



# **ALL-HAZARD PLAN GUIDANCE MANUAL**

**SOUTH CENTRAL COLLEGE**  
**ALL-HAZARD PLAN GUIDANCE MANUAL**  
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**SOUTH CENTRAL COLLEGE**  
**ALL-HAZARD PLAN GUIDANCE MANUAL**  
**INTRODUCTION**

**PURPOSE**

South Central College uses an all-hazard approach to emergency planning. From this approach planning is done in both areas of preparedness and intervention. The purpose of this guidance manual is to provide employees and students of South Central College adequate information to respond to a multitude of situations which they may face in the daily activities of the college.

The All Hazard Guidance Manual looks at the two areas in separate guidance topics, preparedness and intervention. A portion of the guidance manual is dedicated to preparedness topics. These guidance pages will examine the systems that manage incidents as well as the services that must be provided during any type of emergency situation. These pages will also give thought to ways of mitigating future incidents and using resultant lessons learned to establish improved methods. Other guidance topics are related to intervention methods. These guidance topics examine those particular instances where immediate involvement or emergency response is required. Sometimes this comes from within the institution and other times from the community emergency response network in both the North Mankato and Faribault communities.

**POLICY**

It shall be the policy of South Central College to use the All-Hazard Guidance Manual in all emergency planning, preparedness, mitigation, response and evaluation of any type of hazard. The guidance manual is designed to provide an overview of the suggested response and management to a host of typical hazardous incidents. Incidents are never the same and it would be inappropriate to think one could provide adequate guidance in every conceivable circumstance. In any incident actions must be documented. These then become the principles from which a review of all actions taken during any incident is conducted. The resultant information ultimately constitutes the evaluation of working procedures and formulates new alternatives in emergency response and the guidance manual.

This manual shall be reviewed on at least an annual basis and updated for correctness and current trends or standards of response and management. As content is recognized as out of date it shall be revised at that time.

**PROCEDURE**

The All-Hazard Guidance Manual is the procedural guideline of South Central College during emergency situations. The guides are developed to provide a listing of potential resources within the institution, a listing of community emergency response resources appropriate to the incident, a listing of actions and responsibilities for those actions, other guides that may be useful to provide additional insight, and any additional cautions that are imperative to the incident.

# 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 e-mail, and text messaging (STAR ALERT). “Lockdown Intruder is present in the building”.

**NOT DIRECTLY INVOLVED (Cannot see or hear threat in your area):**

Leave building immediately, 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 if threat enters your safe space.

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.

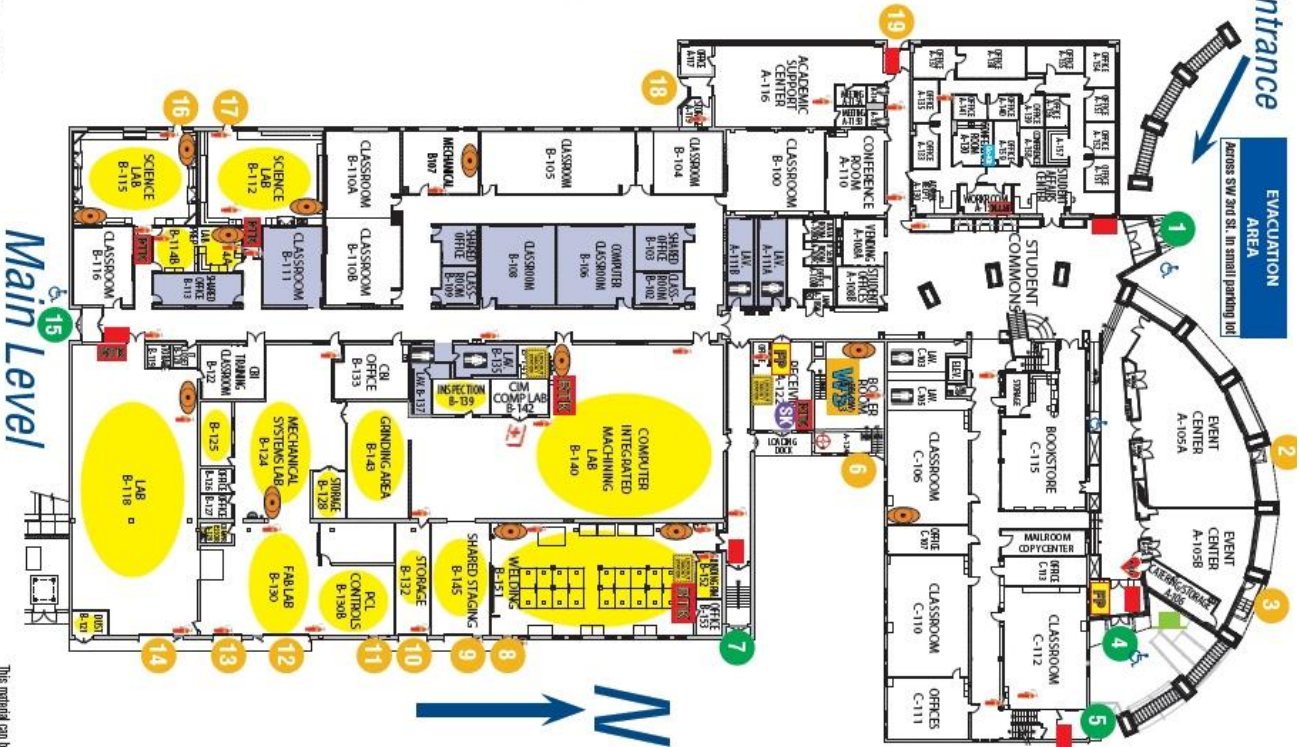
If the patient is an employee of SCC, their supervisor must be notified of the incident.  
December 2016

