



Emergency Response & Contingency Plan

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Emergency Coordinators

Name	Work Phone	Cell Number
Mike Raich	218-262-6702	218-969-6002
Lisa Bestul	218-262-6752	218-966-7193
David Olds	218-262-6759	218-969-8342
Richard Hodge	218-262-6705	218-969-3893

Emergency Phone Numbers

Ambulance	911
Fire Department	911
Police Department	911
Hospital	218-262-4881
Fairview Mesaba Clinic	218-262-3441
MN Duty Officer (24 Hour)	800-422-0798
<ul style="list-style-type: none">• Natural Disasters (<i>tornado, fire, flood, etc.</i>)• Hazardous materials incidents• Pipeline leaks or breaks	
National Response Center (24 Hour)	800-424-8802

Emergency Response – Fire

Actions:

- Evacuate – Clear all employees from area.
- Contain – Call 911, request local fire department and/or extinguish with a fire extinguisher.
- Other – Contact Emergency Coordinator.

Evacuation and Containment Procedures

Evacuation:

1. When notified via alarm, phone, or alert, all employees must clear the building immediately. Evacuation routes are posted.
2. Faculty should ensure all individuals with disabilities in their classrooms are assisted to the designated safe areas.
3. No employees are allowed to re-enter the building after evacuation until notified by the Emergency Coordinator.
4. Emergency rescues are to be performed by the Fire Department or other rescue personnel.
5. First aid is to be provided by any trained employees; local ambulance and medical facility will provide medical services.
6. Designated safe areas for employees are listed below:

Classrooms and offices in buildings A, B, C, & D will evacuate to the north parking lot by the east entrance of the hockey arena.

Classrooms and offices in buildings E & F will evacuate to the parking area east of building G.

Classrooms and offices in buildings G, L, M, & PE will evacuate to the south parking lot by the handicap parking spots in the west lot.

Apartments will evacuate to the entrance of the football field.

7. Report to Department Head and/or Emergency Coordinator after evacuating. All employees must be accounted for.

*Use caution when crossing parking lots. Once accounted for, two employees are to be assigned to direct the Fire Department to the fire location as necessary; others are to remain on-site until instructed to leave by the Emergency Coordinator.

8. Emergency shut down or move equipment.

During some emergency situations, it may be necessary for specifically assigned and properly trained employees to remain in work areas being evacuated long enough to attend to critical operations. These assignments are necessary to assure proper emergency control.

<u>Work Area</u>	<u>Name/Job Title</u>	<u>Description of Assignment</u>
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Containment:

1. Evacuate the building immediately in the event of a fire or if a fire cannot be contained with fire extinguishers and contact the Fire Department by calling 911.
2. Employees may attempt to fight only incipient (*beginning stage*) fires through the use of portable fire extinguishers, if safe to do so.

Fire Fighting Equipment – Inspection

1. Fire extinguishers are to be inspected for readiness and proper location monthly by Maintenance staff and receive a complete inspection annually. These inspections must be documented on the tag provided. Damaged equipment must be removed from service and reported to Building Maintenance Supervisor; missing equipment must be replaced.

Emergency Response – Spill

Because spills may differ greatly from incident to incident, no detailed response plans can be made in advance. The primary consideration in any response will be personal safety; second priorities will be avoiding environmental contamination and maintain efficient operations.

1. Evacuate – Clear employees from immediate spill area to a safe location.
2. Identify – Identify material and hazards associated with the spill; if material is ignitable remove ignition sources, if safe to do so.
3. Contain – If safe to do so, control by shutting off at source; contain by using absorbent materials; protect floor drains with containment materials; notify Emergency Coordinator.
4. Cleanup – Provide protective equipment as necessary; collect spilled waste and absorbent materials in proper waste container; provide proper labeling and place in storage area. Cleanup is to be done by trained employees or by contract clean-up vendor as determined by Department Head or Emergency Coordinator.
5. Notification – In the case of a spill that threatens the environment or public health (*on soil, in water, down drain, escaping from building, etc.*) notify local authorities and the MN Duty Officer.

Emergency Response – Severe Weather

Warning:

1. Community siren and local radio station reports.
2. Within the college by automated phone notification and/or the Star Alert system.

Designated Shelter Areas:

Locations are identified throughout the college with tornado area signage. Become familiar with the area nearest to your work area.

Procedures:

1. Close any open doors and windows.
2. All persons should move away from any outside windows and large overhead doors.
3. Employees should take actions to protect themselves from falling objects.
4. Report to Department Head and/or Emergency Coordinator so that all employees can be accounted for.
5. Tornado sighting; if driving a vehicle or outdoors and you cannot get to safety, lie flat in a ditch (*away from vehicle*) and shield your head with your arms.

Employee Training

College employees are to be trained initially and annually thereafter. Training is to cover emergency evacuation procedures, use of extinguishers, and fire prevention activities.

Public Relations

The college Provost or designee will be responsible for making statements to the press and for other public statements. No other employees are to make comments related to the emergency without the consent of the college Provost or designee.