor Bryson
 Al Mamaril
 Sheila Provost
 Lisa Boxwell
 Scott Ford/Luanne Kane
 Kim Lynch
 Melanie Waite-Altringer
 Natasha Baer/Rosemary Hoolihan
 LeeAnn Snidarich/Eric Staupé
 Humira Mujar
 Lisa Lentner
 Mary Jacobson/Karla Sand

Personnel assigned to a designated building or station during an emergency procedure should see to the safety of people with disabilities. During a weather related emergency people with disabilities, including those utilizing wheelchairs, crutches or other walking devices, should remain on the floor where they were when the alarm sounded and should be assisted to the

nearest “go to” shelter. In the event of a fire emergency, persons with disabilities should be assisted to the nearest building evacuation exit on the floor they were on when the alarm sounded. People with disabilities should be strongly discouraged from using the elevators during an emergency.

The central location for the emergency response team (referred to as the Command Center or Emergency Operations Center) and information gathering is listed in priority depending on availability:

CAMBRIDGE CAMPUS:

1. Facilities Office’s, located in the front section of the dock area, first level
2. G202 lecture hall, second level

The media center for the Cambridge campus is identified as the Humanities building located on the west campus lot.

COON RAPIDS CAMPUS:

1. Facilities breakroom located on the north side of the college services building, including the Facilities offices, first level
2. Training and Development Center (763-433-1200), located on the corner of Mississippi Blvd. and Coon Rapids Blvd.

The media center for the Coon Rapids campus is identified as the Training and Development Center, located on the corner of Mississippi Blvd. and Coon Rapids Blvd.

Assurances need to be made that those with sensory impairments (e.g., visual and auditory) are aware of the emergency/evacuation situation. Administrators assigned to a building should check locations of isolation (e.g., restrooms, study areas, lounges) for anyone who may be unaware of the emergency.

2. 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 Civil Defense siren 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 and a voice message from the ENS.

f. Staff and students should proceed to the pre-designated shelter areas as follows:

CAMBRIDGE CAMPUS:

- Campus Center – Upper Level: Room D209, E221 and E241/ restrooms, F206 classrooms, F212 area restrooms or go to library D106 and D115, G201
- 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
- AFRCC – Men and women’s locker rooms

COON RAPIDS CAMPUS:

- College Cafeteria: Go to Lower Humanities classrooms
- College Services: Go to first floor hallways on either side of loading dock, hallways outside of C101, C102, C103, C153, C154 and hallway on first floor north of HR near C150 area
- Library/Central Services: Go to lower back hallway in front of photo lab and in front of Central Services
- Field House Area: G105 fitness center, locker rooms G125 thru G136 and locker room hallways, restrooms G228 and G229, Health and Wellness faculty suite
- 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
- Music Building: M207 thru M209 music lab, M105, M109 Music Classrooms
- Visual Arts Center (VAC): Go to the VA111, VA 211, any restroom, V221, V223
- Professional Training Center: Go to restrooms
- Technology: Go to lower classrooms
- Student Center: Remain in the Student Center
- Persons Outdoors: Go to nearest designated shelter area in a building
- Academic Support Center / Testing: Go to Student Center across the hallway away from east side courtyard windows
- THHC: Go to the small rooms with walls to the west of the training area
- Marketing and Faculty Suites SC273 A: Go to the new stairwell area between first and second floor

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.

3. Fire or Emergency Evacuation

CAMBRIDGE CAMPUS:

When the fire alarm sounds or a fire is discovered, proceed according to the following:

- a. Call the Cambridge Fire Department by dialing 911
- b. Contact immediately the campus administration and individuals on the contact list in order of priority. 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.
- c. Evacuate the buildings to a distance of at least 100 feet
- d. List to be contacted by priority:

• Director of Public Safety – Orrin Nyhus	763-433-1346
• Physical Plant Director – Roger Freeman	763-433-1378
• Maintenance Supervisor – Ed Norton	763-433-1517
• Vice President, Academics & Student Affairs – Deidra Peaslee	763-433-1829
• Director of Marketing & Public Relations – Mary Jacobson	763-433-1315
• Director of Fiscal Services – Kim Bienfang	763-433-1483
• Interim President – Jessica Stumpf	763-433-1386

Designated evacuation doors/areas in the event of fire:

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:

The signal to evacuate the college buildings will be the sounding of the fire horn alarm system. (There will be no alarm at the TDC or the THHC when a fire drill is exercised.

Contact will be made by walkie – talkie radio. If there is an actual fire, the enunciator will activate an alarm in both buildings.) When the alarm sounds, or a fire is discovered, proceed according to the following plan:

- a. Contact the Administration as soon as possible. Call the individuals on the contact list in order of priority. 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.

• Director of Public Safety - Orrin Nyhus	763-433-1346
• Physical Plant Director – Roger Freeman	763-433-1378

- Chief Engineer – Jim Nieswaag 763-433-1213
 - Interim Chief Financial Officer - Marilyn Smith 763-576-4799
 - Vice President, Academics & Student Affairs – Deidra Peaslee 763-433-1829
 - Chief Human Resource Officer – Darren Hoff 763-433-1159
 - Director, Marketing and Public Relations - Mary Jacobson 763-433-1315
 - Director of Fiscal Services – Kim Bienfang 763-433-1483
 - President Interim - Jessica Stumpf 763-433-1386
- b. Call the Information Center and Maintenance:
- Information Center – 763-433-1240
 - Maintenance – 763-433-1210
- 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.
- e. 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.
- f. The ALL CLEAR signal which indicates you may re-enter the building is a continuous sound of the alarm horn for ten seconds.

Designated evacuation doors/areas in the event of fire:

- 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
- Visual Arts Center (VAC), Lower Level: South doors
- Humanities, Upper Level: Use southeast double doors near S235 and S232
- Humanities, Lower Level: Use west 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.