# Safety Map

Main Entrance

EVACUATION AREA

ACROSS SW 2ND ST. IN SEMI-PARKING LOT



Main Level

- Exit Doors
  - Go-Kit
  - Fire Extinguishers
  - First Aid Kits (Large)
  - Trauma Bags
  - AED
  - Spill Kit
  - Tornado Shelter
  - (Fire) Pull Stations
  - Accessible
  - Eye Wash Station
  - Eye Protection Required
  - FDC
  - Right-To-Know Books
  - Waste Station
  - Fire Panel
  - Fire Sprinkler Riser Station
  - Lockout/Tagout Station
- Publicly-accessible doors during normal business hours

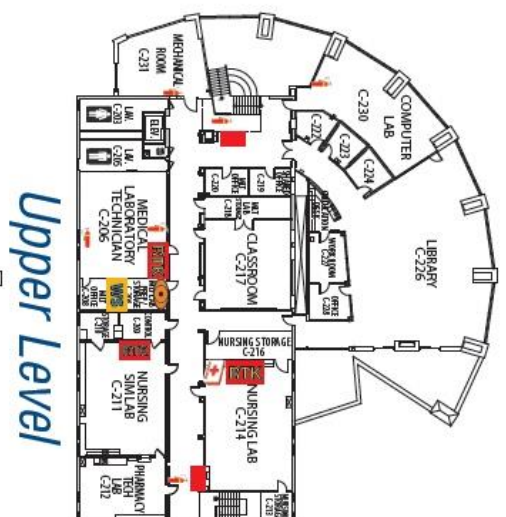
#7 will be exit only after 5pm

Exit-only doors at all times

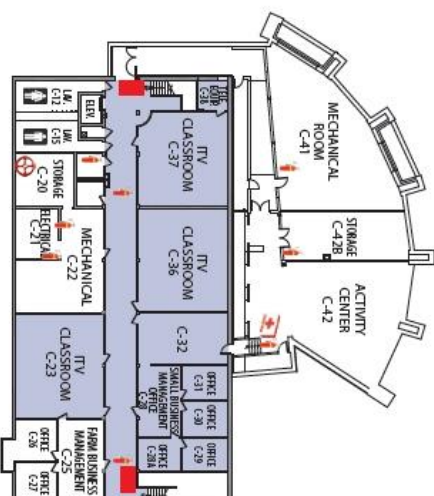


South Central College

Faribault Campus  
 1225 Third Street SW • Faribault, MN 55021  
 (507) 332-5800 or 1-800-422-0391 • FAX 507-332-5888



Upper Level



Lower Level

A member of the Minnesota State System.  
 South Central College is an Equal Opportunity Employer and Educator and has ADA accessible facilities.  
 This material can be made available in alternative formats by contacting the Academic Support Center at 507-332-7339 or 1-800-722-9299 (Voice).

