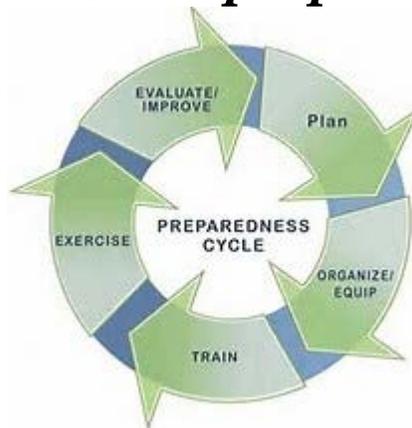


**ANOKA TECHNICAL COLLEGE**  
**ANOKA Campus**  
**Emergency Operations Plan**



*All-hazards preparation*



*Updated:*  
*September 2018*

### **Public Safety and Emergency Management Preparedness.**

Public Safety has been entrusted through the College President of the three campuses to provide oversight for day-to-day operations involving Emergency Management of personnel and resources. Through this Emergency Operations Plan, we want our campus community to have the basic knowledge and protocols to respond to emergencies, natural disasters and all-hazard planning.

Emergency management includes planning, organizing, coordination, integration, training and execution of efforts to prevent, minimize, respond to, and recover from injury or damage resulting from natural or manmade disasters or other crises.

### **National Incident Management System (NIMS)**

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly before, during, and after an incident, regardless of cause, size, location, or complexity, in order to protect and mitigate the impact on life or property. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

### **The Incident Command System (ICS) will be used to manage all incidents and major planned events. [Note: The ICS approach can be used before, during, and after an incident.]**

The Incident Commander will direct all incident activities within the school's jurisdiction. The Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to the College President or other officials identify incident management resources required, and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander.

### **The Incident Commander responsibilities include:**

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this Emergency Operations Plan (EOP).
- Take steps deemed necessary to ensure the safety of students, faculty, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g., evacuation, reverse evacuation, shelter in place, lockdown, etc.), as described more fully in the functional annexes in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or the fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep the College President and other administrators informed of the situation.

## **EMERGENCY OPERATIONS PLAN**

**Purpose of the Emergency Operations Plan:** To provide the basic framework for planning, training, exercising, responding to, and recovering from emergencies.

The Federal Emergency Management Agency (FEMA), with regard to hazard mitigation planning, provides the following definitions:

- Hazard mitigation - Any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards.
- Planning - The act or process of making or carrying out plans, specifically, the establishment of goals, policies, and procedures for a social or economic unit.

**The Emergency Operations Plan (EOP) Objectives are to:**

- Integrate the four phases of emergency management - Preparedness, Mitigation, Response, and Recovery into a format consisting of a basic plan, annexes, appendices, and support plans;
- Establish overall Emergency Operations Team (EOT) responsibilities;
- Establish an Incident Command System (ICS) structure in accordance with the National Incident Management System (NIMS) protocol;
- Provide for the development and maintenance of facility-based emergency operations procedures;
- Establish requirements for the development and execution of annual training exercises;
- Prescribe the declaration of an emergency and activation of the plan;
- Prescribe the role of faculty, staff, and students relative to emergencies and disasters,
- Prescribe procedures for the use, operation, and maintenance of the Star Alert Emergency Notification System;
- Include appendices for specific guidelines, emergency resource directories, etc., as needed; and
- Include processes procedures, contact information, and liaison functions to work with local authorities, system office personnel, and other state agencies and entities.

**ABOUT ANOKA TECHNICAL COLLEGE**

Anoka Technical College, with its campus located in the city of Anoka, is a member of the Minnesota State system and has been a leading provider of higher education and training since 1967 offering more than 35 career programs accredited by the Higher Learning Commission of the North Central Association. A member of the Minnesota State system, the college serves more than 2,800 learners of all ages as they pursue certificates, diplomas and Associate in Applied Science degrees designed to lead immediately to rewarding, in-demand careers.

Anoka Technical College is aligned with Anoka-Ramsey Community College and together the institutions serve more than 16,000 learners – the largest community and technical college entity in Minnesota.

**Importance of Hazard Planning**

The process of hazard mitigation planning is a critical part of any community’s planning program. Because most hazards occur infrequently, mitigation programs for hazards are usually initiated and funded as a reaction to recover from the most recent disaster event. This form of hazard mitigation response is typically more costly, in both property and human losses, on a long-term basis, than is pre-disaster planning and mitigation.

## **Accommodations for Disadvantaged Persons on Campus**

ATC will comply with the American with Disabilities Act to include emergencies. 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.

Alertus Beacons are ADA compliant and placed strategically around all three campuses to help warn the campus population of emergencies and to take action. Alertus beacons also comprise a sub system of the Alertus notification system through Emergency Notification Systems.

### ***Special Needs persons defined:***

Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged.

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 (“Buddy up”) 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.

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. During a building evacuation, personnel assigned to emergencies (i.e., Safety Wardens) will assist anyone with special needs to the nearest exit and/or assign someone to "buddy up" with the special needs individual.

Building exits are clearly marked along with an illuminated sign showing “EXIT” for easy identification during lowlight conditions or during power outages.

## **College-Wide Procedures:**

### **Emergency Closing**

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

- For State agencies, only the Commissioner of Management and Budget (MMB) 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 College President, Vice President or a designee has the authority and responsibility to cancel classes and other college-sponsored activities and to close either campus. President’s Office: 763-433-1179

- In the absence of the two officers, the Administrator in Charge will have the responsibility for canceling classes and for closing either campus.

Call the Director of Marketing and Communications at 763-433-1315 and ensure that recorded message is put on the switchboard regarding status of classes, along with **Star Alert, Alertus and other ENS systems**. The notification to the radio station and receptionists should include clear directives on whether: (1) classes are to be cancelled and employees should report to work; or (b) 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.

KARE 11 news also posts on its website updated MN School closings and delays at: [KARE 11 news](#)

- Employees of Anoka Technical College should call their campus to access voice mail message concerning closing
- Employees of Anoka Technical College who are declared essential may be required to report to work or to remain on duty during an emergency. They are the President, Vice Presidents, Director Facility, Director/Public Safety, Chief Engineer, Director Marketing/Information, and Maintenance Supervisor.
- 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 Management and Budgets.
- 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.
- When a campus is declared "closed", faculty, staff are expected to depart the campus and go to their place of residence accordingly, and will not remain at the campus.

Delayed reporting due to weather will be determined through review of road conditions, visibility, and other risks associated with roads near the three campus locations. Other factors include highway reports and conditions through MN DOT or MN 511, County 911 center call outs/assessments, and finally, a decision from the approving authority on delayed reporting.

Once the decision to delay reporting to work is made, the Director of Marketing and Communications will be contacted and notifications will be made accordingly following protocols used during emergency closing protocols using ENS systems.

**Essential Employees are as follows: (All campuses)**

President, Vice President (or designee)  
 Chief Human Resources  
 Director of Facilities  
 Director of Marketing and Communications

Director of Public Safety  
Lead Engineer or GRW Supervisor (when directed)

## **Emergency Evacuation**

In the event of an evacuation, listen to directives via the Emergency Notification System for instructions in relation to the emergency. When directed, it is advisable that all occupants carry their personal items to include being outside for a period. Re-entry into the building will only be accomplished when the “All Clear” signal has been declared by the on-scene commander, and it is safe to re-enter the building.

## **Emergency Preparedness is key**

One measure of an organization’s strength is its ability to respond well in an emergency. The Anoka Technical College and Emergency Operations Plan (EOP) are established for maintaining the educational and student life missions of the College under adverse conditions and situations.

An emergency operations plan should quickly adapt to events as they unfold. The following plan designates areas of responsibility and defines for Anoka Technical College, the administrative framework, in accordance with the National Incident Management System-incident command structure, necessary to respond to emergencies.

Because it is impossible to write detailed plans covering every possible contingency, this document provided broad guidelines, rather than specific procedures, with the exception of those listed in the response framework appendixes.

It is imperative that individual Managers, Supervisors and Administrative leaders who work within the colleges, departments and other units discuss and strategize create their own emergency responses for situations that may develop under their purview and which incorporate these general guidelines.

## **Training**

Training on emergency procedures must be provided to all faculty, staff and students. Emergency Operation Team (EOT) members must be trained at a minimum to IS-100HE, *Introduction to the Incident Command System for Higher Education* and IS-200b, *ICS for Single Resources and Initial Action Incidents*. Individuals with specific ICS position responsibilities during emergency operations should be trained in those specific responsibilities.

Public Safety is the primary office to provide resources for training to departments and in some cases, all staff calls to go over procedures in accordance with the Emergency Operations Plan for that campus.

## **Drills**

Emergency Management drills will be conducted through Public Safety and logged to show frequency and track progress throughout the calendar year. In addition to planned drills, actual emergency situations may also be tracked, to show the incident type and scope of response. The objective of drills to include table tops and small area functional drills is for the campus to react as a team to a contingency/emergency.

Planning emergency drills will be through the college Public Safety office. In addition to all hazards planning, close coordination will be conducted with community first responders when available. Joint drills can benefit both the campus community and our neighboring communities to help mitigate risk and speed up recovery actions.

Real world responses can be documented as a drill providing the situation tests the capabilities of the emergency response plan, first responders, or utilizes the emergency notification systems. Examples include incidents involving: fires, medical responses, power outages, evacuations, lockdowns, active shooters, flooding, severe weather warnings/sheltering, tornados, blizzards, early school shutdowns, multi-agency responses and catastrophic events in the community that includes campus geography.

## **Campus Emergency Response Team (CERT) Anoka Technical College**

The Campus Emergency Response Team. The College President, in coordination with the Office of Public Safety, will help determine the makeup and training of the Campus Emergency Response Team. The Campus Emergency Response Team prepares for possible emergencies, monitors emergency situations and directs College responses, in accordance with the National Incident Management Structure, until routine College operations are restored. Working through Risk Management, Public Safety, and others, the CERT coordinates efforts with Anoka/Isanti Counties and/or State Offices of Emergency Management. Basic responsibilities may include:

- Reviewing emergency plans enacted by other institutions for College application.
- Attending training for emergency situations; understanding best practices and lessons-learned principles
- Gathering, confirming and evaluating incident information.
- Defining and implementing tactics/actions to resolve priority situations.
- Identifying resource needs and shortfalls.
- Reassigning/deploying individuals in support of critical needs, including assigning appropriate trained personnel to staff the EOC.
- Approving public information reports and instructions.
- Balancing various needs and requests; and providing technical, legal and fiscal expertise as necessary.
- Debriefing with those involved to improve the College’s response to emergency situations.

### **Current Campus Emergency Response Team members:**

Rev. 5/01/18

<b>Kent Hanson</b>	<b>College President</b>
<b>Don Lewis</b>	<b>VP Finance and Administration</b>
<b>Elaina Bleifield</b>	<b>VP Academic and Student Affairs ATC</b>
<b>Jay Nelson</b>	<b>Chief Human Resources Officer</b>
<b>Richard Malott</b>	<b>Chief Information Officer</b>
<b>Dina Humble</b>	<b>Dean of Academic Affairs for ATC</b>
<b>Sean Johns</b>	<b>Dean of Student Affairs ATC</b>
<b>Mary Jacobson</b>	<b>Director of Marketing and Communications</b>

<b>Jamie Barthel</b>	<b>Executive Director Foundations; Customized Training and Continuing Education</b>
<b>Key Support Staff</b>	
<b>Cliff Anderson</b>	<b>Director, Public Safety</b>
<b>Ken Karr</b>	<b>Director, Facilities</b>
<b>Kim Bienfang</b>	<b>Business Office/Finance</b>
<b>Margie Schlueter</b>	<b>President's Administrative Assistant</b>

**Role of Safety Wardens:**

Safety Wardens are volunteers from support staff who are pre-identified through the Office of Public Safety. Individuals who are selected to be a safety wardens must receive permission from their supervisor, and be trained through Public Safety on risk management and emergency procedures/protocols on campus. Basic duties of a Safety Wardens may include:

- Evacuation of personnel from buildings and offices in the event of an emergency
- Safe assembly/marshalling of personnel for in-place sheltering due to inclement weather
- Safe passage for emergency responders during emergency response to the college
  - Stand by doors for directions.
  - Notify pedestrians to stay away from the building and allow safe passage.
  - Ensure Public Safety is notified in the event of any blockage for access/egress.
  - Carry a first aid kit, radio, vest, whistle and notepad.
  - Issue “All Clear” notification following the emergency situation when the on-scene commander has designated the “All Clear” announcement.
  - Assist with any reports or post-accident summaries to aid recovery actions.

Safety Wardens will be assigned through supervisor approval and geographically spread throughout the campus to offer maximum coverage during emergencies. Public Safety will monitor Safety Warden replacement when necessary due to attrition or job requirements.

**Types of Accidents during emergencies;**

- Minor: Minor in scope, resources adequate to mitigate are in-house resources
- Major: Major in scope, outside resources are necessary
- Catastrophic: Mission failure, campus infrastructure/environment are no longer viable for housing personnel, hostile, man-made or natural disasters causing critical damage to resources.

**Incidents:**

An event disrupting the routine activities of the College (e.g. student death) or which poses a future threat to the safety of the campus community (e.g. tornado warning). A critical incident requires immediate and coordinated action from the College.

## **Predicted Emergency**

An anticipated situation enacted by an individual/group, which compromises the ability of the College to carry on routine operations (e.g. impending bargaining unit strike). A predicted emergency requires the Campus Emergency Response Team (CERT) to formulate a response/procedural plan of action. Examples, scheduled power outages, water outages, imminent flood warnings, campus within a cordon due to an emergency spill or release.

## **Unpredicted Emergency**

A natural disaster, human created catastrophe/disturbance, or violent/threatening behavior enacted by an individual/group which creates imminent danger to lives or health, property, or the ability of the College to carry on routine operations. An unpredicted emergency requires the Campus Emergency Response Team to convene.

## **Preparing for Emergency Situations**

The following activities are encouraged to prepare for addressing emergencies:

- The President's Office through Public Safety will encourage discussions to express views on controversial issues related to activities and provide support services which include counseling, medical assistance, and communication to affected participants.
- Public Safety will identify any activities, which have a potential for disorder, unsafe conditions for personnel, or law violations; and assess availability response resources. Public Safety will work as the liaison to Law Enforcement involving police response to the campus.
- Public Safety through the Anoka County 911 Center will maintain a list of phone numbers and names of local and regional authorities who may be contacted during an emergency. The list will include police, fire, emergency, medical, utility companies, and emergency response preparedness agencies.
- Public Safety, Schedulers, Dean Student Affairs, and campus services will communicate scheduled and unscheduled activities with the College to ensure offices are fully cognizant of campus activities. EMS is the network that monitors all activities for all three campuses in Anoka , Cambridge and Anoka.

## **Reporting an Emergency - 911**

Employees who become aware of a situation posing a threat to health, lives or property should contact **911** immediately. If possible and prudent, employees should then notify their immediate supervisor of the situation. **911** calls initiated through land line communications from ATC will generate an automatic dial-out to Campus Public Safety, to include the four-digit phone number for a reference.

Not all staff should place themselves at additional risk. If it is safe, employees should remain in the area for proper authorities to arrive and provide authorities with information regarding the situation. If possible, others should be directed to a safe distance from the danger. In any situation where law enforcement or fire officials are involved, they have jurisdiction over the area.

In cases of chemical, biological or radiation contamination, if it is safe and possible, the area should be secured to prevent further exposure. Potentially contaminated individuals should remain on site for further testing and treatment.

## **Campus Emergency Notification Systems**

## ANOKA TECHNICAL COLLEGE Protocols for Emergency Notification

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires institutions of higher education to provide notification of certain types "of emergencies or crimes to all members of the campus community. Under the law, there are two different categories of notifications; the Emergency Notification and the Timely Warning.

Prior to activating ENS, these basic questions should be queried on the scope and imminent threat:

✓ Has 911 been contacted? <b><i>If not, contact 911</i></b>
✓ Are people on campus in danger? <b><i>If yes, send the alert.</i></b>
✓ Is the threat active? <b><i>If yes, send the alert. If no, send an advisory/warning.</i></b>
✓ Are many people at risk? <b><i>If yes, send the alert.</i></b>
✓ Is the scene secure? <b><i>If not, send the alert, consider containment.</i></b>
✓ Is there a need to preserve the crime scene? <b><i>If yes, send an advisory telling the campus community to stay away (police emergency).</i></b>
✓ Will an ENS message impede law enforcement or other allied agencies? <b><i>If not, send the alert.</i></b>

### Emergency Notification

The Clery Act requires institutions to **immediately notify** the campus community upon confirmation of a significant emergency, dangerous situation or crime which poses an immediate and/or continuing threat to the health or safety of students, employees or others occurring on the campus. "Immediate threat" is defined as an imminent or impending threat which could include a significant fire, outbreak of a serious illness, extreme weather conditions, gas leak, armed suspect, terrorist incident, bomb threat, civil unrest explosion, chemical spill, sexual assault or predatory attacks, or other dangerous situation. Taking into account the safety of the community, determine the content of the notification; determine who and what segments of the campus community will be notified.

The President, or his/her designee (administrator of the day), Chief Information Officer/Marketing, in coordination with Public Safety are authorized to activate the Emergency Notification systems, without delay, when there is a real threat and could affect the campus community within their professional opinion that a criminal, facility hazard, major accident or weather emergency exists that satisfies the above criteria. Ideally, the following may be consulted prior to the issuance of an emergency message:

- Director of Public Safety and Security
- Chief of Police or police officer in Chief's absence
- Vice President, Finance and Administration

### ENS Notifications can consist of:

- Alertus (active notifications)

- Star Alert,
- Campus loud speakers, runners and/or
- Cisco landline phone systems as appropriate
- Campus email,
- Campus websites, blogs, twitter and Facebook applications

**Follow up information is provided as needed.**

Every effort will be made to notify the Systems Office for Minnesota State. Emergency situations may be dynamic and rapidly evolving, serious and imminent threats may not allow for timely notifications beyond campus populations until time permits.

