

## SOUTH CENTRAL COLLEGE EMERGENCY RESPONSE PROCEDURES

### EVACUATION / FIRE

Pull the nearest fire alarm  
Call 911 to report the fire and location once outside the building  
Use fire extinguisher only if the fire is very small and you are trained – leave yourself a safe exit  
Shut off all machinery and equipment in your area  
Close all doors and windows if you can safely do so  
Evacuate building calmly, but quickly following evacuation routes  
Proceed at least 300 feet from building and wait for further instructions. Move to designated evacuation areas  
During inclement weather assemble at Pepsi Cola of Mankato, 1970 James Drive (North Mankato Campus) or Faribault High School, 330 9<sup>th</sup> Street SW (Faribault Campus)

Faculty and staff should assume a lead role in attempting to congregate and account for people evacuating the building

#### IF DISABLED

Students/Employees should assist anyone with disabilities to evacuate the building. This can be done by holding their arm or pushing their wheelchair to assist in navigating crowded halls. If unable to assist them the disabled person should wait at the nearest stairwell or if in immediate danger inside a closed room next to the stairwell. Upon arrival Emergency Responders should immediately be made aware of any disabled person and their exact location still needing to be evacuated from the building.

#### IF TRAPPED

Alert emergency providers of your location. This can be done through 911.  
Stuff material in door cracks to minimize smoke, try to stay low near the floor where heat, smoke and contaminants may be less.  
Tend to the injured.

### BOMB THREAT

Remain calm while trying to obtain information.  
Record time of threat and exact words of threatening person.  
Complete a Bomb Threat checklist as soon as practical, included on Security web page: [Bomb Threat Report](#) or as an attached document to the All-Hazard Guidance Manual.  
If bomb threat is written, handle it carefully (minimally) to preserve evidence. If received on computer, do not forward or turn off computer.

**REPORT** – Call 911 from a different phone than the one that the threat was received so that tracing can be done.

### SHELTER IN PLACE / TORNADO

Remain inside the building; proceed quickly and calmly to the nearest shelter area indicated on the Safety Map located near the classroom doors.  
Close all doors including fire doors.  
If tornado actually strikes, get into crouched position near concrete supporting wall and cover head, stay away from windows and overhead equipment.  
Remain sheltered until the “All Clear” is announced.  
Call 911 if injuries require medical attention.

### LOCKDOWN

Lockdown command will be provided via public address system, campus wide, email, and text messaging (STAR ALERT). “Lockdown Intruder is present in the building”.

**NOT DIRECTLY INVOLVED (Cannot see or hear threat in your area):**  
Exit building immediately, if near an exit, alert others you encounter as you exit, call 911 to report incident, leave the area.

**DIRECTLY INVOLVED (Can see or hear threat that is blocking escape path to outside the building):**  
Go to classroom or office door and verbally command individuals in the hallway to enter your room.  
Ensure door is locked from the outside.  
Close windows, shades and curtains as appropriate, turn off lights.  
Line occupants away from doors and windows so as to not be seen through windows or doors.  
Demand silence; turn OFF all cell phones, pagers, and other electronic devices.  
Communicate lock-down response plan to all assembled in your immediate area/room.  
Do not leave the room unless instructed to do so by law enforcement.  
REMEMBER: If the fire alarm sounds while in lockdown, wait for overhead command with authentication, or obvious evacuation indicators such as smoke, flames, etc.

### LOCKOUT

Lockout command will be provided via public address system, campus wide e-mail, and text messaging (STAR ALERT). “Lockout Intruder is outside the building and must be kept out”.

Get people inside building. All exterior doors will be locked.  
Clear halls and keep people inside rooms away from windows.  
Remain inside rooms/areas until “All Clear” is announced via above messaging systems.

### MEDICAL EMERGENCY

Call 911 immediately – provide location of the emergency and other information requested. Give closest door number to 911 dispatcher.  
Call SCC – Dial 6 – provide location of the emergency. Human Resources or Student Services will page “First Responders” until police and ambulance arrive.

Provide First Aid in accord with your ability and training. Send a bystander to the nearest outside door to alert response personnel.  
Following incident, notify Human Resources for First Report of Injury. This includes SCC employees, students, and visitors.

If the patient is an employee of SCC, their supervisor must be notified of the incident.