# SAFETY MAP



**Green**  
Parking Lot

**Yellow** Parking Lot

**Evacuation Area**

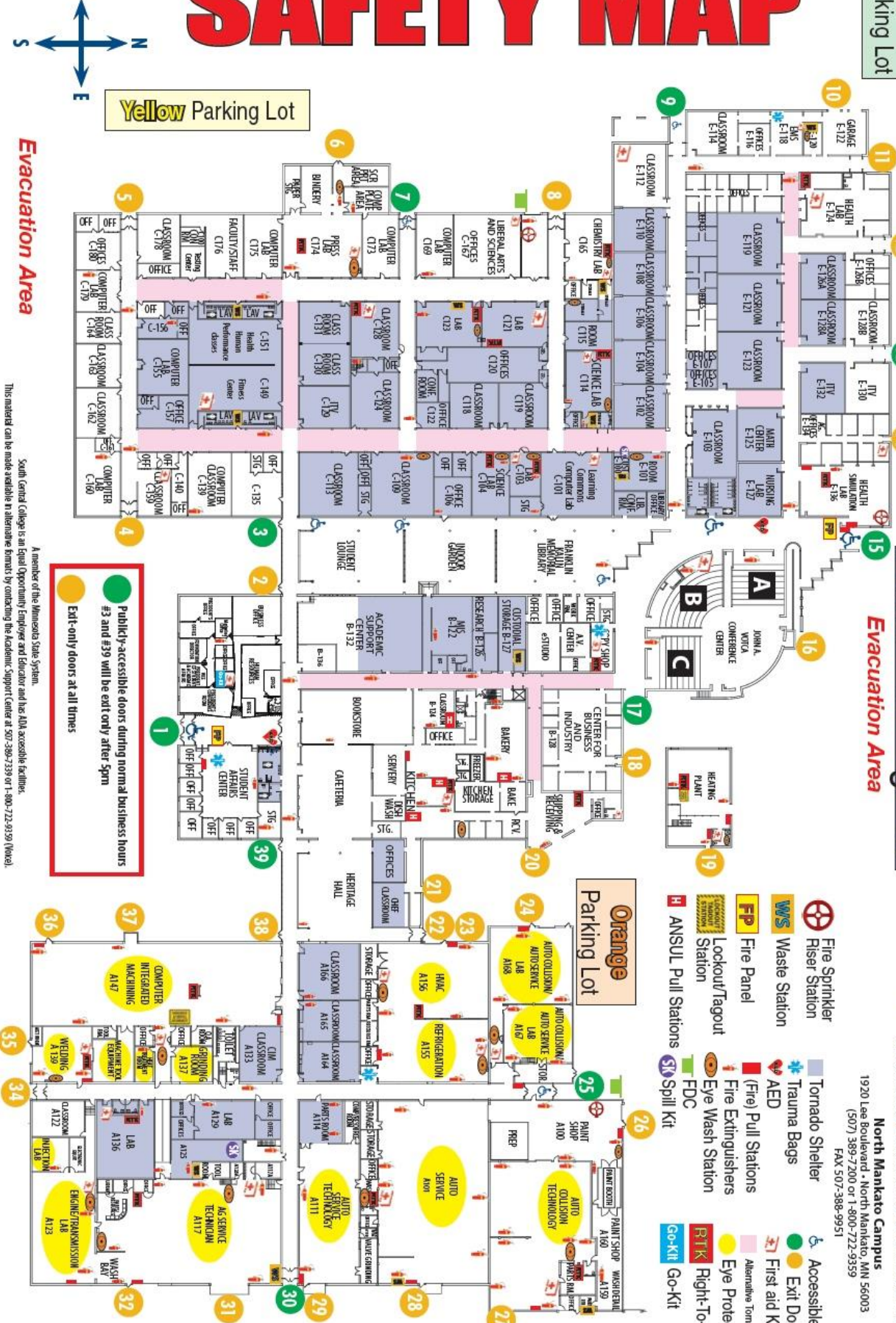
**Blue** Parking Lot

**Evacuation Area**

**Orange**  
Parking Lot

Publicly-accessible doors during normal business hours  
#3 and #39 will be exit only after 5pm  
Exit-only doors at all times

8-2016



- Fire Sprinkler Riser Station
- Waste Station
- Fire Panel
- Lockout/Tagout
- ANSUL Pull Stations
- Spill Kit
- Tornado Shelter
- Trauma Bags
- AED
- Fire Extinguishers
- Eye Wash Station
- FDC
- Exit Doors
- First aid Kits (Large)
- Alternative Tornado Shelter (Event)
- Eye Protection Required
- Right-To-Know Book
- Go-Kit

**South Central College**  
A MINNESOTA COMMUNITY AND TECHNICAL COLLEGE

**North Mankato Campus**  
1920 Lee Boulevard - North Mankato, MN 56003  
(507) 585-7200 or 1-800-722-9339  
FAX 507-388-9951

A member of the Minnesota State System.  
South Central College is an Equal Opportunity Employer and Director and has ADA accessible facilities.  
This material can be made available in alternative formats by contacting the Academic Support Center at 507-388-2339 or 1-800-722-9339 (Voice).

**Red** Parking Lot

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: ABDUCTION/KIDNAPPING

#### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Security & Safety Director
- Star Alert Messaging
- Video Monitors and campus wide email
- South Central College Internal Video Monitoring
- South Central College Public Information Officer
- South Central College Counselor

#### COMMUNITY RESOURCES

- North Mankato/Faribault Police
- Nicollet/Rice County Sheriff
- Minnesota State System Office
- Minnesota Bureau of Criminal Apprehension (BCA)
- Federal Bureau of Investigation (FBI)

#### RESPONSE ACTIONS/RESPONSIBLE

##### Within the United States

1. Notify 911 either through the Director of Security & Safety or if not available do so directly. Ensure accurate information is provided to local law enforcement and a contact for further information is afforded them as appropriate.
2. The President or designee will be responsible to coordinate any response on behalf of the college should that be required. Typically the Security & Safety Director would be directly involved on behalf of the college.
3. Notification of emergency contacts for the student or employee abducted or kidnapped should be made in concert with local law enforcement. We should not act singularly in this type of situation as it could hamper an investigation.
4. Notification as required should be made both through the South Central College Public Information Officer, coordinating with any other local PIO's, as appropriate with the media.
5. The South Central College community should be notified both from the standpoint of alerting of the situation, but also in an effort to gather any additional information which may be available through them.
6. Dependent upon the circumstances of the situation the South Central College Counselor should be contacted to provide support systems for students and employees who may need counseling services based upon the situation.
7. Minnesota State System Office should be notified of the situation and briefed as appropriate as events surrounding this situation changes. They may be a source of assistance through other state services as well.