**Timely Warning**

The Clery Act requires institutions to alert the campus community to the occurrence of Clery act crimes: criminal homicide (murder, non-negligent manslaughter, negligent manslaughter), sex offenses (rape, fondling, incest and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft and arson or other serious crimes against people that occur on campus or near campus. This includes crimes where the circumstances indicate that there may be a serious or continuing threat to students, visitors or employees. The decision to issue a timely warning must be decided on a case-by-case basis in light of all the facts surrounding a crime, including such factors as:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

Campus-wide timely warnings are mandatory for:

- Criminal Homicide
  - Murder and non-negligent manslaughter
  - Negligent manslaughter
- Sex Offenses
  - Rape
  - Fondling
  - Incest
  - Statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary actions including arrests for liquor law violations, drug law violations, and illegal weapons possession; persons not included who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
- Hate Crimes
  - Number of each type of crime
  - Number of the following crimes that are determined to be hate crimes:
    - Larceny-theft

- Simple assault
  - Intimidation
  - Destruction/damage/vandalism of property
  - Dating violence, domestic violence, and stalking
- Crimes reported to campus security authorities as defined under appropriate guidelines and procedures
- Crimes that are considered by the school to represent a threat to students and employees
- Crimes reported to pastoral or a professional counselor are not required to provide a timely warning
- Immediate threat to the health or safety of students or employees occurring on campus, as described. Campus will use its emergency notification system procedures. If ENS is used, the campus is not required to issue a timely warning based on the same circumstances, however the campus must provide adequate follow-up information to the community as needed.

### **ANOKA TECHNICAL COLLEGE Protocol**

An announcement will be made to the campus community through the Vice President's Office or designee, after consultation when appropriate/time permitting with:

- On scene commander, Police Chief or Fire Chief
- Vice President of Finance and Administration and Director of Public Safety and Director of Marketing/PR or his/her designee
- Dean of Student Affairs (for matters concerning a student victim)

Notification for the campus community and which segments of the campus are impacted. The required notification will be done through ENS systems including: Star Alert, Alertus, college websites, public address systems, digital signage, email, social media, flyers and/or postings as appropriate to the situation. The Minnesota State office will be notified any time a campus-wide Timely Warning is issued.

### **Documentation**

Notification decisions will be documented and forwarded to the Clery Compliance Officer. Typically, this is completed through an incident report.

### **Role of Public Safety**

Public Safety personnel will attempt to assess the situation and contact appropriate emergency response agencies. If the situation warrants, the Director of Public Safety (or designee) will contact the Vice President of Finance and Administration and the President's Office to assess and determine the appropriate level of emergency response.

Public Safety will act as a liaison for emergency first responders on campus. Public Safety will also maintain constant communications with the President's office during campus emergencies.

### **Response Conditions: (indicates scope/response type of accident)**

**Color:**

**Scope/Response Required:**

<b>Response Level Yellow</b>	<b>Minor / in-house response capability</b>
<b>Response Level Orange</b>	<b>Major / outside agencies requested</b>
<b>Response Level Red</b>	<b>Catastrophic / outside agencies needed</b>

Response Condition Level	Description	Examples	Response
<b>Yellow</b>	<ul style="list-style-type: none"> <li>• A minor department or building incident which can be resolved by the responding service unit (e.g. Public Safety).</li> <li>• A department or building incident which can be resolved with existing College resources or limited outside help.</li> <li>• Usually a one-dimensional incident which has limited duration and little impact on the campus community beyond those using the space.</li> </ul>	<ul style="list-style-type: none"> <li>• Minor Chemical Spill</li> <li>• Fuel Oil Spill</li> <li>• Short Power Outage</li> <li>• Loss of Heat</li> <li>• Minor Fire (Contained to a Room without Hazardous Chemicals)</li> <li>• Minor traffic accident/no injuries</li> <li>• AED deployed</li> <li>• Minor falls/trips</li> <li>• Busted water pipe</li> <li>• Severe weather watches</li> </ul>	<ul style="list-style-type: none"> <li>• Handled by the campus department with assistance by facilities and/or Public Safety.</li> <li>• Handled by Public Safety and College departments as deemed appropriate by the responding officer.</li> <li>• Public Safety will assess the incident and determine next level of notification.</li> <li>• Incident report filed</li> </ul>
<b>Orange</b>	<ul style="list-style-type: none"> <li>• Major accidents &amp; Emergencies involving primarily individuals rather than resources.</li> <li>• May become complex due to the nature of coordinating varied institutional and student support responses.</li> <li>• May emerge into a major crisis if not handled appropriately.</li> <li>• May bring adverse media coverage to colleges</li> </ul>	<ul style="list-style-type: none"> <li>• Aggravated/Physical Assault</li> <li>• Sexual Assault</li> <li>• Wrongful Motor vehicle death</li> <li>• Death or completed suicide on campus</li> <li>• Domestic Assault</li> <li>• Unauthorized Occupation of a Space.</li> <li>• Civil disobedience.</li> <li>• Hate Crimes.</li> <li>• Bomb Threats</li> <li>• Terroristic threats</li> <li>• Severe Weather Warnings to campus</li> <li>• Specified cyber-attack on one of the campuses</li> </ul>	<ul style="list-style-type: none"> <li>• Code Orange emergencies are declared by the OSC and through Public Safety.</li> <li>• Handled by established EOP procedures and appropriate personnel.</li> <li>• CERT Consultation with key individuals (e.g. Vice President, Finance and Administration and Human Resources, etc.) is required so they can evaluate all facets and potential ramifications.</li> <li>• Provide systems office with a situation report</li> </ul>
<b>Red</b>	<ul style="list-style-type: none"> <li>• Catastrophic emergency impacting a sizable portion of the campus and/or outside community.</li> <li>• May be a single or multi-hazard situation requiring considerable coordination within and outside the College.</li> <li>• May include imminent events on campus or in the general community which may develop into a College crisis or full disaster.</li> <li>• A catastrophic event involving the entire campus and surrounding community.</li> </ul>	<ul style="list-style-type: none"> <li>• Homicide</li> <li>• Intruders w/weapons</li> <li>• Lockdown / Hostage Situation.</li> <li>• Shooting on campus</li> <li>• Critical Infrastructure failure, power plant, water treatment, sewage, HVAC systems Failure.</li> <li>• Unannounced Power Outage for more than 1 hour</li> <li>• Major Fire/damage from smoke</li> <li>• Major flooding/damage</li> <li>• Contagious Disease Outbreak.</li> <li>• Domestic Water Contamination.</li> <li>• Major Tornado w/extensive recovery actions</li> </ul>	<ul style="list-style-type: none"> <li>• Code Red emergencies must be declared by the OSC and through the President or designee following the collection of information.</li> <li>• The CERT is assembled to address the emergency.</li> <li>• Prior to assembling the CERT, on-scene responders are authorized to make necessary operational decision and to commit resources to mitigate and control the crisis. Public Safety may request help from departments and outside agencies on an emergency basis; key support staff members are pulled off less critical assignments to assist.</li> </ul>

Response Condition Level	Description	Examples	Response
	<ul style="list-style-type: none"> <li>• Immediate resolution of the event, which is usually multi-hazard, is beyond the emergency response capabilities of campus and local resources.</li> <li>• Intense media scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>• Act of Terrorism</li> <li>• Plane Crash on Campus w/injuries</li> <li>• Situations Requiring State and Federal Assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Provide systems office a telephonic verbal and follow on written summary of events.</li> </ul>

## Emergency Operation Centers

Anoka Locations:

- Facilities break room (North Side)
- STEP conference room (North/East side)
- Adjacent Anoka Ramsey Community College, PWT or facilities break room

### Emergency Staging Areas (incident command posts)

Emergency staging areas are determined by the on-scene commander. In the event emergency staging areas need to be designated by a law enforcement or emergency management agency, the location of the emergency staging areas will be determined in consultation with College officials. The staging areas will be staffed by emergency agencies and Public Safety (i.e., Director of Public Safety, other Safety and Health Officers on scene, Police Chiefs). Public Safety assigned to the staging areas will communicate with the CERT through the appropriate channels.

### Emergency Communications

All emergency related communications developed by the College are approved by the CERT and distributed through the Director of Marketing/Communications/Public Relations. The College will aim to notify those directly affected by the emergency and the College community (students, faculty, staff, visitors and guardians), prior to the general public. Refer to College policy on emergency notification or *Warning and Notification guide/grid sheet*.

Working with the Vice President's office and CIO/Marketing will coordinate communication efforts:

- The Vice President of Academic Affairs (or designee) with regards to families of students, faculty/staff response responsibilities and student academics.
- The Director of Human Resources (or designee) with regards to faculty/staff personnel and labor relations matters.
- Dean, Student Activities will coordinate with all student clubs/organizations/sports activities to ensure awareness

- The Vice President, Finance and Administration (or designee) with regards to business office/clients.

The President may enlarge the CERT to include individuals having specific knowledge regarding a situation. Members of the Cabinet may ask the President to include additional support members of their teams.

General Responsibilities of CERT Members during emergencies:

**For ATC:**

On-Campus Vice President for Academic Affairs (or designee)

- Declares a campus emergency when an incident requires a coordinated campus response.
- Convenes the ATC CERT.
- Determine opening of the EOC.
- Arranges necessary communication with the Systems Office, Mayor and City Manager, as appropriate.
- Charges the Director of Human Resources to provide services advising employees on personnel and labor relations matters related to an incident.
- Maintains education programs, directs rescheduling of classes and class locations/class cancellations.
- Coordinates with the Deans to ensure consistent communication with faculty.
- Coordinates necessary communication with off campus student activities/classes

Vice President, Finance and Administration

- Evaluates and prioritizes the initial response to an emergency through the Public Safety.
- Coordinates the law enforcement response on campus through the Public Safety.
- Maintains the safety and security of individuals on campus property.
- Supports, Director Public Safety as the direct liaison between the staging area (incident command post) and the CERT.
- Approves finances to call in appropriate agencies, services and supplies as dictated by an emergency.
- Supervises crisis responsibilities of other Finance and Administration staff, including purchasing agents, Facilities Management, Office of Information Technology, etc.
- Maintains campus facilities and equipment to provide electricity within the designated CERT command center locations should there be a power outage or other facility emergency.

Dean of Student Affairs

- Maintains open lines of communications with student leaders.
- Coordinates with the Director, Student Activities to ensure consistent communication with students.
- Supervises crisis responsibilities of other Student Affairs departments including Health Services, Counseling Center, Multi-cultural Services, etc.

Director, Information Technology (or designee)

- Maintain community contact via email, Internet, LAN, and other means of communications at the CIO's disposal.
- Ensures availability of computers, fax machines, and telephones within the designated CERT command center locations.
- Restores and maintains campus network services.
- Restores and maintains campus telephone services.
- Restores and maintains campus servers

Director Business Office (or designee)

- Collects information and notifies the Vice President, Public Safety and any other appropriate department of emergencies or incidents that may be occurring at College extended learning locations.
- Contact campus vendors to ensure they are knowledgeable of the campus emergencies and to take appropriate actions

**Roles and Responsibilities of Other Offices and Departments**

College Offices, Departments and contract vendors are expected to assume roles in coordinated response to an emergency.

**Staffing the EOC**

Staff trained in basic NIMS/ICS training will be used to staff the Emergency Operations Center after it is opened after declaration. The EOC personnel will carry out all response duties identified through the NIMS/ICS structure. The CERT will act as an advisory/decision making group as well as the policy interpretation and decision making body for personnel staffing the EOC. Typically, the CERT is integrated with community liaison representatives to help mitigate the damage/loss on campus.

In some circumstances, it may be necessary to request faculty or staff to assume temporary roles outside the normal scope of their duties, taking into consideration their abilities to carry out those temporary roles. It is understood that if any department does not have specific roles for their personnel to carry out, then those personnel will automatically become part of a "pool" of reserve personnel to assist as assigned by those coordinating the emergency.

<b><u>Department</u></b>	<b><u>Roles and Responsibility</u></b>
Academic Deans & Chairs	Identify and resolve instructional and research issues. Coordinate necessary faculty resources.
Facilities	Mitigate facility and grounds damages and restore to a functional level. Assist Security with creating a safety perimeter at the site of the emergency. Coordinate/collaborate with utility companies and other emergency facilities services. Direct efforts to control hazardous materials. Assist in the assessment of other safety and environmental hazards.
Contract Dining Services	Coordinate dining service for dislocated individuals and emergency workers.
Counseling	Assist students in coping with trauma. Liaison with Public Safety
ADA Coordinator/Disability Services	Assist as necessary individuals with disabilities or special needs/accomodations.

Human Resources	Assist employees in coping with trauma. Arrange for expedited services of temporary employees when required. Manage issues related to employee work schedules, work sites, pay and benefits.
O.I.T.	Ensure computer security. Coordinate temporary telephone, fax, and computer connections with personnel. Assist in areas related to Emergency Notification Systems.
Info Desk	Create temporary identification/access credentials as requested.
Marketing/Media Relations/Communications	Coordinate, manage and lead all communications efforts during and following the emergency situation. Facilitate effective communications with key internal and external constituents. Determine logistics of all media contact including when, where and how the media will be contacted, coordination of news conferences and access to College officials.
Purchasing, Receiving, Courier services	Obtain emergency goods and services including pick-up/delivery to site of emergency. Deliver printed material as directed (letters to parents, posters, temporary procedures, etc.).
Registrar's Office	Reschedule classes and, if necessary, coordinate off-campus accommodations for classes in consultation with the Vice President for Academic Affairs or designee.
Public Safety	Carry out appropriate enforcement duties, crowd control, evacuation, site security, and mobile communications. Establish backup radio communications centers as needed. Provide emergency radio programming as needed. Assessment using available cameras. Liaison with public safety agencies. Activate Safety Wardens. Liaison between CERT and Command Center/Staging Area. Assess and respond to hazardous material and safety issues. Identify cause and scope of loss. Oversee implementation of specific risk management plans. Coordinate insurance link with Department of Employees Relation Risk Management Division.

### Other Emergency Operations Duties:

A description of each EOC position is as follows:

**EOC Leader:** The EOC Leader are appointed by the College Vice President (or Policy Committee if the College President is not available) and has overall responsibility for the management of emergency response and recovery efforts. After appointment, the EOC Leader assumes ultimate authority for all aspects of emergency response management, including the development and implementation of strategic and tactical response activities and post-emergency assessments. The EOC Leader will implement a proactive management style, constantly re-evaluating the incident and integrating command, control, and communications for all personnel involved. The EOC Leader will establish a team to bring about a safe and successful conclusion to the event. The positions identified below report directly to the EOC Leader and assist with the immediate campus response.

**Deputy EOC Leader:** The Deputy EOC Leader's role is to support the EOC Leader by having an experienced support staff to address important tasks and assist in ensuring that important information is shared, understood and acted on as the emergency requires. The Deputy EOC Leader maintains the schedule of EOC Management Team meetings and acts to ensure members are informed of EOC Leader's expectations or changes in the near-term schedule of EOC Management Team activities. Acts as the primary link with the Policy Committee outside of normally scheduled updates. The position also initiates and maintains contact with assisting public or private agencies (e.g. American Red Cross, FEMA).

**EOC Coordinators:** Responsible for the EOC facility, including supplies, communication equipment, and EOC support staff (e.g., field runners). The SharePoint Coordinator monitors the communication flow through all communication means, consolidates information depicted on the whiteboards, and documents significant information on the SharePoint system. The EOC Coordinator assists the EOC Leader as necessary to include preparing the EOC Leader for updates to the Policy Committee.

**EOC Scribe:** The EOC Scribe leads the network of Scribes within the activated Campus Emergency Management Teams in documenting and sharing information. Maintains a complete and accurate record of all events and key decisions that occur during and after the incident. Such records will be written and may be documented in map form, where useful. The EOC Scribe will coordinate with other Scribes as necessary to ensure the effective use of SharePoint or other information sharing system used.

**Liaison Officer:** In the event of a major campus emergency, first responders are required to notify a Liaison Officer through Public Safety.

Information technology incidents should be reported to the Office of Information Technology Liaison Officer; Hazardous Materials incidents should be reported to the Risk Management & Safety Liaison Officer, and all other incidents should be reported to the Anoka/Anoka County Emergency Actions center.

**Severe Weather advisories and warnings:**

- Public warning – issued by National Weather Service. Public Safety in collaboration with Marketing/Media Relations will issue campus wide notifications accordingly.
- Administration will notify the faculty, staff and students through ENS.
  - Notification for campus-wide warnings will include radios, public address system directives, Alertus, Star Alert, and social media.
- Staff will notify students how to proceed to the pre-designated shelter areas assigned to each building. Areas are indicated by yellow and black “severe weather shelter” signs.
- Avoid glass-enclosed areas, close all classroom doors and proceed to the pre-designated shelter areas.
- Don’t re-enter the evacuated area until you hear the “**ALL CLEAR**” signal has been sounded by the on-scene commander followed by a voice message from the ENS.
- Staff and students should proceed to the pre-designated shelter areas as follows:

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.

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 when a fire drill is exercised. Contact will be made by mobile two-way radio, and public address systems. If there is an actual fire, the enunciator will activate an alarm) When the alarm sounds, or a fire is discovered, proceed according to the following plan:

- 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	763-433-1184
○ Physical Plant Director	763-433-1378
○ Chief Engineer	763-433-1213
○ VP of Administration and Finance	763-433-1116
○ VP of Academic and Student Affairs	763-433-1829
○ Human Resources Officer	763-433-4212
○ College Vice President	763-433-4113

- Administration will notify staff and students to proceed out of the building via the nearest exit, taking with them all personal belongings.
- Evacuate the building to a distance of at least 100 feet; allow for emergency vehicles
- The campus fire and smoke alarms automatically contact the area emergency personnel.
- The Fire Department Facilities Department is responsible for deactivating the alarm and in cooperation with the ANOKA TECHNICAL COLLEGE safety and security department, gives the **“ALL CLEAR”** signal.
- The **“ALL CLEAR”** signal which indicates you may re-enter the building is a continuous sound of the alarm horn for ten seconds.

### **Utility Emergency – Electric Power failure**

Mayer Electric	763-537-9537
After business hours	320-396-3312

### **Utility Emergency – Gas Line Break**

**Call 911 immediately, if you smell gas seek evacuation and safety**

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) use of runners and bull horns/PA systems
3. If necessary, Administration will contact the Anoka fire department by dialing 9-911
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.