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.

4. Lockdown Procedures – Both Campuses

The Emergency Notification System will verbally notify you that there is a need to lock down the campus. You will be instructed by a voice notification through the telephone speakers in classrooms and by speakers located in hallways and outside locations for the reason of the lock down. Proceed as follows or as directed:

- Secure the room by either punching the button on the side panel of the classroom door if equipped with the side button or by turning the thumbturn located near the inside door handle in a clockwise direction. Ensure the door is secured.
- Move occupants to the inside wall closest to the entrance door, away from the door or room window and out of site as much as possible. Instruct occupants to be very quiet. Remain in the location until you are cleared to assume normal activities by law enforcement or campus security.
- An announcement will be made over the notification system that law enforcement / security has cleared the situation and that normal activities can be resumed.

5. Emergency Call List

Refer to the list previously identified in #3 above.

6. 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. 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.

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

Blizzards- Cambridge:

1. Public warning – issued by National Weather Service through Civil Defense, Sheriff’s Department, TV and local radio when a blizzard is anticipated.
2. Administration will notify the staff as to the nature of the warning.

Utility Emergency – Electric Power failure

- | | |
|---|--------------|
| 1. Call East Central Electric Association | 763-689-1171 |
| After business hours | 320-396-3312 |

Utility Emergency – Gas Line Break

1. Contact the campus Administration as soon as possible. Call the individuals on the contact list in order of priority (See Fire Procedures #1).
2. Administration will notify students and staff to clear the immediate area and evacuate the building to at least 500 feet (if necessary).
3. If necessary, Administration will contact the Cambridge Fire Department by dialing 9-911 and Call Reliant Energy (formerly Minnegasco) 612-372-4727
4. Administration will notify the remaining staff as to the nature of the warning.
5. Staff will notify students throughout the campus to evacuate if necessary.

Blizzards-Coon Rapids:

1. Public warning – issued by National Weather Service through Civil Defense, Sheriff’s Department, TV and local radio when a blizzard is anticipated.
2. Administration will notify the staff as to the nature of the warning.

Utility Emergency – Electric Power failure

- | | |
|----------------------|----------------|
| 1. Call | 1-800-895-1999 |
| After business hours | 1-800-895-1999 |

Note: The Coon Rapids Campus has back up to the Automatic Switch Gear Feed from two stations.

Utility Emergency – Gas Line Break

1. Contact the campus Administration as soon as possible. Call the individuals on the contact list in order of priority (See Fire Procedures #1).
2. Administration will notify students and staff to clear the immediate area and evacuate the building to at least 500 feet (if necessary).
3. If necessary, Administration will contact the Coon Rapids Fire Department by dialing 9-911 and contact Reliant Energy (formerly Minnegasco) 612-372-4727.
4. Administration will notify the staff as to the nature of the warning.
5. Staff will notify students throughout the campus to evacuate if necessary.

Criminal Actions

To report a crime or emergency, call the Information Desk at 763-433-1840 (Cambridge) or the Information Desk at 763-433-1240 (Coon Rapids).

Theft/Vandalism

Discovery of a theft (personal or college) or any act of vandalism should be reported immediately to the Director of Public Safety (763-433-1346). Individuals reporting the crime will be asked to complete an incident report providing basic information. The Director of Public Safety will notify the appropriate Police Department.

Escort Service

An escort service is available on both Campuses to students, staff or faculty to escort them to or from their vehicles Monday through Thursday evenings from 4:00 PM to 10:00 PM (Cambridge) and 6:30 PM to 10:30 PM (Coon Rapids), when classes are in session. To use the service, call the Information Center at telephone 763-433-1840 (Cambridge) or 763-433-1240 (Coon Rapids) and advise them of your request. The Information Center will further advise you where to meet the escort based on your request. Requests for this service must be made before 9:45 PM at Cambridge and 10:00 PM at Coon Rapids Campus.

Emergency Phones-Coon Rapids:

During normal college hours, the “information” telephones at various entrances may be used for emergencies. In the event of any emergency, follow the below procedures:

- a) Pick up the phone and wait for a response from the Information Center operator (these telephones do not have dial-out capability).
- b) State the type of emergency
- c) The Information Center operator will assist you.

The “information” telephones are at the following entrances or locations:

College Services – Information Center (upper level)

Business/Nursing – Main, south entrance

Business/Nursing – Main, north entrance

Business/Nursing – Entrance to corridor connecting Business/Nursing and Technology

Gym – Main, upper level

Gym – Main, lower level, G103

Health & Wellness – G117, G110

Music Building – Lower level by elevator, north entrance, M200C

Performing Arts Center – Northeast, back entrance

Science – Upper level, south entrance

Telephones are located throughout the campus and can be used to summon assistance by dialing 911 (pay phones) or 9-911 or 911 (office phones). There is a pay telephone in the parking lot near the Gymnasium entrance for emergency use as well.

Emergency Phones-Cambridge:

During normal college hours, the information telephones at various locations may be used for emergencies. In the event of any emergency, follow the below procedures:

- a) Pick up the phone and wait for a response from the Information Center operator (these telephones do not have dial-out capability).
- b) State the type of emergency.
- c) The Information Center operator will assist you.

The information telephones are at the following entrances or locations:

Campus Center Upper Level – Area E in hallway near nursing faculty suites, Area F in hallway between F223 and F222, Area F near restrooms and Area G in hallway at entrance to G202 Lecture Hall

Campus Center Lower Level – Area D in hallway across from the bookstore, Area E in hallway near E103 and Area F in hallway near Faculty Suites F115 – F138

Any office telephone can also be utilized to call 911 by dialing 9-911.