##### Outside the United States

1. The above protocols are valid, however in an international situation involving abduction or kidnapping the Minnesota Bureau of Criminal Apprehension (BCA) or Federal Bureau of

# SOUTH CENTRAL COLLEGE

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### Emergency: ABDUCTION/KIDNAPPING

Investigation (FBI) should be contacted. There is a local office in the City of Mankato for both the BCA and FBI, however contact with the BCA or FBI will be easily facilitated through local law enforcement.

2. Dependent upon the country where this has taken place the FBI will assist in making connections with those countries government officials through their respective US Embassy.

### RELATED RESPONSE GUIDES

- Missing Person
- Hostage Situation

### CAUTION

- In these types of situations it is important that we act in concert with law enforcement so as not to jeopardize the investigation.

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: ACCIDENT/DAMAGE ASSESSMENT PROCEDURE

#### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Preliminary Damage Assessment Report
- Complete Damage Assessment Report
- Building Plan By Floor/ Site Safety Map
- IT Staff
- Go Kits
- Security & Safety Director
- Maintenance Department

#### COMMUNITY RESOURCES

- Nicollet/Rice County Emergency Management
- City of North Mankato/Faribault
- Minnesota State System Office
- Minnesota Homeland Security and Emergency Management
- Contractors/Damage Assessment Experts

#### RESPONSE ACTIONS/RESPONSIBLE

1. During any situation involving structural damage to facility or infrastructure the President or designee 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, digital recordings and potentially mapping dependent upon the extent of damage. Considerations of safety must be a concern in capturing documentation.
3. As soon as practical the President or designee shall make arrangements to assess damage to facilities and infrastructure caused by any type of emergency situation resulting from any natural or unnatural disaster. Damage assessment shall be first requested of the Office of the Chancellor, and if not able to fulfill the request in a timely manner shall request assistance of local authorities as outlined above.
4. This damage information should be forwarded for purposes of disaster planning and submission for disaster funding to both the Office of the Chancellor, Emergency Preparedness Coordinator, and also the local County/City Emergency Manager in North Mankato/Nicollet County and Faribault/Rice County.
5. Any immediate mitigation efforts to prevent further destruction should be a consideration as appropriate dependent on the type and size of destruction.
6. Damage assessment tools that may be of assistance are a portion of this plan.
7. Complete a Critical Incident Report should be forwarded to the Security & Safety Director.

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**~ Emergency Procedure Guide ~**

**Emergency: ACCIDENT/DAMAGE ASSESSMENT PROCEDURE**

**RELATED RESPONSE GUIDES**

- Debris Management Guide
- Environmental Hazard Response Guide
- Evacuation and Relocation Guide
- Public Information Guide
- Public Works and Utilities Restoration Guide
- Resource Management Guide

**CAUTION**

- Consideration for contacting Minnesota Pollution Control, Minnesota Department of Health, Nicollet/Rice County Environmental Services based on severity of damage.

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

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

#### **SCHOOL RESOURCES**

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Telephone Checklist for Bomb Threat (Located in appendix)
- Building Plan By Floor/ Site Safety Map
- Star Alert Emergency Notification System
- Video Monitors and campus wide email
- South Central College Internal Video Monitoring
- Go Kits
- Security & Safety Director
- South Central College Public Information Officer

#### **COMMUNITY RESOURCES**

- North Mankato/Faribault Police
- Nicollet/Rice County Sheriff
- North Mankato/Faribault Fire
- Gold Cross/North Ambulance

#### **RESPONSE ACTIONS/RESPONSIBLE**

1. Upon receipt of a bomb threat by telephone, use the Telephone Checklist for Bomb Threat incident form to write down information from the caller. Make every effort to:
  - Prolong the conversation as much as possible.
  - Identify background noises.
  - Note distinguishing voice characteristics.
  - Question caller as to description of bomb, placement of bomb, and when it is due to explode.
  - Try to determine caller's knowledge of facility.
  - Note time of call.
  - Inform administration of the threat.
  - If caller's threat implies an immediate threat, call 9-1-1.
  - Complete bomb threat checklist.
2. Notify Security & Safety Director/Call 911
3. Review information provided by individual who received the threat.
4. Implement Incident Command System as appropriate.
5. When police arrive:
  - Advise Police of situation and follow their instructions.
  - Police will notify Fire Department/Bomb Squad if necessary.
  - Turn control of building over to the Police/Fire Incident Commander.
  - Upon review of conditions, police officials will determine when control of the building, or part of the building, will be returned to school officials.
6. Make decision whether or not to evacuate the facility. A Star Alert message and campus wide

## SOUTH CENTRAL COLLEGE ~ Emergency Procedure Guide ~

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

- email and video monitor messaging should be sent out college wide to alert all to this situation.
7. If building is to be evacuated, the procedure should be that of the fire protection guide with staff assisting in guiding all students and personnel away from the designated location of threat. Once evacuated all doors should be secured and then create a perimeter around campus property to prevent unintended admittance.
  8. If a decision to search is made. Have a checklist of building rooms and spaces available (fire evacuation plan/campus map) so that all areas are checked.
  9. Maintain an incident command post where staff responsible for searching the facility can coordinate search results.
  10. In consultation with Incident Command Officials, determine whether to resume building operations or activate Shelter Plan or School Cancellation Plan. Notify staff and students.
  11. Public Information Officer will disseminate media releases in conjunction with local law enforcement as required.
  12. Complete a Critical Incident Report should be forwarded to the Security & Safety Director.