The Anoka Campus is unique in that all buildings have direct external egress/access on one ground level. 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.

### **Utility Emergency – Electric Power failure**

Call 1-800-895-1999 after business hours 1-800-895-1999 (\*check w/facilities for correct #)

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

### **Utility Emergency – Gas Line Break**

1. Contact 911
2. Campus CERT will convene and in turn will notify students and staff to clear the immediate area and evacuate the building to at least 500 feet (if necessary).
3. Administration will notify the faculty and staff as to the nature of the warning.

### **Criminal Actions**

To report a crime or emergency, call **911**

### **Theft/Vandalism**

Discovery of a theft (personal or college), any act of vandalism, or other crime not in progress should be reported immediately by calling 911 and Public Safety. 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 with jurisdiction.

### **Security Escort Service**

A security 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 8:00 AM to 10:00 PM Mon-Thurs and Friday's 8:00 AM to 4:30 PM when classes are in session. Public Safety will assist the caller on where to meet based on the request.

### **AED Locations:**

#### **Anoka Technical College Campus:**

- Public Safety (mobile unit)
- Main Entrance, Room 122
- Nursing, Room 226
- Student Center, Room 177
- West Entrance, Room 163 near AHHS admin

First Aid Kits are distributed around campus strategically according to OSHA requirements. In addition, a trauma bag is located at each Public Safety Office for rapid response. Breathing Ventilator Masks are also available through Public Safety for use during multi-person pit or two person CPR procedures.

Additional key county resources for mitigating emergencies with multi-functional assets:

<https://www.anokacounty.us/DocumentCenter/Home/View/4593>

<https://www.anokacounty.us/DocumentCenter/Home/View/4594>

# ANOKA TECHNICAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: MAJOR ACCIDENT/DAMAGE PROCEDURE

#### SCHOOL RESOURCES

- Facilities Services
  - General Repair
  - Plumbing
  - Electrical
  - Engineers
  - Grounds
  - Carpentry/Metal
  - Project Management
- Public Safety & Security
  - Environmental Health and Safety
- Institutional Technology
- Building Services
- CAD Maps
- Back-up Generators (through contract if unable to start)
- Go-Kits
- Preliminary Damage Assessment Report
- Complete Damage Assessment Report

#### COMMUNITY RESOURCES

- 911 Dispatch center/Anoka or Anoka County Assessor/Engineer/Emergency Management
- City of Anoka Public Works/Assessor
- Hazardous Materials Cleanup Contractors
- Red Cross/Salvation Army

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

1. During any situation involving structural damage to facility or infrastructure, Security and Facility Services will ensure that access to those damaged areas is controlled or cordoned off until a structural expert has been given the opportunity to assess the integrity of all damaged structures.
2. Recording of the structural damage should be accomplished through photographs or digital recordings and potentially mapping dependent upon the extent of damage. Considerations of safety must be a concern in capturing documentation.
3. Considerations of Continuity of Operations must be examined in the wake of any uninhabitable structures and planning completed to relocate or work around the damaged areas and structures.
4. As soon as practical Environmental Health and Safety/Risk Management shall make arrangements to perform a preliminary damage assessment to facilities and infrastructure caused by any type of emergency situation resulting from any natural or unnatural disaster. A more thorough assessment can be completed once proper resources are assembled. Forms for the preliminary damage assessment are located in the All Hazard Plan Forms Section. Damage assessment efforts shall be coordinated through Allied Insurance adjustors with the assistance of local authorities.
5. Any immediate mitigation efforts to prevent further destruction should be a consideration as appropriate dependent on the type and size of destruction.

# ANOKA TECHNICAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: MAJOR ACCIDENT/DAMAGE PROCEDURE

6. This damage information should be forwarded for purposes of disaster planning and submission for disaster funding to both Minnesota State and the County/State Emergency Preparedness Coordinator, as well as to the local County/City Emergency Manager in Anoka /Anoka county or Cambridge/Anoka County.
7. Damage assessment tools that may be of assistance are portions of the Continuity of Operations Plan.
8. Public Safety may contact the On duty officer through the State BCA operations desk

### RELATED GUIDES

- Applicable Environmental Hazard Response Guide
- Emergency Operations Plan as appropriate
- Public Works and Utilities Restoration Guide
- 

### ADMINISTRATIVE CONSIDERATIONS

- Damaged location must be deemed safe prior to occupancy for damage assessment.
- Are accident response demands significant enough to open EOC? Do you use alternate location?
- Does contact with Minnesota State need to occur? How often do you provide situational update?
- Is there a need for a Public Statement?
- Is there a request for other city/county support services?

The information needed to properly assess the community for federal Individual Assistance consideration includes, but is not limited to:

- Number evacuated
- Number of injuries
- Number sheltered
- Level of damages to surrounding homes and businesses?  
Contact State Risk Management, for property insured/damages incurred, etc.

### EMERGENCY RESPONSE (EXAMPLES):

Yellow: Facility Services is called to contain a small spill in a chemical lab, no injuries; no hazards  
Red: Tornado passes through the campus causing severe damage to multiple buildings

# ANOKA TECHNICAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: BOMB THREAT/EXPLOSIVE DEVICE

\*\*Personnel will use HSEM guide Bomb threat procedures \*see attached

#### SCHOOL RESOURCES

- Public Safety
- Normal Building Occupants ( Custodians, Administrative Assistants)
- Telephone Checklist for Bomb Threat
- Building Plans

#### COMMUNITY RESOURCES

- Campus Public Safety
- Anoka Police Department
- Anoka County or Anoka County Sheriff's Office
- Allina health/Gold Cross Ambulance/North Memorial/Fairview (via 911 dispatch)
- Metro Bomb Squad (contact DPS On duty dispatcher)

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

##### Bomb Threat

1. Threats may be communicated in a number of ways: via telephone, paper correspondence, email, or otherwise. Please follow the guidelines set forth above. Additionally, the following measure should be taken.
  - TELEPHONE THREATS - Complete the HSEM Bomb Threat Checklist as thoroughly as possible.
  - WRITTEN THREATS – Anyone receiving a bomb threat in writing should handle the correspondence as little as possible.
  - EMAILED THREATS - Persons receiving bomb threat via email should leave the message on the computer. The person receiving the email should remain at the computer and not allow anyone to interfere and/or tamper with the message until Public Safety or Police arrives.
  - OTHER THREATS – Anyone receiving a bomb threat in person, overhearing a threat, and/or finding a written threat in a public place should obtain the following information if possible and practical: the name of the suspect, time and location of the threat, witnesses, exact wording of the threat and any other relevant information.
2. **DO NOT UTILIZE CELL PHONES OR RADIOS NEAR DEVICE**
3. In the event of evacuation, ANOKA TECHNICAL COLLEGE Public Safety and Security or emergency personnel will direct those affected to appropriate areas, using available ENS systems.
  - During an evacuation, turn off cell phones and remain clear from the evacuated building. Evacuation distance will be dictated by on scene commander.
  - During inclement weather or other circumstance people will be directed to a marshalling area until arrival of metro bus support; 911 dispatch will aide in this request
  - Do not re-enter a building evacuated until “ALL CLEAR” is given by the on-scene commander; ANOKA TECHNICAL COLLEGE Public Safety and Security will notify campus administrators and utilize ENS to notify campus community.

# ANOKA TECHNICAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: BOMB THREAT/EXPLOSIVE DEVICE

\*\*Personnel will use HSEM guide Bomb threat procedures \*see attached

#### Explosive Device

1. Report any explosions by calling 911 immediately (well away from the device)
2. Activate ENS and notify campus community accordingly
3. Do not move the device.
4. Stay away from device.
5. Do not use cellular phone or radio (Public Safety has bullhorns)

#### **During or after a building explosion**

1. Do not use elevators
2. Stay low to the floor and exit the building as quickly as possible.
3. Stay below smoke level at all times.
4. When approaching a closed door, use the palm of your hand and forearm to feel the lower, middle and upper parts of the door. If it is not hot, brace yourself against the door and open slowly. If it is hot to the touch, do not open the door, seek an alternate route out.

#### **After the explosion**

1. If you are trapped in debris, remain calm and minimize your movements so that you do not move debris or dust.
2. Cover your mouth with a piece of cloth.
3. Tap on a pipe or wall so that rescuers can locate you.
4. Shout only as a last resort, as you will inhale dust.
5. Do not attempt to rescue people from a collapsed building if you are not trained. Wait for emergency personnel to arrive.

#### RELATED RESPONSE GUIDES

- Accident/Damage Assessment Procedure Guide
- Incident Management and Emergency Operations Center (maybe alternate location due to evacuation)
- ENS Warning and Notification Guide/grid

#### ADMINISTRATIVE CONSIDERATIONS

1. Highest level of administrative authority present shall decide if building will be evacuated using the following grid:
  - Was “purpose” of placing the device cited?
  - Was an “actual” time of detonation given?
  - Was an “exact” location given, (seriousness increases as do specifics – example: Armstrong, Armstrong professor’s office, etc.).
  - Weather outside (nice weather may motivate the desire for a class to be called off).
    - time of academic year (mid-term, finals).
    - Is there a controversial event or speaker scheduled?
2. Decide span of evacuation (partial building evacuation, full building, partial campus, etc.)
3. How long will evacuation continue?
4. What criteria will be present to declare an “all clear?”

# ANOKA TECHNICAL COLLEGE

## ~ Emergency Procedure Guide ~

### **Emergency: BOMB THREAT/EXPLOSIVE DEVICE**

\*\*Personnel will use HSEM guide Bomb threat procedures \*see attached

5. Does a bomb squad need to be called? (Call 911)  
Considerations: suspicious device/package found, threat details suggest imminent danger
6. Is there media attention to the situation to warrant a Marketing/Public Relations representative?
7. Where will scheduled activities for the closed building(s) be held? How will alternate plans be communicated to participants?
8. Does contact with Minnesota State need to occur? How often?
9. Does the Emergency Operations Center need to be opened? Campus CERT recalled?

#### **LEVELS OF EMERGENCY RESPONSE (EXAMPLES):**

RC Yellow: Security is notified that a faculty member forgot to call Security last month when students were overheard talking about a bomb threat, but faculty does not have any specifics on the event.

RC Red: An explosion occurs in a campus building causing heavy damage and killing or injuring many occupants.

## BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

### If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

### If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*\* Refer to your local bomb threat emergency response plan for evacuation criteria*

### DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

### WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at [OBP@dhs.gov](mailto:OBP@dhs.gov)



**Homeland Security**

2014

## BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

### Ask Caller:

• Where is the bomb located? (building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

### Exact Words of Threat:

### Information About Caller:

• Where is the caller located? (background/level of noise)

• Estimated age:

• Is voice familiar? If so, who does it sound like?

• Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud	Other Information:	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid	_____	
<input type="checkbox"/> Raspy	_____	
<input type="checkbox"/> Slow	_____	
<input type="checkbox"/> Slurred	_____	
<input type="checkbox"/> Soft	_____	
<input type="checkbox"/> Stutter	_____	

# ANOKA TECHNICAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: NO NOTICE DISORDERLY DEMONSTRATION

#### SCHOOL RESOURCES

- Public Safety & Security
- Peaceful Assembly policy
- Student Affairs
- ENS systems for notification
- Facility Services

#### COMMUNITY RESOURCES

- Public Safety
- Anoka Police Department
- Anoka County or Anoka County Sheriff's Office
- Anoka County or Anoka County Emergency Management team

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

**Spontaneous / Unexpected disorderly event:** No permits were issued, no prior notification to campus authorities. In many cases, campus protests such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. This assembly were not conducted in an orderly manner, unreasonably interfere with vehicular or pedestrian traffic, unreasonably interfere with classes, schedules, meetings or ceremonies, or, unreasonably interfere with institution functions, are subject to procedures outlined below. Also ATC/ARCC students violating the Code of Conduct will also be held investigated and if in violation will be held accountable.

1. The first observance of a disorderly assembly or civil disturbance should be reported to **911**.
2. Necessary information:
  - If violence has occurred or if there is a potential for violence
  - Location
  - When protest/disturbance began
  - How many potential people are involved
  - What exactly is taking place; **what disorderly behavior** was witnessed?
  - If the group has defined its purpose or intention
  - Identities of the participants if known
  - Perceived level of concern by surrounding students/faculty/staff.
3. Based on the above assessment, responding patrols on-scene assessment will determine if there is a need for additional law enforcement response.
4. If the situation escalates, the Administration will be assembled to prepare for activation of a Campus CERT, and initiate any applicable response or recovery operations through the on-scene commander.
5. Procedures to attempt a peaceful dispersal of the protest maybe made. Often a measured response is best and met with success:
  - Disruptive protesters may be asked to terminate the disruptive activity/behavior.
  - Key institution personnel and student leaders may be asked, to go to the area and persuade the protesters to cease and desist.
  - If the protesters persist in disruptive activity, they may be told that failure to discontinue the specified action within a determined amount of time may result in criminal and/or disciplinary actions.

# ANOKA TECHNICAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: NO NOTICE DISORDERLY DEMONSTRATION

6. Anoka Technical College, Anoka officials will be responsible to initially direct efforts to diffuse any type of civil disturbance in its incipient stages while still peaceful. In the event the civil disturbance involves violent civil disobedience law enforcement should be summoned immediately.

### RELATED RESPONSE GUIDES

- Emergency Operations Plan as appropriate
- National Incident Management and Incident Command Systems through Emergency Operations Center
- Medical Emergency protocol
- ENS Communications Guide

### ADMINISTRATIVE CONSIDERATIONS

1. Do any buildings need to be locked?
2. Do any areas of campus need to be cordoned off?
3. Are there any emergency notifications that need to be made to deter additional participants or unsuspecting people?
4. Do any adjustments need to be made for events/activities scheduled in the area?
5. The President, Vice President or his/her designee, may consider having a photographer available. If camera surveillance is available this may not be necessary.
6. Efforts should be made to secure positive identification of protesters in violation to facilitate later testimony, including photographs if deemed necessary.
7. If it is determined to seek the intervention of civil authorities, the protesters should be so informed. Upon the arrival of law enforcement, the remaining protesters may be warned of the intention to arrest.
8. Consider dispersal notifications through Law Enforcement as provided by law. President, planners and other administrative cabinet members will consult with local authorities, legal counsel, academic and student affairs representatives for accuracy, legality and appropriateness before issuing any notifications.
9. In a coordinated (with permit) civil protest upon campus property, more appropriate version to address the exact situation can be used or provided to the leader of the protest.
10. Does notification to Systems Office need to occur?

### LEVELS OF EMERGENCY RESPONSE (EXAMPLES):

RC Yellow: A hand written note is found on campus making a vague statement regarding a riot and Security takes the report

RC Red: A no-notice assembly escalates into violence and destruction of campus property; multiple injuries reported

# ANOKA TECHNICAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: DEBRIS MANAGEMENT

#### SCHOOL RESOURCES

- Facility Services
- Environmental Health & Safety response plans
- Delivery Services
- Residential Life Move Crew

#### COMMUNITY RESOURCES

- City of Anoka Public Works
- Anoka County Emergency Management
- Third Party Contractual Service Contractors
- Minnesota Homeland Security and Emergency Management

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

1. The Vice President of Administration and Finance or designee will be responsible for arranging debris clearance on Anoka Technical College property. Debris clean up in this regard refers to those situations involving some type of catastrophic situation where differing types of debris may be scattered across the college property necessitating removal to establish continuity of operations.
2. The Vice President of Finance and Administration will ensure that a current listing is available at all times of those companies located around the Anoka that could be summoned to assist in debris clearance efforts.
3. During any debris removal situation College officials should carefully consider the safety hazards that may be involved in the task. This consideration will be imperative in locating proper assistance in removal dependent upon the type of debris involved, hazardous or nonhazardous. It will also become an important consideration when involving or requesting students/faculty/staff to participate in any cleanup effort.

#### RELATED RESPONSE AIDES

- Emergency Operations Guide

#### ADMINISTRATIVE CONSIDERATIONS

Proper sorting of debris at the point of collection can save time and money. This practice avoids mixed loads that can be not only costly but can legally be refused at demolition landfills.

Sorting categories include:

- Trees and brush
- Demolition (construction materials)
- Household garbage (what is collected on a normal trash day)
- Hazmat running into MS4 systems; etc.
- Refrigeration or large appliances; etc.
- Metal

# ANOKA TECHNICAL COLLEGE

*~ Emergency Procedure Guide ~*

## **Emergency: DEBRIS MANAGEMENT**

### **LEVELS OF EMERGENCY RESPONSE (EXAMPLES):**

RC Yellow: Several small tree limbs are downed by a night time wind storm.

RC Red: Tornado passes through the campus causing heavy damage to multiple buildings and leaves a debris field across the entire campus.

# ANOKA TECHNICAL COLLEGE

~ Emergency Procedure Guide ~

## Emergency: NON-COMPLIANT INDIVIDUAL

### SCHOOL RESOURCES

- Public Safety and Security
- Anoka Police Dept
- Campus Counseling Services
- Student Affairs, Code of Conduct guide
- CARE team

### COMMUNITY RESOURCES

- 911 Dispatch center ; Anoka PD; Anoka County Sheriff's office and Anoka County Human Services Mental Health Crisis Response Services

### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

#### Preventive Measures or preparation for meetings involving potentially disruptive students

1. New students will include training on Student Responsibilities/Code of Conduct
2. Be prepared in your classroom by having a plan: know your room number, understand evacuation routes from your room, have a method of communication outside the classroom such as using the classroom or cell phone, and have contact information for your Dean should you need to make a referral on a student.
3. Faculty and staff should be aware of people suffering or showing effects of mental illness if prevalent in the classroom or in student common areas throughout campus.
4. **Due Process:** The student must have the opportunity to correct their behavior in a timely manner and respond to any allegations regarding their conduct.
5. **Documentation:** The key to dealing with non-compliant/disruptive/aggressive issues is early intervention, notification of all concerned, and documentation of the each incident. All incidents must be documented in an incident report form to enable the institution to take action on these types of situations. Any threats of/or actual physical violence should be reported immediately to ANOKA TECHNICAL COLLEGE Public Safety and Security and/or 911 call center.

