NORTHWESTERN COLLEGE

EMERGENCY RESPONSE PROCEDURES – FACULTY & STAFF

IN LIFE-THREATENING EMERGENCIES: CALL 9-1-1
FOR ALL EMERGENCIES: CALL PUBLIC SAFETY, EXT. 5310 OR 651-631-5310

Color-coded emergency procedures documents are posted in all classrooms and residence halls. Individual copies are available on theROCK. Please read and familiarize yourself with all procedures, and confirm the location of posted documents for quick referral in the event of an emergency.

MEDICAL EMERGENCY

Call 9-1-1 immediately if the situation is a life-threatening emergency. In all instances, call Public Safety (EXT. 5310 or 651-631-5310). Stay with the individual and do not attempt to move him/her unless they are in danger. Calmly allow emergency personnel to address the situation.

SEVERE WEATHER

Northwestern College relies on the Roseville/Arden Hills' Severe Weather Alert System to determine when we are to take precautionary action due to severe weather. If you hear the weather siren outside the building, it is signaling severe weather and you should stay in the building. When exterior siren sounds, all persons should move to the lowest level hallways and tunnels to avoid glass and debris while assisting persons with disabilities or special needs. If you are in a classroom, guide students to the designated shelter in an orderly manner.

FIRE

If you hear an alarm going off inside the building, it is signaling a fire alarm. You should calmly close your office/classroom door behind you, assist persons with disabilities or special needs, and move immediately out of the building into the designated areas for fire evacuation. If you are in a classroom, guide students to the designated shelter in a calm and orderly manner. Do not enter building until authorized by emergency personnel.

SUSPICIOUS PERSON(S)

Do not physically confront the person or block the person's access to an exit. Call Public Safety (EXT. 5310 or 651-631-5310); provide as much information as possible about the person and their direction of travel.

DANGEROUS PERSON(S) AND/OR LOCK-DOWN INCIDENT

If you are in a building when a dangerous incident occurs, or notification of a "lock-down" is received, take the following steps:

- Notify students/guests of the situation if they are unaware.
- If safe to do so, leave the building and get away from the incident.

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- If you are uncertain or if you can't leave, secure yourself and students in the nearest office or classroom and lock and/or barricade all doors.
- Close blinds and block windows.
- Stay away from doors and windows.
- Turn off lights, radios, and computer monitors.
- Stay low and behind heavy objects such as tables, desks, file cabinets, or chairs.
- Keep yourself out of sight and remain silent.
- Silence all cell phones.
- Call 9-1-1 and report the incident.
- Call Public Safety (EXT. 5310 or 651-631-5310) to report the incident.
- Remain in the secured area until you are certain the dangerous person(s) is/are contained by law enforcement.
- Do not attempt to rescue anyone if it will further endanger the persons within the secured area.
- When in doubt, remain within the secured area and wait until the "all clear" has been given by law enforcement or Public Safety.
- If you encounter police officers, raise your hands and follow their commands immediately and completely. They may not know who the dangerous person(s) is/are.

POWER OUTAGE

Call Public Safety (EXT. 5310 or 651-631-5310). Remain calm and move cautiously to a lighted area while assisting persons with disabilities or special needs. Turn off stoves and unplug computers, appliances, and other voltage-sensitive equipment. Do NOT tamper with or reset tripped fuses or switches, and do NOT utilize candles during power outages.

NATURAL GAS LEAK

Remain calm, and guide students to evacuate the building or area immediately while assisting persons with disabilities or special needs. Call Public Safety (EXT. 5310 or 651-631-5310). Do NOT use light switches, cell phones, or anything else that could cause a spark, and do NOT use or tamper with any equipment.

HAZARDOUS MATERIALS RELEASE

Move away from the site of the hazard to a safe location. Call 9-1-1 immediately if this is a life-threatening emergency. In all instances, call Public Safety (EXT. 5310 or 651-631-5310). Alert others to stay clear of the area, and notify emergency personnel if you have been exposed or have information about the release.

SUSPICIOUS OBJECT

Do NOT touch or disturb the object. Calmly leave the area, and call Public Safety (EXT. 5310 or 651-631-5310).