### **RELATED RESPONSE GUIDES**

- Public Information Officer Guide
- Incident Management and Emergency Operations Center Guide
- Warning and Notification Guide
- Evacuation Guide
- Fire Protection Guide
- Medical Emergency Guide
- Public Works Utilities Restoration Guide
- Accident and Damage Procedure Guide
- Debris Management Guide
- Environmental Hazard Guide
- Resource Management Guide

### **CAUTION**

- **DO NOT**
  - Move any suspicious device.
  
- **DO**
  - Keep all students and employees away from suspicious devices.

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### **Emergency: CIVIL DISTURBANCE**

#### **SCHOOL RESOURCES**

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Star Alert Emergency Notification System
- Video Monitors and campus wide email
- South Central College Internal Video Monitoring
- Security and Safety Director
- South Central College Public Information Officer

#### **COMMUNITY RESOURCES**

- North Mankato/Faribault Police
- Nicollet/Rice County Sheriff
- Nicollet/Rice County Emergency Management

#### **RESPONSE ACTIONS/RESPONSIBLE**

In many cases, campus protests such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. Public assemblies that are 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.

1. The first observance of a disorderly assembly or civil disturbance should be reported to the appropriate members of the administration.
2. Necessary information:
  - Location
  - When protest/disturbance began
  - How many potential people are involved
  - What exactly is taking place
  - If violence has occurred or if there is a potential for violence
  - 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 by the president or his/her designee will determine if there is a disturbance, and if so, if the disturbance may be diffused by a campus response, or if law enforcement should be contacted. A Star Alert Emergency Notification message and campus wide email should be considered sent out college wide to alert employees and students of the need to stay away from the area of the disturbance.
4. If the situation escalates, then the Administration should be assembled and prepare for activation to support law enforcement as part of a unified command, and initiate any applicable response or recovery operations.

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### **Emergency: CIVIL DISTURBANCE**

5. Procedures to attempt a peaceful dispersal of the protest may be made. Often a measured response is best and met with success:

- Protesters may be asked to terminate the disruptive activity by the President, or his/her designee.
- The President, or his/her designee, may consider having a photographer available. If camera surveillance is available this may not be necessary.
- Key institution personnel and student leaders may be asked by the President or his/her designee, to go to the area and persuade the protesters to desist.
- The President or designee may go to the area and ask the protesters to leave or to discontinue the disruptive activities.
- 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 disciplinary action, including suspension or expulsion, or possible intervention by civil authorities.
- Efforts should be made to secure positive identification of protesters in violation to facilitate later testimony, including photographs if deemed necessary.
- 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.

6. Two example dispersal notifications are provided below. Presidents, planners and other Critical Incident Team members should consult with local authorities, legal counsel, and academic and student affairs representatives for accuracy, legality and appropriateness before issuing any notifications.

#### **DIRECTIVE TO IMMEDIATELY TERMINATE PROTEST**

“This assembly and the conduct of its participants are seriously disrupting the operations of South Central College and are in clear violation of the rules of South Central College. You have been previously called upon to disperse and terminate the demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to South Central College. In no event will the administration of South Central College accept demands backed by force. Accordingly, you are directed to terminate this protest. If you have not done so within 15 minutes, I will take whatever measures necessary to restore order- including calling the police for assistance. Any person who continues to participate in this protest is subject to possible arrest, criminal prosecution and/or suspension from South Central College.

#### **DIRECTIVE TO IMMEDIATELY TERMINATE PROTEST WITH THE ASSISTANCE OF THE POLICE**

“You have previously been directed to terminate this protest, and you have received notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you, as students, are hereby summarily suspended, subject to later review. The police will now be called to assist in dispersing this assembly. Anyone who fails to leave immediately will be subject to arrest.”

7. The President or designee for South Central College 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. If the disturbance is outside the building proper, the President or designee should direct efforts to secure the building to avoid damage to the interior. “Shelter in Place” protocols should be initiated and other students warned to stay away from school property. If the disturbance occurs within the building proper,

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**Emergency: CIVIL DISTURBANCE**

law enforcement should be summoned to remove people upon the President or designees orders. Law enforcement should be summoned in advance of giving any cease and desist order to prevent random acts of violence and/or removal of protestors.

In a peaceful civil protest upon campus property, the above included directives or versions more appropriate to the exact situation can be used.

8. A Critical Incident Report must be completed and forwarded to the Security & Safety Director.

**RELATED RESPONSE GUIDES**

- Public Information Officer Guide
- Incident Management and Emergency Operations Center Guide
- Medical Emergency Guide
- Evacuation and Relocation Guide
- Warning and Notification Guide

**CAUTION**

- Debris of broken glass into building
- Intruders in building
- Presence of chemical agent

# SOUTH CENTRAL COLLEGE

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### Emergency: COMMUNICABLE DISEASE AND PANDEMIC

#### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- South Central College Public Information Officer

#### COMMUNITY RESOURCES

- Nicollet/Rice County Emergency Management
- Nicollet/Rice Public Health
- Community Health Care Providers
- Minnesota Department of Public Health
- Minnesota State System Office

#### RESPONSE ACTIONS/RESPONSIBLE

### **Communicable Disease Outbreak Guidance**

Employees and students will not be restricted from South Central College in accordance with Americans Disabilities Act (ADA) in the event they have a communicable disease if it can be shown that it is not transmitted to others at the college through casual contact, meaning being in close proximity or in the same spaces.