#### Involvement Options:

##### Intervention, Consultation, Referral, or Warning Signals of Imminent Aggression

1. People associated with the College from an employee or student perspective should report emotional or behavioral issues they witness to ANOKA TECHNICAL COLLEGE Public Safety and Security, or Student Affairs immediately.
2. **Intervention:** Any intervention of disruptive or aggressive behavior must be documented and reported to a supervisor or administration. Intervention should be considered as a preventive measure when a change in an individual behavior, attitude, performance, personal hygiene/appearance, or any other indicator that could signal a person is dealing with overwhelming personal issues.
3. **Consultation:** Options may consist of a meeting with the individual (student) on your part or a meeting with another area of the College, Counseling Services, Deans, Security, or Administration. Reporting to

# ANOKA TECHNICAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: NON-COMPLIANT INDIVIDUAL

a supervisor or administration as well as detailed documentation must be completed during any type of meeting/consultation in addressing non-compliant/disruptive or aggressive behavior.

4. **Referral:** Options may initially involve a referral to the Counseling Services, Student Affairs, or other appropriate area of the college, dependent upon the situation. ANOKA TECHNICAL COLLEGE Counselors have the ability to make referrals inside or outside the College dependent upon the issue(s) involved. Fees are not assessed students who visit the ANOKA TECHNICAL COLLEGE Counselors. Referrals should be considered as a preventive measure as well.
5. **Warning Signals:** Early warning signals are discussed under Intervention. Imminent warning signals of a behavioral outburst may include, an anxious or agitated state of rapid movements, non-direct eye contact (looking around for witnesses), or a restless clenching and unclenching of fists, excessive use of vulgarity, getting in your personal space, towering posture, pointing in a forceful manner or even sighs or uncharacterized quietness. All should signal a more vigilant approach by employees and students with the individual.

#### Stages of Intervention

1. ***Non-compliant/Disruptive or Aggressive Behavior:***

When intervening in a disruption or aggressive act remember:

- Remain professional you need to remain in charge of the situation/action taken.
- Do not take the situation personally.
- Do not condone but acknowledge the individual's situation.
- Resolve the situation to the best of your ability and ensure immediate continuation of the incident will not occur. In a classroom setting it may be appropriate to ask to meet with the student momentarily after class or even stop class if required and ask the student to step outside into the hallway to remedy the immediate situation. Also allowing the employee or student to leave campus without penalty may be an alternative.

2. ***Continued Non-compliant/Disruptive or Aggressive Behavior:***

If the activity is of a nature or has progressed to a point in which the individual is asked to leave class or an office the faculty/supervisor is advised to consult with Student Conduct, or Human Resources to discuss the requirements for the disruptive person to return to the classroom/office.

3. ***Active Non-compliant/Disruptive or Aggressive Behavior:***

4.

- **Remain Calm But Be Firm:** Your demeanor may help bring the behavior under control
- **Communicate:** Provide simple and direct information or requests. Acknowledge the persons anger and indicate you will help them resolve the matter.
- **Stay Safe:** Do not let the individual get between you and your exit to safety. Be ready to move to safety quickly by being aware of your surroundings. You have a right and responsibility to defend yourself against physical acts of aggression. That may be through retreating from the situation or physically defending yourself against attack in any reasonable manner.
- **Do Not:** Shout back or argue, show hostility yourself, or corner the student.
- **Request immediate assistance:** Summon assistance as best you can. Use phones within the building or your cell phone to call 911 and indicate that you need assistance and your location.

5. ***Violent Behaviors***

If you are directly assaulted by an individual in class or meeting area; attempt to

- Defend yourself, call 911; call for help; request assistance from others

# ANOKA TECHNICAL COLLEGE

~ *Emergency Procedure Guide* ~

## Emergency: NON-COMPLIANT INDIVIDUAL

### RELATED RESPONSE GUIDES

- Emergency Operations Plan
- 911 protocol

### ADMINISTRATIVE CONSIDERATIONS

Provide for immediate notification of imminent danger or timely warnings (ENS systems: Star Alert, Alertus, radios and public address systems)

- Do any buildings need to be locked?
- Do any areas of campus need to be cordoned off?
- Has contact been made to the Director of Marketing and Communications to provide timely and accurate information?
- Do any adjustments need to be made for classes/events/activities scheduled in the area?
- Efforts should be made to assist emergency responders in making positive identification as requested.
- Does notification to Office of the Chancellor need to occur?
- Does the EOC need to be opened?
- Has Medical assistance been rendered if needed?
- Any necessary evacuations of areas of the campus?
- Have all accessibility options been provided for those needing assistance? (i.e., wheelchairs, elderly visitors)
- Have we dispatched a person acting as liaison to the police command post?
- Do we need to activate the evacuation and relocation procedures?

### LEVELS OF EMERGENCY RESPONSE (EXAMPLES):

RC Yellow: A student acts up in class, is spoken to by the instructor after class and apologizes for the comment.

RC Red: Agitated student violently attacks another student causing severe bodily injury on campus.

# ANOKA TECHNICAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: HAZARDOUS INCIDENT/ACCIDENT/ RESPONSE

#### SCHOOL RESOURCES

- Facility Services
- Public Safety and Security
- Building Plans (CADS) through Facilities Dept
- Environmental Health & Safety
- Worldwide classifications system (formerly MSDS)

#### COMMUNITY RESOURCES

- Anoka or Anoka County Emergency Response personnel
- Anoka Police Department or Emergency Management teams as recalled

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

##### Hazardous Chemicals or Materials

Evacuate the affected area of the spill site immediately. Use judgment based upon the quantity or size of the spill.

##### **Small Containable Spills**

- Call Facilities, along with CLA for department (if applicable); contact Chemical Hygiene Officer
- If clean-up is beyond the capability and training of college personnel, call 911

##### **Large Spills**

- Call 911 immediately
- Evacuate the immediate area
- Remove victims from the spill area to fresh air if able to do so without injury to self.
- Have those involved assessed for injury, breathing, bleeding, burns, etc.
- Do not enter areas with toxic gases
- Advise others to stay away from contaminated area.
- Do not return to the area of the spill until advised by emergency response personnel it is safe to do so.

#### RELATED RESPONSE GUIDES

- Evacuation plan (within this EOP)
- Crisis Communications Guide
- Emergency Operations Center Guide

# ANOKA TECHNICAL COLLEGE

~ *Emergency Procedure Guide* ~

## Emergency: HAZARDOUS INCIDENT/ACCIDENT/ RESPONSE

### ADMINISTRATIVE CONSIDERATIONS

1. Notify Security of location and type of material (if known)
2. Keep students/employees away from immediate danger zone.
3. An Incident Report should be completed at the conclusion of the incident and forwarded to the Director, Public Safety.

#### Hazard Inside Buildings:

- Determine if need for evacuation and duration of evacuation.
- Render First Aid as needed
- Clean up as appropriate i.e., Facilities or private clean up contractor
- Document all actions taken

#### Hazard Outside Buildings (on campus):

- Consult with local authorities on type of hazard, duration of incident, effect on the school campus
- Determine if shelter in place or evacuation is warranted
- Continue to monitor progress of situation with local authorities
- Continue timely communication with students and employees as situation progresses

When evacuating campus a specific transportation route may need to be followed during evacuation procedures because of the incident location.

### LEVELS OF EMERGENCY RESPONSE (EXAMPLES):

RC Yellow: A small chemical spill in the Science lab that is easily cleaned up by the students and faculty

RC Red: Large chemical release on campus causing the evacuation of the entire campus and shutting down operations for at least a 24-hour period.

# ANOKA TECHNICAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: CAMPUS EVACUATION AND RELOCATION

#### SCHOOL RESOURCES

- Public Safety and Security
- Safety Wardens (when requested)
- ENS procedures: Star Alert, Alertus, Cisco phone systems, Public Address systems, radios
- Fire Alarm System (if needed)

#### COMMUNITY RESOURCES

- Public Safety Agencies
- Anoka or Anoka County emergency services
- Anoka Fire Departments

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

##### Building Evacuation

- Upon notification from emergency personnel or an activated alarm, evacuate the building through the nearest exit. As you are exiting the building, alert others to do the same. Evacuation is mandatory.
- **Do not use elevators, unless authorized to do so by police, fire, or other emergency personnel.**
- Once outside, proceed to a clear area **500 feet** from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Evacuate further if directed by emergency personnel.
- Do not return to an evacuated building until you are informed by emergency personnel or Security that you may enter the building; this should be accomplished through the on-scene commander
- Only take immediate possessions with you when you leave the building.

##### Evacuation Procedures for Individuals with Accessibility limitations

- Both campuses have ground level egress from both floor levels; use the appropriate exit(s)
- If you have accessibility limitations, please inform your supervisor or the Public Safety to determine an action plan based upon your specific needs. Persons who cannot leave a building on their own should go to the closest stairwell and ask another evacuee to notify emergency personnel of your need for assistance in evacuating.
- Individuals assisting those with accessibility limitations will assist them while exiting the building and accompany them until relieved.

##### Temporary Relocation

- In the event of the need for a partial campus evacuation building occupants will be directed by campus officials to an off campus assembly area, away from the effected area.
- PWT bldg. located at Coon Rapids Campus may be an alternative

##### Shelter-in-Place

- One of the instructions you may be given in an emergency is to “shelter-in-place”. This is a precaution aimed to keep you safe while remaining indoors. Shelter-in-place means selecting an interior space with no or few windows, and taking refuge there.

# ANOKA TECHNICAL COLLEGE

## *~ Emergency Procedure Guide ~*

### **Emergency: CAMPUS EVACUATION AND RELOCATION**

- Depending on the type of emergency the sheltered space may vary.

### **RELATED RESPONSE GUIDES**

- Emergency Operations Plan

### **ADMINISTRATIVE CONSIDERATIONS**

- Evacuation may consist of a full or partial evacuation dependent upon the incident. The incident on scene commander in coordination with local authorities will evaluate the situation and make the final determination.
- Need to manage the temporary relocation site for information dispersal and instructions and updates
- Establish a media gathering area; recall Director of Marketing and Communications

### **LEVELS OF EMERGENCY RESPONSE (EXAMPLES):**

RC Yellow: A classroom needs to be evacuated due to an odor that is present

RC Red: Ruptured main gas line, campus-wide, causing the evacuation of the entire campus

# ANOKA TECHNICAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: OFF CAMPUS ACCIDENT/INCIDENT INVOLVING STUDENTS

#### SCHOOL RESOURCES

- Faculty/Staff/Advisors monitoring the off campus activity
- Student Affairs
- Contacted by local law enforcement agency

#### COMMUNITY RESOURCES

- Local emergency responders by contacting 9-1-1
- County emergency first responders

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

1. Call 9-1-1 if any personal injury, motor vehicle accident, or other emergency exists. Be able to articulate the nature of the emergency and number of persons involved.
2. Render first aid if necessary. Provide support to local emergency responders as necessary.
3. Supervisor/administrator will be responsible to make necessary contacts for all affected organizations and persons including the appropriate Anoka Technical College administrator on duty, of the incident.
4. On-scene faculty/staff of the event will notify emergency contacts as required.
5. Document all events, noting time, date, severity of injuries, names of injured persons, witnesses and emergency personnel, etc.
6. Provide a complete written report to the College as soon as possible; provide information to the Director of Marketing and Communications as required

#### RELATED RESPONSE GUIDES

- Emergency Operations Plan
- Crisis Communications Plan

#### ADMINISTRATIVE CONSIDERATIONS

Arrange for public information as required.

#### LEVELS OF EMERGENCY RESPONSE (EXAMPLES):

RC Yellow: A student on a field trip slips, falls and sprains their ankle, minor injury.

RC Red: Several students on a field trip are killed in a multiple motor vehicle accident.

# Anoka Technical College

## ~ Emergency Procedure Template ~

### Emergency: FIRE PROTECTION

#### SCHOOL RESOURCES

- Anoka Technical College, Public Safety or 911
- Fire Extinguishers
- Evacuation Procedure: Yellow Directional Signage within Buildings

#### COMMUNITY RESOURCES

- Public Safety
- Anoka or Anoka County Emergency Management
- Anoka or Anoka Fire Departments

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

- Should you see or smell smoke, immediately pull the nearest fire alarm, leave the building, and call the Fire Department by calling **911** from a safe area. Be prepared to give the following information:
  - Location of fire
  - Building and room number (if known)
  - Your name and telephone number
- Stay on the line until the dispatcher releases you.
- The person reporting the fire should remain in the vicinity outside the building to supply information, upon request, to the Fire Department.
- Always take fire alarms seriously, trust but verify the alarm
- Take personal belongings with you as you evacuate the building.
- **NOTE:** Persons who do not leave the building when a fire alarm is sounding may be subject to disciplinary action and/or possible criminal charges.
- Evacuate all rooms, closing all doors to confine the fire. Do not lock doors. Check doors for heat before opening. Open doors slowly and check for smoke.
- Fire doors leading into the stairwell landing should be closed.
- Do not attempt to put out a fire if you are endangering your own safety or the safety of others.
- Do not use elevators. Power may fail causing the elevator to stop between floors or elevator doors may open onto the fire floor.
- Persons with accessibility issues who are unable to move down the stairwells should move to a stairwell and seek assistance from others.
- Do not block traffic.
- Immediately notify rescue personnel of any person left in the building along with their locations.
- **NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue personnel. If there is not a window, stay near the floor where the air will be less toxic. Seal up the cracks around the door using pieces of clothing or whatever is available. Shout at regular intervals to alert emergency personnel.
- Know the location of fire alarm pull stations, fire extinguishers, and exits.

#### RELATED RESPONSE EMERGENCIES

- EOP
- Crisis Communications Guide

**Anoka Technical College**  
*~ Emergency Procedure Template ~*

**Emergency: FIRE PROTECTION**

**ADMINISTRATIVE CONSIDERATIONS**

- Building fire alarms may stop ringing. If they stop, do not return to the building unless notified by the Fire Department or Public Safety and Security.
- Establish perimeter with available personnel as temporary barriers until such time that the structure can be permanently secured.
- Attend to any injuries
- Do classes/events need to be rescheduled/relocated?
- Does the Office of the Chancellor need to be notified?
- Media gathering point consideration; recall of Director, Marketing and Public Relations

**LEVELS OF EMERGENCY RESPONSE (EXAMPLES):**

RC Yellow: Sprinkler head activation in one of the classrooms, but deemed a false alarm

RC Red: Major structure fire in one of the campus buildings, causing several casualties

# ANOKA TECHNICAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: HOSTAGE/BARRICADED SUBJECT

#### SCHOOL RESOURCES

- Public Safety
- Facilities
- Counseling Center

#### COMMUNITY RESOURCES

- Anoka or Anoka County Sheriff's Departments
- Anoka
- Appropriate SWAT teams and follow on specialized teams

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

##### 1. Witness to a hostage situation:

If the hostage taker is unaware of your presence, **DO NOT INTERVENE!**

- Exit the area of the situation immediately.
- Notify those you encounter of the situation telling them to flee the area.
- Call 9-1-1.
- Additionally as possible:
  - Cordon off area near hostage scene to keep others from entering the area.
  - Cordon off a large perimeter around the school to prevent people from coming into the school.
- Law enforcement will take control of the hostage situation upon their arrival. Public Safety may need to coordinate with law enforcement upon arrival to provide information.

##### 2. Thwart a hostage situation: (suggested paths to prevent you from being taken hostage)

- Follow your instincts when you observe strange activity move away from the area to protect yourself.
- Be prepared to resist or run away to a safe refuge or distance.
- Create a scene by grabbing other people involving them in the fracas or objects to be thrown at the hostage taker, this may deter the situation from occurring and the hostage taker may flee.
- Fight for your independence and life. Once taken hostage you have lost control of the situation.

##### 3. If taken hostage:

- Cooperate with hostage taker to the fullest extent possible.
- Try not to panic. Calm others if they are present.
- Treat hostage taker as normally as possible.
- Be respectful of the hostage taker.
- Try not to speak unless spoken to; ask permission to speak; do not argue or make suggestions.
- Pay very close attention to the demeanor of the captor(s).
- Be patient. Time is usually on your side. Avoid any sudden action that may upset your captor.
- The initial 45 minutes are typically the most dangerous. Follow any instructions and be alert. The captor is emotionally unbalanced. Be cautious about doing anything that may endanger you.
- Be prepared for the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory when you are asked questions by the authorities.
- Be prepared to answer questions from the police on the telephone. Be patient, wait.
- Attempt to establish rapport with the captor. If medications, first aid or restroom privileges are needed

# ANOKA TECHNICAL COLLEGE

~ *Emergency Procedure Guide* ~

## **Emergency: HOSTAGE/BARRICADED SUBJECT**

by anyone, make a request and ask.

### **RELATED RESPONSE GUIDES**

- Evacuation & Relocation
- ENS Notification
- Crisis Communications Guide

### **ADMINISTRATIVE CONSIDERATIONS**

Provide for immediate notification of imminent danger (Star Alert and voice over IP)

- Do any buildings need to be locked?
- Do any areas of campus need to be cordoned off?
- Ensure Director, Marketing and Public Relations provides timely and accurate information.
- Do any adjustments need to be made for classes/events/activities scheduled in the area?
- Efforts should be made to assist emergency responders in making positive identification as requested.
- Does notification to Office of the Chancellor need to occur?
- Is the EOC operational?
- Any necessary evacuations of areas of the campus not completed?
- Establishing a liaison to the police command post with sufficient authority to participate in decision making on behalf of the College during the negotiation process.
- Do we need to activate the evacuation and relocation procedures
- Do we want emergency contact person of the hostage(s) present? Where?
- Is psychological support needed for campus community members?

### **LEVELS OF EMERGENCY RESPONSE (EXAMPLES):**

RC Yellow: Students playing around simulate a hostage situation, but by the time Security arrives a faculty member has intervened and found out it was role playing.

RC Red: Active shooter situation ends in a hostage-taking episode where several students are held hostage overnight prior to police tactically intervening.

# ANOKA TECHNICAL COLLEGE, ANOKA

~ Emergency Procedure Guide ~

## Emergency: INCIDENT MANAGEMENT AND EMERGENCY OPERATIONS CENTER

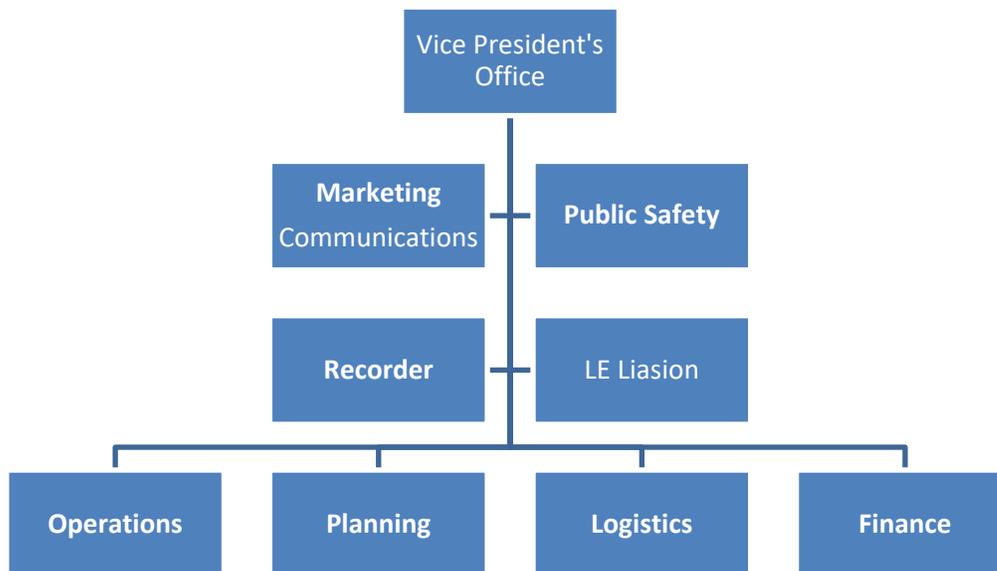
### SCHOOL RESOURCES

- President's Conference Room; if available
- Facility Conference Room
- PWT
- Legacy room
- ATC
- Google Earth Maps
- All Hazard Plan/Continuity of Operations Plan (COOP)
- Emergency Response Kit (1 Security Office, 1 Security Vehicle)
- Emergency Contact List (home/cell/work phone numbers, pagers, email)

### COMMUNITY RESOURCES

- Anoka county or Anoka County Emergency Management
- Other Emergency Responders

### INCIDENT COMMAND STRUCTURE/RESPONSE ACTIONS AND/OR RESPONSIBILITIES



# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### **Emergency: INCIDENT MANAGEMENT AND EMERGENCY OPERATIONS CENTER**

1. The Campus Emergency Response Team (CERT) is made up of the President's Cabinet of Anoka Technical College, with the College Vice President acting as the response team leader. In the event of one or more members of the Campus Emergency Response Team are unavailable, the following succession of authority will be in effect:
  - A. College President and
  - B. Vice President of Administration & Finance or Vice President of Academic & Student Affairs
  - C. Dean of Student Affairs

The College President may enlarge the Campus Emergency Response Team (CERT) to temporarily include individuals having specific knowledge regarding the situation being discussed. Members of the Cabinet may ask the President to include specific individuals on the team that may include members of the Extended Cabinet.

2. Determination to open the EOC will be made in consultation with a member of the CERT team and Security Administration.
3. EOC Operations shall be established in PWT. The CERT team will assemble in the President's Conference Room or Facility conference/break room. The above listed rooms will have the capability for multiple land line phones, radio communications, fax line, computer and printer access, copy machine, emergency response kit, audio/visual equipment and miscellaneous office supplies.
4. The structure of staffing and reporting guidelines for the Minnesota State Anoka EOC will follow the national incident management framework and will expand and contract the structure as the need dictates. Additionally, staffing of particular EOC positions will be determined at the time of the incident based upon those available and responding as well as individual areas of expertise and knowledge.
5. All activity within the EOC shall be logged by time, type of action or request, and personnel responsible for initiation of the action as well as those to carry out the action.
6. Only those personnel assigned to the EOC or CERT and fulfilling a function within those structures shall have access to the rooms. All other entries shall be done on an as needed basis.
7. Contact Minnesota State to report current status of event and request assistance as needed.
8. At the conclusion of any exercise, drill or emergency situation involving outside response resources an After Action Report is required. Format of this report should include and will follow current Homeland Security Exercise Evaluation Program (HSEEP).

### **RELATED RESPONSE GUIDES**

- Guides utilized during the incident when opening of the Emergency Operations Center are required.

### **ADMINISTRATIVE CONSIDERATIONS**

- Due to the emergency situation, responsibilities, personnel titles and daily operation may need to be modified to manage the incident.

## ANOKA TECHNICAL COLLEGE, ANOKA

*~ Emergency Procedure Guide ~*

### **Emergency: INCIDENT MANAGEMENT AND EMERGENCY OPERATIONS CENTER**

#### **LEVELS OF EMERGENCY RESPONSE (EXAMPLES):**

RC Yellow: Power outage during a mid-summer night, power is restored within minutes

RC Red: Major catastrophic incident on campus, causing the school to have to cease operations for at least a month.

## ANOKA TECHNICAL COLLEGE, ANOKA

*~ Emergency Procedure Guide ~*

### **Emergency: MASS CASUALTIES**

#### **SCHOOL RESOURCES**

- Facilities
- Human Resources
- Joint Powers Agreement/Red Cross
- Student Health Services

#### **COMMUNITY RESOURCES**

- Red Cross
- Salvation Army
- Anoka County Emergency Mgt

#### **Actions**

1. ATC has established a relationship with the Red Cross to act as a shelter facility. The President, Vice President or designee will be responsible for all campus activity regarding this function. Local response agencies will conduct the operational portion of this function in community-wide emergencies.
2. In the event Anoka Technical College is needed for mass care/housing/human service needs, the College would contact sufficient staff and faculty to fulfill the staffing requirements or those requirements would be fulfilled by another organization.
3. Anoka Technical College has limited foodstuffs in supply and has limited sleeping beds available for outside community-wide needs. The College can afford open spaces as temporary shelter, and dependent upon the situation may possess limited resources, food service needs, or communication needs.

#### **RELATED RESPONSE GUIDES**

- Emergency Operation Center Guide

# ANOKA TECHNICAL COLLEGE, ANOKA

*~ Emergency Procedure Guide ~*

## **Emergency: MASS CASUALTIES**

- Pandemic Influenza Plan (Anoka County Plan)

### **ADMINISTRATIVE CONSIDERATIONS**

- Timing of situation may affect availability of space and additionally the approximate or agreed upon duration of the usage of facilities
- Only certain spaces may be available to agencies outside the College
- Levels of supervision of spaces utilized need to be determined prior to any usage of the College
- Consider notification of EMS/Mn State for any usage of facilities outside of normal occupancy
- Need to consider agreements to compensate the College with resources expended, damages incurred, injuries sustained, assistance rendered from internal personnel and resources

### **LEVELS OF EMERGENCY RESPONSE (EXAMPLES):**

RC Yellow: Class room flooding causing the students to temporarily relocate

RC Red: A community-wide disaster strikes causing the College to act as a shelter for hundreds of community members.

# ANOKA TECHNICAL COLLEGE, ANOKA

*~ Emergency Procedure Guide ~*

## **Emergency: MEDICAL EMERGENCY/ 911 Call**

### **SCHOOL RESOURCES**

- Public Safety and Security
- Health Services
- Athletic Training Staff
- Nursing Faculty
- Counseling Center

### **COMMUNITY RESOURCES**

- Gold Cross/Allina Ambulance/Mercy/North Memorial/Centracare
- Fairview or Allina Regional Medical Centers
- Anoka Clinic

### **RESPONSE ACTIONS AND/OR RESPONSIBILITIES**

If you are involved in or witness any medical emergency, immediately call Anoka Emergency Center at 911. Be prepared to provide the following information to the dispatcher.

- Name of the injured or ill person, if known; your name
- Current location, BE SPECIFIC; repeat location twice
- Nature and type of injury, if known
- Remain on the line with the dispatcher until they indicate it is okay to hang up
- If safe to do so, remain with the individual until help arrives; try to keep the individual still. Do not attempt to move a seriously injured person (unless a more life threatening situation may result). Provide first aid only if you are trained.

## ANOKA TECHNICAL COLLEGE, ANOKA

*~ Emergency Procedure Guide ~*

### Emergency: **MEDICAL EMERGENCY/ 911 Call**

#### **ADMINISTRATIVE CONSIDERATIONS**

- Establish communications early into the incident.
- Activate counseling and support services for non-injured.
- Address any hazards that may have led to injury
- Does the Office of the Chancellor need to be contacted?

#### **LEVELS OF EMERGENCY RESPONSE (EXAMPLES):**

RC Yellow: Student trips on stairs and sustains minor injuries.

RC Red: Major incident on campus causing injuries to a multitude of students, faculty, and staff.

## ANOKA TECHNICAL COLLEGE, ANOKA

*~ Emergency Procedure Guide ~*

### Emergency: **CRITICAL COMMUNICATIONS**

#### **SCHOOL RESOURCES**

- Marketing and Communications
- Emergency Web Site Template
- Star Alert
- Outlook Emails
- Alertus systems

#### **COMMUNITY RESOURCES**

- PIOs at the city, county or state level, depending on the scope of the incident
- Area News Media Sources
- Area News Consortium

#### **RESPONSE ACTIONS AND/OR RESPONSIBILITIES**

1. The Anoka Technical College, Anoka Director, Marketing and Communications is a member of the local media consortium which assists in public information activities and provides enhanced abilities to appoint a public information professional in times when the Anoka Technical College. Other agencies who could assist or contribute
  - a. City of Anoka /School Districts 11
  - b. Mercy Medical Center; Mercy Hospital
  - c. Minnesota Department of Transportation
  - d. Anoka/Anoka County Emergency Management

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: MEDICAL EMERGENCY/ 911 Call

- e. Anoka/Anoka County Sheriff's Dept
  - f. Anoka County Emergency Management
  - g. American Red Cross, Anoka
  - h. Minnesota State Police
  - i. Bureau of Criminal Apprehension, on duty Officer (DPS)
2. In the event of any emergency situation where the President, Vice President or designee deems a need to provide the public with important emergency information he/she shall request the services of the Anoka Technical College, Dir Marketing/Communications will make contact with the local media consortium.
3. During emergency response situations involving Anoka Technical College, Anoka, the Dir Marketing/Communications will coordinate with the local responders PIO and together the cooperative will form a Joint Information Center (JIC). During times when the Anoka Technical College, Anoka EOC has been established the Anoka Technical College, Anoka Dir Marketing/Communications may or may not work in the EOC dependent upon situational circumstances. However, the Anoka Technical College, Anoka Dir Marketing/Communications will retain direct reporting lines to the EOC Manager to ensure timely and accurate information is reported on behalf of Anoka Technical College, Anoka (See functional chart under Emergency Operations Center).

### RELATED RESPONSE GUIDES

- Yellow, Orange and Red communications response guides
- Critical Communications Plan / ENS protocols

### ADMINISTRATIVE CONSIDERATIONS

- Establish the public communications the Joint Information Center, early in the incident to provide timely and accurate information.

### LEVELS OF EMERGENCY RESPONSE (EXAMPLES):

RC Yellow: Security handles a small incident that attracts media attention and a press release is created.

RC Red: College's Director of Marketing/Public Relations is part of a joint information center designed to provide operational updates on the critical incident that has occurred on campus.

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: PUBLIC WORKS AND UTILITIES RESTORATION

#### SCHOOL RESOURCES

- Facilities Services
  - General Repair
  - Plumbing
  - Electrical
  - Engineers
  - Grounds
  - Carpentry/Metal
  - Project Management
  - Environmental Health and Safety/Risk Management
  - Communications Center for call out of Utilities
- Institutional Technology
- Building Services
- CAD Maps
- Back-up Generators
- Go-Kits

#### COMMUNITY RESOURCES

- Public Safety
- Charter Communications

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

Utility failures include: electrical power outage, disrupted cable service, interrupted telephone service, unavailable water or heat. In the event of a major utility failure, follow these guidelines:

- Call **911** immediately if there is potential danger to occupants of the affected buildings and/or risk or serious damage to the building.
- Evacuate the building if an emergency exists. Reference the Emergency Operations Plan as appropriate.
- Call Facility Services

##### **During Business Hours**

- Notify Facilities Services immediately. If telephone service is not available, go to Minnesota State Anoka Securit

**After regular business hours and/or during weekends:**

# ANOKA TECHNICAL COLLEGE, ANOKA

*~ Emergency Procedure Guide ~*

## **Emergency: PUBLIC WORKS AND UTILITIES RESTORATION**

- Notify ANOKA TECHNICAL COLLEGE Public Safety and Security (ext. **911**) immediately. If telephone service is not available, go to ANOKA TECHNICAL COLLEGE Public Safety and Security, located in Wiecking Center.

### **RELATED RESPONSE GUIDES**

- Accident and Damage Assessment Guide
- Emergency Operations Center Guide
- Public Communications Guide

### **ADMINISTRATIVE CONSIDERATIONS**

- The President (or designee) shall consider the factor of utility connections in relation to an opening or closing of facilities due to these types of infrastructure. Absence of these services may create an unsafe work and school environment.
- Does System Office need to be contacted?

### **LEVELS OF EMERGENCY RESPONSE (EXAMPLES):**

RC Yellow: Power goes out for a short period of time on campus

RC Red: Tornado passes through the campus causing heavy damage to multiple buildings and power will not be restored for days.

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: RADIOLOGICAL EXPOSURE CONTROL

#### SCHOOL RESOURCES

- Office of Environmental Health and Safety
- Radiation Safety Office (county and state)

#### COMMUNITY RESOURCES

- Anoka Department of Public Safety
- Anoka County Emergency Management

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

1. **Serious Injury and Exposure or Contamination.** In the event that personnel have received high radiation exposure or radioactive contamination in addition to physical injury requiring immediate medical assistance, Call Public Safety (911). When the ambulance arrives, inform emergency personnel that the patient might be contaminated. It would also be helpful if someone familiar with the incident would accompany the injured to provide information such as: the nature of the injuries, radiation levels, the physical and chemical nature of the contamination, etc. Also follow instructions for Intermediate and High Level Spills below.
2. **Fire or explosion in Radioisotope Area.** The case of fire or explosion, call Public Safety (911). If possible, stay on the scene to acquaint the emergency personnel in charge with the nature of the radiation hazard present and assist them as required. Also, follow instructions for Intermediate and High Level Spills below.
3. **High Radiation Exposure Without Contamination.** In case of simple overexposure, do what can be done to terminate or limit overexposure to all or part of the body. The individual must report to a local hospital for examination and possible treatment. Notify the Radiation Safety Officer and assist him in collecting and preserving what data is available to estimate the nature and extent on exposure.
4. **Intermediate and High Level Radioactive Spills.** In case of a serious accident involving contamination of personnel or equipment, (including 1 and 2 above) the following steps should be taken in the order listed.
  - Protect Personnel
    - If hazard is extreme (high radiation level or possibility of air contamination), evacuate the area immediately; close and lock door.
  - Rid yourself of contamination; remove contaminates clothing and wash contaminated parts of the body thoroughly with detergent.
  - Flush out any wounds with copious amounts of water.
  - Warn fellow workers and keep others out of the area.
  - Confine contamination

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: RADIOLOGICAL EXPOSURE CONTROL

- Localize area of spill. Right tipped container; drop absorbent material at edges of spills.
- Do not loiter in the area of the dry spill without respiratory protection. Shut off or close ventilating system if possible and turn off fans and blowers.
- Have those exposed medically evaluated.

After an accident has occurred, the experiment, procedure, or process will be suspended until a follow-up corrective action report is completed and approved by the Radiation Safety Office.

### RELATED RESPONSE GUIDES

- Emergency Operations Center Guide
- Critical Communications Response Plan

### ADMINISTRATIVE CONSIDERATIONS

- Provide for immediate notification of imminent danger (Star Alert and voice over IP)
- Do any buildings need to be locked?
- Do any areas of campus need to be cordoned off?
- Establish the Director of Marketing/Public Relations to provide timely and accurate information.
- Do any adjustments need to be made for classes/events/activities scheduled in the area?
- Has Minnesota Homeland Security and Emergency Management, Radiological Emergency program been notified of the incident?
- Does notification to Minnesota State need to occur?
- Does the EOC need to be opened?
- Any necessary evacuation of areas of the campus
- Establish a liaison to the policy command post with sufficient authority to participate in decision-making on behalf of the College during the negotiation process.
- Do we need to activate the evacuation and relocation procedures?

### LEVELS OF EMERGENCY RESPONSE (EXAMPLES):

RC Yellow: A radiation test sample is found on the ground outside the Humanities Building by a student.

RC Red: Major radiological exposure incident occurs on campus exposing several people to radiation.

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: RESOURCE MANAGEMENT

#### SCHOOL RESOURCES

- Any equipment and materials in inventory at the time of the emergency may be requested for use

#### COMMUNITY RESOURCES

- Any resources that may be available at the time of the emergency within the City of Anoka and County of Anoka or Isanti Counties

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

1. The President or designee shall be the final arbitrator of resource requests as it is required during any type of emergency or disaster that affects Anoka Technical College, Anoka . As appropriate these requests shall be done in concert with the Office of the Chancellor as well as local response agencies.
2. During times of operation of the Anoka Technical College, Anoka , Emergency Operations Center (EOC) all resource requests shall be routed through the proper chain of command and resources acquired through the Anoka Technical College, Anoka EOC for utilization during the emergency and recovery process.
3. Resource requests that are focused on the stabilization of the affected campus shall always be done in concert with local emergency response personnel as it directly affects them.

#### RELATED RESPONSE GUIDES

- Public Communications Guide
- Emergency Operations Center Guide

#### ADMINISTRATIVE CONSIDERATIONS

##### LEVELS OF EMERGENCY RESPONSE (EXAMPLES):

RC Yellow: During a winter snowstorm the College has to clear several inches of snow in and around the campus and a contractor needs to be hired to assist with snow removal.

RC Red: Tornado passes through the campus and the City of Anoka is requesting heavy equipment resources from the College to assist in sifting through debris.