This is a situation that may involve only the college or the surrounding community in a smaller scale disease event.

#### **Consideration elements for communicable disease outbreak:**

##### 1. Observations, notification and verification

During this period employees may be calling in sick or students missing classes in larger numbers than usual. Information may already be widely disseminated by the media about people contracting a disease locally. Contact with Public Health for Nicollet or Rice Counties may be advisable to both notify them of the situation at the college as well as verify the impact community wide. This process may also require some verification on a random basis to determine if all persons absent are suffering from the same type of illness.

Dependent upon the situation the Minnesota Department of Health may also become involved

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### Emergency: **COMMUNICABLE DISEASE AND PANDEMIC**

and along with county public health to become a resource. Contact with Minnesota State System Office may be considered as well. The public information officer for the college should be involved in assisting with notification to the college community about this event.

## 2. Understanding the diseases and potential outcomes

Dependent upon the type of communicable disease, information may need to be distributed to students and employees. Public health agencies will likely have resources available to assist in this effort. Preventive measure alerts at the college should be provided to those employees and students not yet having contracted the illness. Information for these messages again may be obtained from public health organizations.

## 3. Risk evaluation

In conjunction with the Minnesota State System Office of Risk Management an evaluation of the risk to the college community should be conducted. This risk evaluation would center on consideration to impact the transmission of this disease among members of the college community. Considerations may range from the following:

- Continue operations while providing preventive information to others not yet exhibiting symptoms and emphasizing staying home or seeking medical assistance to those who do show symptoms.
- Begin to look at alternate methods of continuing operations, that would prevent congregating of employees and students where transmission of the disease would take place. Considerations as to limiting outside events, vendors and other visitors.
- Close the college to assist in preventing the transmission of the disease or until advised by public health officials to resume operations.

## 4. Response

Create an action plan appropriate to the type of disease in conjunction with community resources and Minnesota State System Office resources based upon one of the options or a blend of the options listed above. Continue to monitor the plan of action to determine if the desired results are being obtained. If not modify the original plan as appropriate in conjunction with all stakeholders.

## 5. Follow up

At the conclusion of the event debrief the situation with stakeholders as appropriate. Determine if goals and objectives were met in areas of

- Communications/Privacy concerns
- Timely eradication of the outbreak
- Trust/Student and Employee relations
- Legal ramifications

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

**Emergency: COMMUNICABLE DISEASE AND PANDEMIC**

### **Pandemic Response Plan**

#### **Overall Coordinating Committee**

It must be noted that although we have based our plan on current pandemic procedures – each incident will manifest itself differently. While preplanning is absolutely essential, some types of response, reactions, and incident development may not be fully realized or anticipated. Having a flexible and expandable plan will be instrumental in developing a useful and appropriate response plan.

#### **Roles & Responsibilities:**

Development and authority for the overall plan that encompasses each committee's area of responsibility. Integration and consistency of the College plan into state, regional, and local planning efforts for any emergency.

Exercise College's Emergency Plan in conjunction with state, regional, and local plans.

Development of a recovery plan.

Work cooperatively with other Minnesota State College's/Universities in planning efforts.

#### **Command & Control**

**Lines of Authority** – The President will serve as the Incident Commander, other section chiefs will be appointed which consist of members of the Administrative Team (See Appendix A and Incident Management and Emergency Operations Center Guide). In addition the Incident Commander would coordinate with the Minnesota State Multi Agency Coordination Committee. The Overall Coordinating Committee (OCC) will function under the National Incident Management System (NIMS). Each Committee Chair will have the authority to direct and control their area of responsibility. Each area of responsibility will have a specific check sheet (See Appendix B) which will detail specific duties and responsibilities assigned to that Committee. The plan will also work on incorporating the "three-deep" concept to all Incident Command System positions.

**Planning** - Planning and Coordination for South Central College will be facilitated and coordinated by Safety & Security Coordinators under the direction of the President's Administrative Team which will serve as the Overall Coordinating Committee

**Coordination** – Overall Coordination will be the responsibility of the President's Administrative Team. Facilitation of the plan will be coordinated by designated Safety & Security Coordinators.

**Committees** - The following Committees Chairs were established and assigned, the individual names and contact information are contained in the "Go-Kits" as updated regularly:

Overall Coordination – The College President

Academic Administration Committee – Vice President of Academic Affairs

Operations Committee – Vice President of Finance & Operations

Facilities Committee – Vice President of Finance & Operations

Healthcare & Communications – Director of Marketing and Public Relations & EMS Program Coordinator

**Command Staff** – The Incident Commander will appoint additional staff positions to include but not limited to Safety Officer, Recorder, and Internal/External Liaison Officers. The Safety Officer will provide the Incident Commander with information relative to the safety parameters involving any emergency situation which encompasses decision making. The External Liaison Officer may be divided into two subgroups. One dealing with issues related to community response and the second dealing with interoperability issues with other Minnesota State institutions and the Office of the Chancellor. The Internal Liaison will provide the Incident Commander with information concerning College resources, and interoperability within the College involving any emergency situation. Recorder will act to create the official timeline of events on behalf of the College. Any of these positions depending on the emergency may need additional staffing.