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Template ~

### Emergency: SEVERE WEATHER

#### SCHOOL RESOURCES

- Emergency Notification Systems,
- Website; MN National Weather Service announcements
- Weather essential personnel (list attached)

#### COMMUNITY RESOURCES

- Tornado Warnings and digital signage
- Road Conditions Hotline/website
- Local Media; Channel 11 and WCCO radio 830

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

##### Cold Climate Severe Weather

Severe weather typically defined as heavy snowfall, ice storms or excessive winds which result in the closure of multiple, surrounding city/county roads or state highways and create signification safety concerns.

In the event of possible class cancellation or College closure Security dispatch will initiate the collection of information regarding current conditions, road conditions, forecast, etc. and communicate the information to Academic Affairs Administration to make a decision.

Decisions regarding class cancellation or College closure will occur and be announced on the College website, class cancellation hotline and to the local media by 6:00 a.m. for day classes and 3:30 p.m. for evening classes.

##### Mild Climate Severe Weather

Severe weather typically defined as thunderstorms, lightning, tornados, flooding or heat wave which can result in damage to property, injuries to people and other safety concerns.

- Tornado warning signal will be disseminated to ANOKA TECHNICAL COLLEGE Public Safety and National Severe Weather System.
- Tornado warning announcement will be broadcast to the [College's telephone system](#). **Note:** This is tested on the first Wednesday of each month as well.
- All persons should proceed to pre-designated tornado shelter areas. It is suggested that departments take and listen to a portable battery operated AM/FM radio to accompany you to the appropriate shelter so you are informed of weather updates, such as Tornado warning, expirations or extensions.
- Evacuate to the shelter areas - don't be sightseers!
- Secure (lock) your areas when evacuating to prevent possible thefts, take along personal valuables.
- Avoid areas with wide-span roofs such as auditoriums, cafeterias, or large hallways with exterior windows.
- If outdoors, move inside a building and immediately proceed to the shelter area in that building.
- If unable to move inside lie in a ditch, low lying area or crouch near a strong building. Use arms to protect head and neck.
- At conclusion of severe weather, do not enter structures that have been damaged.

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Template ~

### Emergency: SEVERE WEATHER

- Wear hard soled shoes in leaving the debris area and be mindful of exposed nails or broken glass.
- Stay away from downed power lines.

### RELATED RESPONSE GUIDES

- Accident/Damage Assessment Procedure
- Debris Management
- Environmental Hazard Response
- Evacuation and Relocation
- Mass Care/Housing/Human Services
- Medical Emergency
- Public Information
- Public Works and Utilities Restoration
- Resource Management
- Warning and Notification

### ADMINISTRATIVE CONSIDERATIONS

#### LEVELS OF EMERGENCY RESPONSE (EXAMPLES):

RC Yellow: Small wind storm causes minor tree damage on campus

RC Red: Tornado passes through the campus causing heavy damage to multiple buildings.

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: SEXUAL ASSAULT

#### SCHOOL RESOURCES

- Security
- Residential Life
- Student Health Services
- Counseling Center
- Women's Center
- Office of Student Affairs
- Student Attorney

#### COMMUNITY RESOURCES

- Community Police
- Crime Victim Services
- LA-MANO
- Immanuel St. Joseph's Sexual Assault Response Team
- One-to-One Clinic

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

**Sexual assault.** An actual, attempted, or threatened sexual act with another person without that person's affirmative consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State student codes of conduct and employee disciplinary standards. Sexual assault includes but is not limited to: 1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as date rape or

**Policy 1B.3 acquaintance rape.** This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another. 2. Involvement in any sexual act when the victim is unable to give consent. 3. Intentional and unwelcome touching of a person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast); or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts. 4. Offensive sexual behavior directed at another, such as indecent exposure or voyeurism.

**Sexual violence** A continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

**If you or someone you know has been assaulted, consider the following actions immediately after an assault or attempted assault:**

#### Maintain evidence:

- Try to remember and write down as many facts about the attacker as you can.
- Do not wash, douche, brush your teeth, or change your clothing before the medical examination.
- Physical evidence should be collected within 48 hours after the assault. Without this evidence, it is more difficult to press charges.
- If you want the police to conduct an investigation, they will tape a formal interview, contact witnesses, and process evidence for the prosecution.
- You have the right to a Sexual Assault Advocate during every step of the process.

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: SEXUAL ASSAULT

#### Contact someone you trust

- It is important to find a supportive person and environment as soon as possible. Remember that nobody asks or deserves to be raped. You are not to blame: only the assailant is responsible for the assault.
- Referral agencies for assistance, you have a right to an advocate during every step of reporting, examination, and judicial procedures.

#### Take care of yourself

- Seek medical help if appropriate; utilize nearest available emergency clinic or urgent care facility
- Emergency room treatment for sexual assault is confidential and paid for by the county where the assault occurred.
- Ask questions about risk factors for pregnancy or sexually transmitted diseases.

#### Deciding to Report

- Reporting is your choice.
- Local law enforcement officers are supportive and sensitive to survivors. They take great measures to protect the survivor, including protecting her or his identity from the media.
- There are several reporting options available to Anoka Technical College community members:
  - The survivor can report an incident (personally or through a third-party report) even without choosing to pursue charges or have a police investigation.
  - Within the criminal justice system, there are two legal avenues to pursue: criminal and civil. Reporting and cooperating with law enforcement makes you eligible for financial assistance through the Crime Victim's Reparation fund.
  - If you fear retaliation, you can reduce the risk by filing a Harassment Restraining Order or Order for Protection.
  - A survivor can also report the assault to Public Safety or college administrators
- Reporting returns a feeling of personal power. You may be able to provide information that will lead to an arrest and conviction.
- Reporting can prevent others from being sexual assaulted.
- Reporting can provide timely warnings for others; a predator is a threat to others

If you participate in the reporting, investigating, and prosecution processes, you have legal rights. You have the right to be notified of your rights, which include information on court procedures, the right to participate in prosecution, the right to protection from harm, and the right to apply for financial assistance.

#### RELATED RESPONSE GUIDES

- Memorandum of Agreement Anoka PD and Anoka County

#### ADMINISTRATIVE CONSIDERATIONS

- Carry out victim's rights
- Activate Communications Information Officer in the event of serial situations

#### LEVELS OF EMERGENCY RESPONSE (EXAMPLES):

RC Yellow: Student reports a person exposing themselves in the residence hall.

RC Red: A series of sexual assaults on campus have reached a point of student and citizen outcry.

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: SUICIDE

#### SCHOOL RESOURCES

- Security
- Counseling Center
- Student Health Services

#### COMMUNITY RESOURCES

- Anoka /Isanti Police
- Anoka/Anoka County Mental Health Crisis Response Services
- Suicide Prevention Hotline

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

- If you or someone you know has three or more of the symptoms below and they have persisted for more than two weeks, see your doctor
  - Persistent angry, sad or “empty” mood
  - Feelings of hopelessness, guilt, pessimism
  - Substance abuse
  - Fatigue
  - Loss of interest in ordinary activities
  - Disturbances in eating and sleeping patterns
  - Irritability, increased crying; anxiety and panic attacks
  - Difficulty concentrating, remembering or making decisions
  - Persistent physical symptoms or pains that do not respond to treatment
- Coping Strategies
  - Don't be afraid to ask for help at any time
  - Try to be open with your feelings
  - Spend time with family and friends
  - Consider the importance of spirituality in your life
  - Get involved with extra-curricular activities
  - Accept other's thanks, compliments and praise
  - Plan your future and set realistic goals
  - Volunteer
  - Exercise regularly and eat right
  - Laugh and keep your sense of humor
  - Do not tolerate physical, emotional or sexual abuse from anyone. Get help.

#### RELATED RESPONSE GUIDES

911 Dispatch Center  
Referral agencies through County resources

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: SUICIDE

#### ADMINISTRATIVE CONSIDERATIONS

- Activate Counseling Services?
- Secure the scene for coroner response
- Activate Communications Information Officer?
- Does evacuation and relocation need to occur?
- Does emergency contact notification need to be made?
- Are there classes/events that need to be relocated or rescheduled?
- Does the Office of the Chancellor need to be notified?

#### LEVELS OF EMERGENCY RESPONSE (EXAMPLES):

RC Yellow: Note is turned over to Security suggesting someone is considering suicide, but not determined origin of the note.

RC Red: Three students have committed suicide over the past three weeks on campus and it appears as though a suicide pact has been established.

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: SUSPICIOUS PACKAGES/MAIL

#### SCHOOL RESOURCES

- Courier Mail Service
- Public Safety and Security

#### COMMUNITY RESOURCES

- Anoka PD
- United States Postal Service, City of Anoka
- Federal Bureau of Investigation

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

##### **Things to Look for When Inspecting Mail (Use Federal suspicious package visual aid poster)**

- Origination postmark or name of sender is unusual, unknown, or no return address is given, if given, it can't be verified as legitimate.
- Shows a city or state in the postmark that does not match the return address.
- Excessive or inadequate postage.
- Addressed to title only or incorrect title; address or someone no longer employed at the colleges
- Misspellings of common words or names.
- Restrictive marking, i.e. "PERSONAL EYES ONLY" or "SPECIAL DELIVERY".
- Rub-on block lettering.
- The letter is lopsided, usually thick or contained in an uneven envelope.
- Excessive weight; the letter or package seems heavy for its size.
- Damaged envelope or package.
- Stiffness or springiness of contents; protruding wires, aluminum foil or components; oily outer wrapping or envelope; feels like it contains powdery substance (when checking do not bend excessively).
- Oily stains, discoloration; package/letter emits an odor, particularly almond or other suspicious odors.
- Crystallization or powdery substance on wrapper.
- Audible ticking sound.

##### **General Guidelines When Contacting a Suspicious Package or Mail**

- Call 911 immediately if you perceive an immediate risk of a dangerous situation.
- Isolate all suspicious packages and seal off the immediate area. All personnel should leave the area. If possible, turn off air flows.
- If you have identified a suspicious package, DO NOT handle, shake or empty contents. Do not remove package to another area, do not clean up any leaking product from the package.
- If possible cover any spilled contents immediately. Use any type of material to cover, but do not cover with wet materials.
- Direct any person who may have touched the package to wash their hands with soap and water. After hands are washed instruct to wash with soap and water any areas of their body they may have touched.

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### **Emergency: SUSPICIOUS PACKAGES/MAIL**

Make a list of people who have had contact with the package, with complete information and provide to Public Safety and Security.

- As soon as practical anyone who has come in contact with the package should shower and place all clothing in a plastic bag. The clothing may need to be given to emergency personnel.
- Contain all individuals who have come in contact with the package for any post medical attention that may be required. Contact information for all who have come in contact with the package should be given to medical personnel.

### RELATED RESPONSE GUIDES

- Bomb Threat/Explosive Device training/visual aid Guide
- Debris Management Guide

### ADMINISTRATIVE CONSIDERATIONS

- Establish perimeter with available personnel as temporary barriers.
- Attend to any injuries.
- Do classes/events need to be rescheduled/relocated?
- Does the Office of the Chancellor need to be notified?
- Consider the possibility of contamination/cross-contamination/decontamination.
- Activate Communications Information Center through Crisis communications plan.
- Contact busing or city transport for disruption of service at the campuses

### LEVELS OF EMERGENCY RESPONSE (EXAMPLES):

RC Yellow: An unattended package is found in a College building, however by the time Security arrives the owner is identified.

RC Red: A suspicious package is found in the mail room with wires protruding and a liquid leaking from the package.

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### LOCKDOWN

#### SCHOOL RESOURCES

- Emergency Notification Systems
- Localized checklist actions
- Locking mechanisms/physical security safeguards

#### COMMUNITY RESOURCES

- Local Law Enforcement/County/State/Federal agencies as appropriate
- Metro specialty teams as activated
- BCA assets as applicable
- Isanti/Anoka Emergency Management

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

##### Lockdown

A declaration campus wide has been declared due to an increased threat or security incident requiring all faculty, staff, and visitors to shelter in place, lock their doors and minimize danger to themselves. The threat is real, and the goal of a lockdown is to minimize risk due to criminal incident, activity or confirmed overt threat.

Lockdowns are declared jointly with Campus admin and the on-scene commander; protocols include an active threat to others is imminent or is attempting to gain access to the campus to do harm.

Once notification is received through the ENS system you will:

- Proceed to nearest classroom or work center and secure the doors
- Minimize your signature; black out windows, shut off lights, stay away from windows/doors
- Remain calm, listen to directives quietly, do not open doors until told to do so
- Use 911 to update the center on any pertinent information tied directly to the incident
- Be prepared to stay in place for a period of time; know where your doors/egress options are
- Pay attention to directives from on scene command and Public Safety/Dir Marketing/Communications

**Emergency Messages: refer to emergency notification Grid**

#### RELATED RESPONSE GUIDES

- Emergency Operations Plan
- Localized checklists for quick reaction steps

# ANOKA TECHNICAL COLLEGE, ANOKA

*~ Emergency Procedure Guide ~*

## LOCKDOWN

### ADMINISTRATIVE CONSIDERATIONS

#### **LEVELS OF EMERGENCY NOTIFICATION RESPONSE (EXAMPLES):**

RC Red: Criminal act has occurred on campus, and an armed suspect/intruder is a known threat to campus

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: ARMED PREDATOR/ACTIVE SHOOTER

#### SCHOOL RESOURCES

- Public Safety and Security
- 911 Dispatch Center
- Campus Weapons Guidelines/Policy
- Counseling Center
- ENS systems through crisis communications plan
- CARE team/Behavioral Intervention Team assistance (If a known student)

#### COMMUNITY RESOURCES

- Public Safety
- Anoka PD, Anoka County Law Enforcement
- Mercy Hospital and trauma center
- Specialized teams as determined by the on duty BCA officer through DPS

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

It is imperative that all faculty, staff, and students be proactive in the prevention of potentially violent situations. Members of the College community are encouraged to report all incidents of threats (oral or written), physical assaults, violent encounters, etc., to the 911 dispatch center, Anoka Police Department immediately. Armed violence includes knives/swords/bats/clubs/handguns/long guns/explosives/edged weapons/bows.

Un-holstered and openly displayed Firearms/other Weapons on Campus:

- Immediately call 911 and
- Public Safety and Security
- Wait for armed Police/Security to arrive.
- Do not confront the person with the weapon.
- Sound the alarm, Secure doors, initiate RUN/HIDE/FIGHT protocol
- No effort should be made to intervene with an armed intruder/suspect.
- If known, provide the Police/Security with the name of the individual with the weapon, location of the individual, type of weapon and what person did with the weapon after it was displayed.

Active Shooter

- If you are directly involved and exiting the building is not possible, the following actions are recommended.
  - **RUN/HIDE/FIGHT ; Call 911**
  - **Run: Leave Campus immediately; sound the alarm**
  - Go to the nearest room or office.
  - Close the door, lock if possible, if you cannot, barricade the door with a desk, furniture or any other heavy item.
  - Cover the door windows, shut off lights, minimize your presence/signature; get away from door/window
  - Keep quiet and act as if no one is in the room.
  - **DO NOT** answer the door; stay away from windows and doors; **attempt to monitor via ENS**

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: ARMED PREDATOR/ACTIVE SHOOTER

- Give the 911 Operator the following information:
  - a. *Your name*
  - b. *Your location (be as specific as possible)*
  - c. *Number of shooters (if known)*
  - d. *Identification of shooter and last known location (if known)*
  - e. *Number of persons who may be involved*
- 1. Wait for the Police to assist you out of the building.
- If you are involved in a situation where someone has entered the area and started shooting, the following are a list of recommended actions:
  - Exit the building immediately.
  - Notify anyone you may encounter and exit the building immediately.
  - Notify the Police by calling 911.
  - Give the 911 Operator the following information:
    - a. Your name
    - b. Location of the incident (be as specific as possible)
    - c. Number of shooters (if known)
    - d. Identification of shooter (if known)
    - e. Number of persons who may be involved
    - f. Your location

### RELATED RESPONSE GUIDES

- Warning and Notification Guide
- Medical Emergency Guide

### ADMINISTRATIVE CONSIDERATIONS

Provide for immediate notification of imminent danger (ENS systems)

- Do any buildings need to be locked?
- Do any areas of campus need to be cordoned off?
- Establish the Communications Information Officer to provide timely and accurate information.
- Do any adjustments need to be made for classes/events/activities scheduled in the area?
- Efforts should be made to assist emergency responders in making positive identification as requested.
- Does notification to Office of the Chancellor need to occur?
- Does the EOC need to be opened?
- Any necessary evacuations of areas of the campus
- Establishing a liaison to the police command post with sufficient authority to participate in decision making on behalf of the College during the negotiation process.
- Do we need to activate the evacuation and relocation procedures

### LEVELS OF EMERGENCY RESPONSE (EXAMPLES):

RC Yellow: A student acts up in class, is spoken to by the instructor after class and apologies for the comment.

RC Red: Active shooter on campus fully engaging and killing students and faculty/staff.

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: ENS: Emergency Notification System activation

#### SCHOOL RESOURCES

Emergency Notification Systems includes:

- Active notification (immediate on campus)
  - Mobile two way Radios
  - Cisco phone notification
  - Fire panel notifications (if used)
  - Alertus (beacons, monitors, laptops, chrome books, digital signage, social media)

Emergency notifications:

- ENS systems
- Star Alert/Alertus
- Social Media (Web pages/blog sites/intranet sources/linked-in)
- Campus Wide emails
- Messages using digital signage

#### COMMUNITY RESOURCES

- Local media
- Local Law Enforcement (if applicable)
- Isanti/Anoka Emergency Management

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

Types of Emergency Warning and Notifications

##### Condition Red: Catastrophic Event

- Any condition that creates a danger which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated.

##### Condition Orange: Major/Outside agencies requested

##### Condition Yellow: On campus emergency, handled by on campus resources

##### Personal Safety/Crime Alerts to include Timely Warnings

- Timely Warnings via Clery Act guidelines

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: ENS: Emergency Notification System activation

- Informational alerts used for on campus incidents that pose a continued or perceived threat to the **personal safety** of College community members.
- Crime alerts are vetted through Public Safety

#### Off-Campus Incidents (situations that are in close proximity of campus)

Community wide alerts that are used to provide information regarding incidents that pose a continued or perceived threat to the personal safety of the City of Anoka community members, or affect those in close proximity of campus. These alerts are initiated through the City of Anoka and passed on through campus communications systems, and verified by Public Safety. Examples are: (armed robbery, high speed pursuit, high risk traffic stops, multiple assaults/crimes, contaminated scene where the cordon includes campus)

#### Weather Related Class Cancellations/College Closings

Alerts that are given during severe weather events that may lead to the cancellation of classes or the closing of the College.