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### Emergency: COMMUNICABLE DISEASE AND PANDEMIC

#### **Incident Command Protocol -**

Under certain conditions it may be advantageous for the College to establish an Emergency Operations Center (EOC). Unless prevented by extenuating circumstances the President's Conference Room should be considered as the primary EOC with the secondary location the Administrative Conference Room on the Faribault Campus. There is connectivity between both campuses EOC's via ITV.

Additionally agreements are in place that will allow for alternative EOC operations at both campuses.

These locations are for the North Mankato Campus at MICO and for the Faribault Campus at Faribault High School.

The College will provide, for each campus, two strategically located incident command kits (one off-site) which would include but not limited to contact lists for students, faculty & staff, check sheets, emergency response plans, assorted tracking forms, master keys, assorted office supplies, and contact list for outside resources.

#### **Evaluation –**

The Incident Management System operates under a cyclical loop (analyze, plan, implement, evaluate) which continually facilitates the evaluation component. Based on the evaluation components to the Incident Action Plan modifications are incorporated into the master plan. Based on an evolving incident these modifications may be temporary as continual evaluations occur.

The overall contents and structure of the plan will be evaluated minimally on an annual basis or as required by Minnesota State, technological upgrades, infrastructure changes, or medical guidelines.

**School Closure -** The Overall Coordinating Committee in consultation with local, regional, and other state partners will decide whether to keep the institution open for classes or to shut down altogether for a specific period of time. The ultimate decision of school closure rests with the Incident Commander unless otherwise dictated by the Governor's Office. This group will also be responsible for determining essential personnel and essential services.

### Legal & Ethical Issues

The College will take guidance from Minnesota State in adhering to legal justification for any actions taken. The Incident Commander has the authority and will exercise legal and ethical decision making on a case by case basis for the continuance of College operations. Considerations may include but are not limited to contractual obligations, data practices, mission shifts of the College, and health & welfare of students, faculty and staff.

### Public Health Measures

The Overall Coordinating Committee will be responsible for determining preplanning information, distribution of educational materials and the continuous monitoring of communication systems within the College relative to public health. Some areas of concern include but are not limited to social distancing, overseas travel restrictions, modification of normal course curriculum and school functions. The Overall Coordinating Committee will also be responsible for interaction with local public health officials. South Central College is also heavily involved in local and regional communicable disease and pandemic planning. Staff serves on both the local and regional emergency preparedness committees which establish the direct link with our other emergency preparedness partners including public safety, emergency medical services, local public health, emergency management, and hospitals/clinics. South Central College, North Mankato Campus, has been identified as a potential mass dispensing site and may be considered for a surge capacity site.

### Monitoring Incident and Prevalence

The Overall Coordinating Committee is responsible for timely information that will allow the College to make decisions regarding all academic programs which would include foreign students, foreign exchange student programs, and all other students, faculty, and staff.

### Recovery

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### Emergency: **COMMUNICABLE DISEASE AND PANDEMIC**

The Recovery Phase begins with the onset of the emergency. Each of the individual committees including the Overall Coordinating Committee shall have within its structure a planning component. The Overall Coordinating Committee shall establish the priorities by which individual committees will structure their planning process for recovery. Based on the individual recovery plans the Overall Coordinating Committee shall establish the master recovery plan for the College. The specific details of any Recovery Plan will be contingent on the type of emergency. Some components of the plan may include academic administrative issues, operation issues, facility issues, healthcare issues, communication issues, or other issues as required or necessary. Consultation with the Continuity of Operations Plan or Recovery Manual should be utilized in projecting the recovery components for individual divisions within the college.

## Academic Administration Committee

### **Roles and Responsibilities:**

Develop and monitor alternative procedures to assure continuity of instruction in the event of an emergency incident.

Insure continuity of operations for essential services.

Monitor CDC travel recommendations and implement as needed.

Establish a communicable disease and pandemic absence policy.

### **Academic Affairs**

**Absentee Policy** – Initially will follow current policy – modifications on a case by case basis or as required. As the situation evolves a more liberal policy regarding student absences will be developed to include a documented process. Consultation with faculty may occur as needed. In the event of school closure or absentee policy may be adjusted.

**On Line Courses** - Initially courses will continue under the current curriculum mode. In addition faculty may begin consideration and/or preparations for methods of on-line course instruction. On-line courses may include any method of delivery of subject materials to the students.

**Students in Isolation/Course Participation** – Arrangements will be made on a case by case basis as appropriate.

**Students in Quarantine/Course Participation** – Arrangements will be made on a case by case basis as appropriate.

**Course Cancellation/Changes** – The College will articulate in multiple methods to include Star Alert, and other formats that courses may be cancelled, changed or modified in the case of an emergency.