#### Post-Incident Communication

Communications to the College Community following an emergency event that leads to the need for further instructions and/or recovery information.

- The **President, Vice President or designee** shall be **ultimately responsible** for the decision to initiate any type of warning notification or test of the warning notification system.
- The President, Vice President or designee shall utilize the standardized messages included in this guide as much as possible to ensure proper information is transmitted during imminent danger situations. Event circumstances however will dictate the elements of any message and alternate information/messages that should be disbursed to fully inform and advise of the emergency incurred.
- The President, Vice President or designee shall by understanding the type of incident recognize the need for instructions to the College community on the proper action during the emergency to include but not limited to evacuation or relocation possibilities.
- On scene command dependent upon the situation may become part of a larger Joint Information Center established due to the size of the event. In these circumstances recall for Director Marketing and Communications for Anoka Technical College, Anoka will become the College spokesperson and provide information on behalf of the College during each operational period for emergency responders, College faculty/students/staff, System Office, and community stakeholders.

**Emergency Messages: refer to crisis communications emergency notification Grid**

### RELATED RESPONSE GUIDES

- Emergency Operations Plan

# ANOKA TECHNICAL COLLEGE, ANOKA

*~ Emergency Procedure Guide ~*

**Emergency: ENS: Emergency Notification System activation**

## **ADMINISTRATIVE CONSIDERATIONS**

### **LEVELS OF EMERGENCY NOTIFICATION RESPONSE (EXAMPLES):**

RC Yellow: Classes are canceled during the evening due to a snow fall.

RC Red: Criminal act has occurred on campus, and an armed suspect is a threat to campus

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: CONFIRMED MISSING STUDENT

#### SCHOOL RESOURCES

- Public Safety and Security

#### COMMUNITY RESOURCES

- Public Safety
- Local American Red Cross

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

##### Off Campus Students:

- Law Enforcement may contact Public Safety regarding a confirmed missing student/inquiry.
- Public Safety will contact Dean of Student Affairs after verifying with Law Enforcement on validity of missing person report
- Investigation will be under the jurisdiction of the requesting agency/county
- Contact the registrar or Director of Records

#### RELATED RESPONSE GUIDES

- Emergency Response Guide as appropriate

#### ADMINISTRATIVE CONSIDERATIONS

- Verify missing person is in fact a student of ATC
- Have all possible methods of contact with the student been made?
- Have all known possible locations of student been checked?
- Contact with Anoka or been established or Law Enforcement function with primary jurisdiction (if reported to Campus Public Safety)
- Has Minnesota State been notified?

#### LEVELS OF EMERGENCY RESPONSE (EXAMPLES):

RC Red: A student failed to attend a scheduled off-campus school function. Off campus school function. Off campus chaperone/advisor has had no contact and has been unable to establish contact...no one has seen the student from the group attending the off-site event. All attempts to locate the student have failed.

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### Emergency: CONFIRMED MISSING STUDENT

#### SCHOOL RESOURCES

- Public Safety and Security
- Counselors
- Dean of Student Affairs
- Director of Student Activities
- Office of Records

#### COMMUNITY RESOURCES

- American Red Cross (official office of notification)
- Anoka or Anoka County Social work centers
- Local law enforcement (if applicable)

#### RESPONSE ACTIONS AND/OR RESPONSIBILITIES

The procedures outlined here delineate the roles and responsibilities in the event of a loss of life involving a student at ANOKA TECHNICAL COLLEGE

##### **The Office of the President, Vice President or designee**

- After official notification of a student's death has been given to the family by local law enforcement, the Office of the President, in coordination with the Dean of Students Affairs, will contact the family of the deceased student to: (1) offer condolences; (2) determine if the family has any immediate needs from the College (e.g., notifying other students, clubs/teams/other school associations); (3) gather information about funeral, visitation, and memorial arrangements.
- The Office of the President will notify members of the President's Cabinet accordingly

##### **Dean of Student Affairs**

- Verifies the student death via the county coroner, local law enforcement agency, funeral home, newspaper obituary or family member.
- Verifies the enrollment status of the deceased student.
- The local law enforcement agency or appropriate external official agency will notify the next of kin of the deceased student.
- Will gather information and make available to appropriate parties pertinent information regarding cause of death, time of death, memorial arrangements, student involvement on campus etc.
- Dean of Student Affairs, Dir Communications/Marketing or designee immediately notify other campus directors and managers as directed by the President's office.
- Other offices that maybe notified based on :
  - Academic Advisor
  - Athletics
  - Business Office
  - Disability Services
  - Faculty
  - Office Information Technology

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### **Emergency: CONFIRMED MISSING STUDENT**

- Student Activities: Intramural & Club Sports
  - Public Safety & Security
  - Records Office
  - Scholarship & Financial Aid
  - Office of Diversity and inclusion
  - Student Affairs
  - College Bookstore
  - Veterans Resource Center
- When appropriate, counseling or crisis intervention services via the CARE Team are offered to classmates enrolled in the same courses as the deceased student and to any campus groups or students organizations who are affected by the loss.
  - Marketing through the President, will coordinate emails to faculty, students and staff regarding visitation and funeral arrangements.
  - If possible, identify a staff member to serve as the campus contact to assist the deceased student's family. Ideally, this should be the same staff member who initially contacted the family.

#### **Public Safety**

- The Director of Public Safety or designee will contact and notify the local law enforcement agency of the student's death.
- The Director of Public Safety or designee will assume the role of liaison between the College and the local law enforcement agency.
- If event happened on campus, Safety will coordinate with OSHA hotline and systems office for completion of all applicable forms
- Review mitigating factors that may pose a threat to further injuries or accidents
- Issue a Timely Warning or Advisory when death occurred on campus, and is criminal in nature or assailant is at large

#### **Director Marketing/Public Relations/Communications**

- Coordinate and disseminate all campus wide communication of the student's death.
- Act as a liaison for all media inquiries, will help prepare college responses to the media as requested

#### **Student Records Office**

- The Registrar places a "deceased" indicator on the deceased student's academic record.
- If necessary, the Registrar works with the President's Office to coordinate campus wide communication to faculty, students and staff to ensure that information regarding the student's death is accurate
- The Registrar initiates procedures that close the student's academic records. As noted by AACRAO (American Associate of Collegiate Registrar and Admissions Officers) and FERPA the privacy interests of the individual are no longer in effect with the student's death. FERPA rights and the rights of privacy regarding the student's academic record end at death. As a matter of institutional policy, the following are the procedures regulating under what conditions the student's academic information should be disclosed to survivors or other third parties.
- ANOKA TECHNICAL COLLEGE will continue to treat the academic records of the deceased student the same as a living student in that only directory information may be release to third parties. ANOKA TECHNICAL COLLEGE requires documents that certify power of attorney or executor/executrix authorization to allow disclosure of information (other than directory) to survivors or other third parties. Either the parents or next of kin, with proper documentation, are considered the owner of the student's academic records.

# ANOKA TECHNICAL COLLEGE, ANOKA

## ~ Emergency Procedure Guide ~

### **Emergency: CONFIRMED MISSING STUDENT**

- Unless authorized by the executor/executrix, parent, or next of kin the College does not permit release of the deceased student's educational record information for a period of 10 years after death.
- Pertinent information on the student's academic record is updated, such as: a deceased indicator, addresses will be updated to prevent inadvertent or additional mailings, and enrollment and matriculation, will be updated to reflect the reason for the closure of the academic records.

#### **Financial Aid**

- Director will coordinate the suspension of future disbursement of financial aid.
- Director will coordinate the return of financial aid funds to their appropriate sources after the Business Office calculates the refund.
- The Director will coordinate the suspension of future financial aid communication and this includes current and future year.
- If necessary, end dates of the financial aid holds to the withdrawal date (date of death).
- If the student incurred student loan debt, the Director will inform the family member and/or next of kin of the type and amount of loan(s); name and contact information of the loan holder; and procedure to discharge the loan debt due to the death of the borrower.

#### **Business Office**

- The Business Office will calculate financial aid refunds in adherence with federal and state financial aid returns of funds regulations.
- If the student's withdrawal state (date of death) is prior to the end of the drop/add period, a full refund of tuition and fees is processed;
- If the withdrawal date (date of death) is after the end of the add/drop period but prior to the 60th percent of the term and the student is a financial aid recipient, a Title IV prorated refund is calculated.
- Refunds may be processed for a withdrawal (date of death) after the 60th percent of the term if approved by senior administration and financial aid funds are repaid to the source.
- The College on a case-by-case basis may waive tuition and fee charges for the term.
- If the student was a financial aid recipient, funds will be repaid to the sources (federal, state or private lender).
- Meal plan and flex dollars charges are refunded on a prorated basis.

The Vice President of Administration and Finance or designee will provide the family members with information and guidance on the process to return textbooks, library books, etc. Communication will be coordinated to not duplicate or burden family.

#### **RELATED RESPONSE GUIDES**

- Protocols for information dissemination
- Data practices regarding Public/Private/Confidential information

#### **ADMINISTRATIVE CONSIDERATIONS**

- Campus will assist authorities; there is no residential housing on any of the three campuses

# ANOKA TECHNICAL COLLEGE, ANOKA

## *~ Emergency Procedure Guide ~*

### **Emergency: CONFIRMED MISSING STUDENT**

- Verify Student's identity; notify authorities of status; verify last known course completion
- Convene President's Cabinet as deemed necessary
- Prepare statement in regards to Student's death
- Contact Systems Office of Chancellor
- Prepare for grieving process with faculty, staff and students

#### **LEVELS OF EMERGENCY RESPONSE (EXAMPLES):**

RC Yellow: Report of deceased student, who was confirmed to not be an active student; authorities notified

RC Red: Report of a deceased student on campus, origin of death unknown with a crime scene being declared

**ANOKA TECHNICAL COLLEGE, ANOKA**  
**General Incident Reporting Form**

Completed By:	Phone Number:
Date/Time of Incident:	Location of Incident:

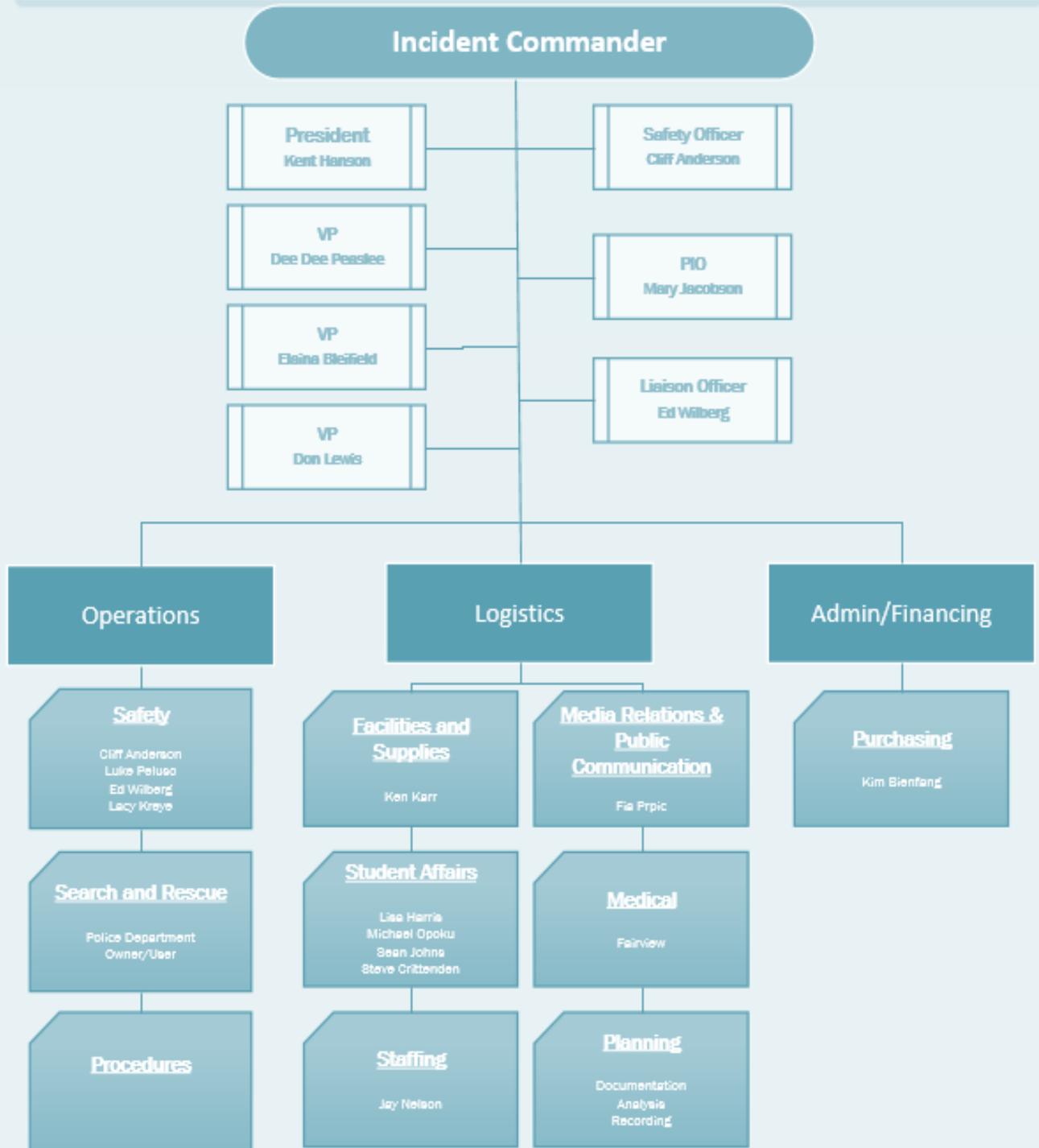
<b>Nature of Incident:</b>

<b>Action Taken:</b>

	<b>Information:</b>
Names of Witnesses:	
Names of Persons Involved:	
Use of Force Required?	
Emergency Personnel Contacted?	
Follow-up Required?	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Emergency Planning Structure





# ANOKA TECHNICAL COLLEGE, ANOKA

## PHYSICAL SECURITY SURVEY CHECKLIST

Physical Security Assessment	Yes	No	N/A
Policies and Procedures			
1. Is there a Visitors Log in place that requires all visitors to sign in/out and provide positive identification?			
2. Are all visitors required to wear some type of identification badge to identify them while they are on campus?			
3. Are temporary badges dated to discourage re-use?			
4. Are students/faculty/staff required to wear/possess an identification badge at all times?			
5. Are all packages signed for by staff members?			
6. Is all mail opened by one individual in a secure location?			
7. Are personnel that receive/open mail/packages trained to identify suspicious packages/mail?			
8. Does the campus/facility have evacuation maps posted in all occupied rooms that show both a primary and an alternate route out of the building, and also show where you are at that specific location?			
9. Does the campus have an Emergency Preparedness/Crisis Intervention Plan(s) in place that identifies all possible emergency scenarios, and what steps to take if an emergency should occur?			
10. Are plans updated on a regular basis?			
11. Is there a procedure in place, with redundancy, to alert students/faculty and staff in the event of an emergency?			
12. Is there an emergency contact list available and is it current?			
13. Is this list distributed to key personnel with instructions on use?			
14. Is this list or a notification matrix available and distributed to first responder agencies?			
15. Are students/faculty/staff trained on a regular basis on what is covered in the Emergency Preparedness/Crisis intervention plans, and what to do in the event of specific emergencies?			
16. Are all persons who answer phones trained in how to respond to a bomb, terrorist or other threat? Is there a checklist of questions readily available?			
17. Are students/faculty/staff trained on a regular basis on how to safely evacuate the building(s)?			
18. Are students/faculty/staff trained on how to "Shelter-in-place" or "Lockdown" for applicable scenarios?			
19. Have several reunion, rally or evacuation areas been designated around the campus which are at least 100 feet away from the closest building, with each area having enough space to safely contain all students/faculty/staff who muster there?			

20. Are there any responsible parties identified for control and accountability at these sites?			
21. Is there a procedure for accountability in place for students/faculty/staff?			
22. Have off-site areas been identified in the event of an off site evacuation?			
23. Have four areas been designated so students/faculty/staff can always evacuate upwind?			
24. Is there a procedure in place to transport all students, including those with special needs, to evacuation sites if necessary?			
25. Are there procedures in place to report if individuals (student/faculty/staff) make threats or indications (“red flags”) that could preclude a violent incident?			
26. Is there an Campus Emergency Response Team identified?			
27. Is there an Emergency Operations Center identified and all EOMT members aware of location?			
28. Is there a line of succession for decision-making and authority established?			
29. Are checklists available for actions of the CERT			
30. Are incidents identified for when the Emergency Operations Center will be activated?			
31. Are procedures in place to activate the CERT at any time?			
32. Do CERT members know where to assemble and for what incidents?			
33. Is there an Emergency Notification system available?			
34. If so are students/faculty/staff aware of what the signals mean and what actions to take?			
35. Are secondary personnel trained for redundancy in ENS?			
36. Are active, passive and individual messaging systems used?			
37. Is the system tested, updated and exercised?			
<b>Physical Security Assessment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Physical Property</b>			
1. Is there a perimeter fence or other demarcation line that encompasses the campus/facility?			
2. If so, is the fence intact and free of damage?			
3. Do gates lock?			
4. Is ingress to facilities kept to a minimum (i.e., one or two, no more than four)?			
5. Are other rear and side doors to the facility locked?			
6. Can locked doors be opened from the inside at all times in the event of an evacuation?			
7. Is the hardware on all external doors such that they cannot be chained or secured by another device?			
8. Can all locked external doors be accessed by first responders quickly?			
9. Is there a visitor’s entrance and can it be observed at all times by a staff member or other person?			

10. Is there signage to direct visitors where to go or how to obtain a visitors pass, etc?			
11. Does the facility use video cameras for external and internal security?			
12. Are these cameras monitored at all times? Or remotely?			
13. Can these cameras be remotely manipulated?			
14. Are these cameras recorded?			
15. Is there a log of how often tapes are rotated, kept, changed, etc.?			
16. Can vehicles drive within 50 feet of any building on campus, and be left unattended at any time?			
17. Can a high-speed approach by a vehicle be controlled?			
18. Are student/faculty/staff member's cars marked in such a way as to identify them as belonging on campus (ID tag, sticker, etc.)?			
19. Are parking lots monitored during the day and after hours?			
20. Have all bushes and shrubs next to buildings been trimmed back to discourage anyone from hiding behind them or placing an object next to a building?			
21. Are trees next to buildings and canopies trimmed so that it is impossible to climb them and gain access to the roof(s)?			
22. Are all HVAC air intakes protected in such a way that it would be impossible to release a toxic material into the facility?			
23. Are all utility boxes, junctions, lines, etc. (phone, power, water, sewage) locked or configured in such a way as to discourage or prohibit tampering?			
24. Are all areas of the facility/campus, equipped with an intercom/phone or other notification system?			
25. If not, then can active or passive emergency notification be heard/seen from all areas?			
26. Are these systems checked regularly?			
27. Is there two-way emergency communication available on campus (i.e., emergency phone systems, light poles, sirens/lights)?			
28. Are these systems monitored and checked regularly?			
29. Do students/faculty/staff know where these are located and are they trained in their use?			
30. Are all areas of the facility equipped with fire alarm pull boxes and acceptable ABC fire extinguishers?			
31. Are students/staff/faculty trained in the use of extinguishers?			
32. Do the doors on classrooms, offices, etc. have the capability to be locked from the inside?			
33. If not, is there any hardware or device to secure doors from the inside?			
34. If doors can only be locked from the outside, is there a policy in place to make sure doors remain in the locked configuration at all times, even when open?			

35. Does the facility stock or have access to emergency supplies, such as first aid kits, flashlights, duct tape, water, etc. in the event of an extended shelter-in-place scenario?			
36. Is there visual access into rooms?			
37. Is there visual access from rooms without being observed?			
38. Are flammable or combustible materials stored adjacent to any buildings, areas, facilities etc.?			
39. Are boiler rooms, electrical rooms, mechanical rooms, custodial rooms, etc locked at all times?			
40. Are these rooms labeled with appropriate signs?			
41. Are the grounds regularly inspected for holes, trash, debris, or out-of-place items?			
42. Is the exterior lighting adequate for all buildings, walkways, and parking lots on the campus?			
43. Are all bulbs working?			
44. Is there a procedure for reporting non-working lights?			

Event	Description	Response Steps			
<b>MEDICAL EMERGENCY OR INJURY</b> <b>CALL 911</b> 	Accident or illness resulting in a medical emergency or injury on campus	Provide immediate aid. Do NOT move the person. Give the complete building address and specify door to responders.	Provide statement and witness information. Security will coordinate getting responders to the victim for treatment	<b>INJURY REPORTING</b> All injuries and exposure incidents occurring on campus must be reported as soon as possible. Employees must complete the State of MN First Report of Injury and submit it to Risk Management within 24 hours. <b>Contact Public Safety/Security</b>	
<b>SEVERE WEATHER</b> 	Severe Thunderstorm or Tornado Watch/Warning Vetted through National Weather Service	Weather conditions are continuously monitored. Campus Security will provide alerts as needed.	<b>Severe Weather Watch</b> Be aware of conditions, prepare to take shelter. <b>Locate nearest shelter area</b>	<b>Severe Weather Warning</b> Immediately seek shelter on campus in a designated severe weather shelter area	Remain in a designated severe weather shelter area until the <b>ALL CLEAR</b> is announced
<b>POWER FAILURE</b> 	Loss of electricity and lights to any part of the campus	Remain calm, assist others as needed. Move to naturally lit areas if possible.	Assess extent of outage i.e. (isolated to one room, one floor, entire building) <b>Contact Facilities &amp; Public Safety/Security</b>	Facilities will identify the cause and an estimated time of service restoration, and will provide guidance to remain in place or evacuate the building.	
<b>FIRE</b> <b>CALL 911</b> 	Observation of smoke or flames, audible fire alarm	If you discover smoke or flames, pull the nearest fire pull station and call 911. Give a detailed description of where the fire is.	Evacuate the building using the nearest exit; assist others as needed.	Evacuate a safe distance from the building <b>Do not re-enter the building</b>	Exterior alarm will silence, followed by a verbal <b>ALL CLEAR</b> to return to the building.
<b>HAZARDOUS SPILL</b> <b>CALL 911</b> 	Accidental release of any substance that may present a hazard to persons/environment	Large spill – <b>EVACUATE.</b> <b>Contact 911 and Public Safety office</b>	Small spill – <b>CONTAIN.</b> <b>Contact Public Safety/Security</b>	Have anyone exposed remain in a safe area until responders or the Safety Director arrive.	Public Safety will review SDS for exposure protocols, and coordinate mitigation resources.
<b>BOMB THREAT / SUSPICIOUS PACKAGE</b>	Discovery of note/message or phone threat of a bomb on campus	<b>Phone Threat</b> Gather information (as possible) from the caller. <b>Contact Public Safety/Security</b>	<b>Discovery of note/message or verbal threat</b> <b>Contact Public Safety/Security</b>	<b>Discovery of suspicious mail or package</b> Do not move, touch or handle object, isolate the object if possible and safe to do so; <b>Do not</b> use your cellphone near the device! <b>Contact Public Safety/Security</b>	
<b>CAMPUS LOCKDOWN</b> 	Incident requiring students/faculty/staff to take shelter to minimize danger	Upon lockdown notification, go to nearest office/classroom and secure yourself inside	Close and lock doors if possible. Remain calm, quiet and away from windows.	Remain in the safe area until notified by campus administration or emergency responders that the situation has been resolved.	
<b>ACTIVE SHOOTER</b> <b>CALL 911</b> 	<b>Person with weapon exhibits troubling/disruptive or threatening behavior</b>	<b>Imminent threat to self or others – call 911 and Public Safety/Security</b>	<b>RUN HIDE FIGHT</b>		





# ANOKA TECHNICAL COLLEGE, ANOKA

## Vulnerability Assessment Worksheet

**Hazard:**

(Can be used for individual sites or entire campus)

**Total Score:**

**Duplicate this form and use one for each potential hazard and/or site per hazard.**

**1. Level of Visibility:** Assess the awareness of the existence and visibility of the campus or facility to the general public, student population, etc. Do large numbers of people know and/or utilize this facility/site/campus?

- 1=Very Low Visibility:** Existence not publicized (site specific)
- 2=Low Visibility:** Existence public but not well-known (site specific)
- 3=Medium Visibility:** Existence known locally – everyone on campus and in community

- 4=High Visibility:** Existence known regionally (most campuses)
  - 5=Very High Visibility:** Existence known nationally (if NCAA sanctioned consider)
- (Amend as applicable)**

**2. Criticality of Target Site to Campus:** Assess usefulness of assets to campus population, economy, government, etc. If using for multiple sites, assign number based on criticality to education mission. If assessing one campus/facility, either disregard or assign numbers based on specific locations/offices/areas within the campus (i.e. library, classroom, administration, faculty offices, etc)

- |                            |                                  |                         |
|----------------------------|----------------------------------|-------------------------|
| <b>0=</b> No usefulness    | <b>2=</b> Moderate usefulness    | <b>4=</b> Highly useful |
| <b>1=</b> Minor usefulness | <b>3=</b> Significant usefulness | <b>5=</b> Critical      |

**3. Impact Outside the Jurisdiction:** Assess the affect loss will have outside the campus.

- |                    |                  |                     |
|--------------------|------------------|---------------------|
| <b>0=</b> None     | <b>2=</b> Low    | <b>4=</b> High      |
| <b>1=</b> Very Low | <b>3=</b> Medium | <b>5=</b> Very High |

**4. Threat Access to Target:** Assess the availability of the facility/campus for ingress or egress by a potential threat element. For Crisis Intervention only. (Optional)

- 0 = Restricted:** Security patrol 24/7, fenced, alarmed, CCTV, controlled access requiring prior clearance, designated parking, no unauthorized vehicle parking within 300 feet of facility, protected air/consumable entry.
- 1 = Controlled:** Security patrol 24/7, fenced, alarmed, controlled access of vehicles and personnel, designated parking, no unauthorized vehicle parking within 300 feet of facility, protected air/consumable entry.
- 2 = Limited:** Security guard at main entrance during business hours, fenced, alarmed, controlled access of visitors, designated parking, no unauthorized vehicles parking within 300 feet of facility, protected air/consumable entry.
- 3 = Moderate:** Controlled access of visitors, alarmed after business hours, protected air/consumable entry, designated parking, no unauthorized vehicle parking within 50 feet.
- 4 = Open:** Open access during business hours, locked during non-business hours, unprotected air/consumable entry.
- 5 = Unlimited:** Open access, unprotected air/consumable entry.

**5. Potential Threat of Hazard:** Assess the potential for mass fatality or catastrophic property loss.

- 0=None:** No potential threat to life or property.
- 1=Minimal:** threat to life and property very unlikely, possibly on small or individual scale.
- 2=Low:** Little likelihood of more than minor damage or individual injury; little potential for individual fatality.
- 3=Moderate:** Increased or significant potential for multiple injuries/fatalities and significant property damage.
- 4=High:** Major potential for multiple injuries/fatalities and/or catastrophic property damage.
- 5=Very High:** Mass casualties/fatalities expected, major functions or entire campus operations significantly/totally lost.

**6. Potential Target Site Population Capacity:** Assess the maximum number of individuals at a site or on campus at any given time (for multiple sites/buildings). If assessing one campus/facility, either disregard or assign numbers based on specific locations/offices/areas within the campus (i.e., library, classroom, administration, faculty offices, etc.)

- |                |                   |                     |
|----------------|-------------------|---------------------|
| <b>0=</b> 0    | <b>2=</b> 51-100  | <b>4=</b> 501-1,500 |
| <b>1=</b> 1-50 | <b>3=</b> 101-500 | <b>5=</b> >1,501    |

**7. Potential for Collateral Mass Casualties:** Assess potential collateral mass casualties within a one-mile radius of the target.

<b>0=</b> 0-100	<b>2=</b> 251-500	<b>4=</b> 1001-5,000
<b>1=</b> 101-250	<b>3=</b> 501-1,000	<b>5=</b> >5,001

**RAW SCORE** (add lines 1-7)

**Vulnerability Assessment Rating:** Convert total score to a rating number from 1-12 using the following key. Transfer final rating to top right hand box in this form.

0 - 2 pts = 1	9 -11 pts = 4	18-20 pts = 7	27-29 pts = 10
3 - 5 pts = 2	12-14 pts = 5	21-23 pts = 8	30-32 pts = 11
6 - 8 pts = 3	15-17 pts = 6	24-26 pts = 9	33-35 pts = 12

**\*Note:** Use this worksheet in evaluating each selected individual site or hazard.

- You may assign other factors or values from other assessments such as the Physical Security Assessment for multiple sites/facilities.
- You may amend, supplement, add or subtract any section, and then increase or decrease the Vulnerability Assessment Rating
- You may use scores to classify the level of events.

## Key Terms and Definitions

A

Action Plan: See Incident Action Plan.

Agency: An agency is a division of government with a specific function, or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency, Jurisdictional Agency, and Multiagency Incident.)

Agency Administrator or Executive: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Dispatch: The agency or jurisdictional facility from which resources are allocated to incidents.

Agency Representative: An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

Air Operations Branch Director: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

Allocated Resources: Resources dispatched to an incident.

All-Risk: Any incident or event, natural or human-caused, that warrants action to protect life, property, the environment, and public health and safety, and minimize disruption of governmental, social, and economic activities.

Area Command (Unified Area Command): An organization established to oversee the management of (1) multiple incidents that are each being handled by an ICS organization, or (2) large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an Incident Command Post.

Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

Assistant: Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

B

Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base.

**Branch:** The organizational level having functional or geographic responsibility for major parts of the Operations or Logistics functions. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional name (e.g., medical, security, etc.).

## C

**Cache:** A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

**Camp:** A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

**Chain of Command:** A series of management positions in order of authority.

**Check-In:** The process whereby resources first report to an incident. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

**Chief:** The ICS title for individuals responsible for functional Sections: Operations, Planning, Logistics, and Finance/Administration.

**Clear Text:** The use of plain English in radio communications transmissions. No Ten Codes or agency-specific codes are used when utilizing clear text.

**Command:** The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

**Command Post:** See Incident Command Post.

**Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.

**Communications Unit:** An organizational Unit in the Logistics Section responsible for providing communication services at an incident. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

**Compacts:** Formal working agreements among agencies to obtain mutual aid.

**Compensation/Claims Unit:** Functional Unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.

**Complex:** Two or more individual incidents located in the same general area that are assigned to a single Incident Commander or to Unified Command.

**Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordination:** The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.

**Coordination Center:** A facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

**Cost-Sharing Agreements:** Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost-sharing agreements are normally written but may also be oral between authorized agency or jurisdictional representatives at the incident.

Cost Unit: Functional Unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Crew: See Single Resource.

## D

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit: Functional Unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.

Deputy: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The ICS title for individuals responsible for supervision of a Branch.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center: A facility from which resources are ordered, mobilized, and assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team. (See Group.) Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

Documentation Unit: Functional Unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

## E

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Coordinator/Director: The individual within each institution that has coordination responsibility for jurisdictional emergency management.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan (EOP): The plan that each jurisdiction has and maintains for responding to appropriate hazards.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

## F

**Facilities Unit:** Functional Unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**Field Operations Guide:** A pocket-size manual of instructions on the application of the Incident Command System.

**Finance/Administration Section:** The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

**Food Unit:** Functional Unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

## G

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Ground Support Unit:** Functional Unit within the Support Branch of the Logistics Section responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.

**Group:** Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

## H

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Helibase:** The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident Base.

**Helispot:** Any designated location where a helicopter can safely take off and land. Some Helispots may be used for loading of supplies, equipment, or personnel.

**Hierarchy of Command:** See Chain of Command.

## I

**Incident:** An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Base:** Location at the incident where the primary Logistics functions are coordinated and administered. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base. There is only one Base per incident.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident Base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Communications Center:** The location of the Communications Unit and the Message Center.

**Incident Complex:** See Complex.

**Incident Management Team (IMT):** The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for the selection of appropriate strategy(ies), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**Incident Types:** Incidents are categorized by five types based on complexity. Type 5 incidents are the least complex and Type 1 the most complex.

**Incident Support Organization:** Includes any off-incident support provided to an incident. Examples would be Agency Dispatch Centers, Airports, Mobilization Centers, etc.

**Initial Action:** The actions taken by resources that are the first to arrive at an incident site.

**Initial Response:** Resources initially committed to an incident.

**Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

## J

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Jurisdictional Agency:** The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

## K

**Kinds of Resources:** Describe what the resource is (e.g., medic, firefighter, Planning Section Chief, helicopters, ambulances, combustible gas indicators, bulldozers).

## L

**Landing Zone:** See Helispot.

**Leader:** The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer (LNO):** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. The Liaison Officer may have Assistants.

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The Section responsible for providing facilities, services, and materials for the incident.

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

## M

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Managers:** Individuals within ICS organizational Units that are assigned specific managerial responsibilities, e.g., Staging Area Manager or Camp Manager.

**Medical Unit:** Functional Unit within the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

**Message Center:** The Message Center is part of the Incident Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and administrative and tactical traffic.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often guided by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or

locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by all organizations (Federal, State, and local) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Mobilization Center:** An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

**Multiagency Coordination (MAC):** The coordination of assisting agency resources and support to emergency operations.

**Multiagency Incident:** An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.

**Mutual Aid and Assistance Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

## N

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, tribal, and local capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

## O

**Officer:** The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Public Information.

**Operational Period:** The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

**Out-of-Service Resources:** Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

## P

**Planning Meeting:** A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

**Planning Section:** Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and

standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:** The groups that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Procurement Unit:** Functional Unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

**Public Information Officer (PIO):** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

## R

**Recorders:** Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration Units.

**Reinforced Response:** Those resources requested in addition to the initial response.

**Reporting Locations:** Location or facilities where incoming resources can check in at the incident. (See Check-In.)

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Resource Management:** Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual aid agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

**Resources Unit:** Functional Unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

## S

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have Assistants.

**Section:** The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the Branch and the Incident Command.

**Segment:** A geographical area in which a Task Force/Strike Team Leader or Supervisor of a single resource is assigned authority and responsibility for the coordination of resources and implementation of planned tactics. A segment may be a portion of a Division or an area inside or outside the perimeter of an incident. Segments are identified with Arabic numbers.

**Service Branch:** A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical, and Food Units.

**Single Resource:** An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work Supervisor that can be used on an incident.

**Situation Unit:** Functional Unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

**Strategy:** The general direction selected to accomplish incident objectives set by the Incident Commander.

**Strategic:** Strategic elements of incident management are characterized by continuous long-term, high level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strike Team:** A specified combination of the same kind and type of resources with common communications and a Leader.

**Supervisor:** The ICS title for individuals responsible for a Division or Group.

**Supply Unit:** Functional Unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

**Support Branch:** A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, and Ground Support Units.

**Supporting Materials:** Refers to the several attachments that may be included with an Incident Action Plan, e.g., Communications Plan, Map, Safety Plan, Traffic Plan, and Medical Plan.

**Support Resources:** Nontactical resources under the supervision of the Logistics, Planning, or Finance/Administration Sections, or the Command Staff.

T

**Tactical Direction:** Direction given by the Operations Section Chief that includes the tactics required to implement the selected strategy, the selection and assignment of resources to carry out the tactics, directions for tactics implementation, and performance monitoring for each operational period.

**Tactics:** Deploying and directing resources on an incident to accomplish incident strategy and objectives.

**Task Force:** A combination of single resources assembled for a particular tactical need with common communications and a Leader.

**Team:** See Single Resource.

**Technical Specialists:** Personnel with special skills that can be used anywhere within the ICS organization.

**Threat:** An indication of possible violence, harm, or danger.

**Time Unit:** Functional Unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.

**Type:** A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or, in the case of Incident Management Teams, experience and qualifications.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

U

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command.)

**Unified Command:** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

**Unit:** The organizational element having functional responsibility for a specific incident Planning, Logistics, or Finance/Administration activity.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