### **Admissions/Registrar/Financial Aid**

**Continuity of Operations** – The College will strive in the Student Affairs Office to maintain a three deep staffing level in any recognized position. This concept of operations is applicable to all emergencies.

**Student Financial Concerns** – Current policy will be applied initially. In the event of an emergency, financial concerns will be considered on a case by case basis. Under any type of long term campus closure, guidance will be adopted through Minnesota State.

**Student Receivables** – As student receivables diminish the budget will require modifications to meet the forecasted budgetary shortfall. Guidance and advice will be requested from Minnesota State.

**Monitoring of Students** – The College will maintain a database of emergency contact information of students. The College does not maintain student housing thus will not monitor the whereabouts of students during an emergency.

**Recruiting/Admissions Process** – The College will follow current policy and procedures until modifications are necessary or required as dictated by the emergency. Guidance and advice will be requested from Minnesota State

**Student Financial Aid** – Current policy will be in effect until modifications are necessary as directed by

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### Emergency: COMMUNICABLE DISEASE AND PANDEMIC

Minnesota State.

## International Studies & Foreign Students

**Foreign/International Students** – Although the College does have foreign students registered, the College is not responsible for their housing.

**International Travel** - Monitor CDC recommendations and implement as needed. This shall be inclusive of faculty, staff, and students who may be planning travel as well as those that are already at their travel destinations. Upon return from abroad travel – faculty, staff, and students may be requested to submit to health screening as appropriate.

**International Travel Communication** - The College may necessitate communication with families of those traveling abroad with the most current information that is available from the CDC and other sources as necessary. In the event of partnerships formed to facilitate international travel, specific contractual obligations will be reviewed and modified if necessary. The College may provide information regarding personal protective equipment to those traveling abroad.

**Orientation Process Advisory** - The College may articulate in multiple methods and formats advisory statements for persons planning travel to affected areas, including safety and potential personal financial obligations.

## Counseling

**Counseling Services (Onset Phase)** – The College recognizes that we have limited counseling services available which primarily deal with academic counseling and not personal counseling. Initial requests for faculty and staff will be referred to state contracted Employee Assistance Program (EAP). Until a formal plan is established within the Minnesota State system, students will be referred to their academic advisor for initial guidance. The Student Counseling Services provided will act as a clearinghouse from Academic Advisors and provide referrals to other outside agencies/assistance as needed and available.

**Counseling Services (Event Phase)** - The College will look for direction from Minnesota State and also explore possibilities of partnership with the South Central Healthcare Systems Preparedness Program Behavioral Health Collaborative for providing mental health services.

**Counseling Services (Recovery Phase)** – The College will take direction from Minnesota State for facilitation of counseling services during the recovery phase.

**Mode of Counseling** – Services may include various forms of delivery as the situation warrants.

## **Operations Committee**

### Role & Responsibilities:

Develop a recovery plan to deal with consequences of the emergency.

Develop continuity of operations plan for maintaining essential operations.

Establish policies for sick leave absences unique to the emergency for faculty, staff, and students.

## Food Services

**Contracted Services** – The College only has limited contractual food services as needed. Primary food service is delivered internally and is used primarily for special functions.

**Continuity of Food Service** – Food Service is not considered an essential service and could be limited or suspended if necessary.

**Food Stockpile** – The Food Service has a limited supply available for use during an emergency situation. The limited supply is routinely rotated to ensure fresh stock. This also includes prepackaged plastic utensils.

**Food Service Training** – Food Service Coordinator is certified and trained in appropriate food safety measures. The Coordinator assures other staff is appropriately trained through in-services, communication and other methods.

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### Emergency: **COMMUNICABLE DISEASE AND PANDEMIC**

**Infection Control Policies** – Food Service Coordinator assures that policies and procedures are in place for the minimization of transmittable diseases. The food service is prepared to transition from self-service foods to either prepackaged or dispensed meals.

**Supply Chain** – The Coordinator has multiple vendors. If delivery services become deficient the Food Service as deemed non-essential may be limited or suspended.

### Bookstores

**Availability of Materials** – The Bookstore currently has on-line access for materials used in the courses provided by the College.

**Staffing** – The Bookstore operates on a flexible work plan that allows for an increased or diminished workforce as needed in the event of any emergency.

### Business & Finance

**Continuity of Operations** – The College Business & Finance Office operates on a three deep plan for each position and has on-line accounts payable options which also includes staff working remotely either from home or other locations (which may include another state agency).

**Financial Impact/Payroll** – The College operates with minimal reserves and would need to have further direction and support from Minnesota State.

**Purchase of Good/Services** – The College retains a three deep plan for the authorization of purchase requests.

**Handling of Cash** – The College would continue its normal operations until such time as precluded. The College would make appropriate arrangements to ensure continued accountability under any emergency circumstance.

### Human Resources

**Replacement of Workers** – The College will strive to ensure the three deep concept in all positions. Positions sensitive to continuity of services have already been identified and cross trained. As alternative plans are required, some staff may be asked to assist with other duties throughout the College.

**Authorized Leave (Onset Phase)** – Follow current contractual agreements. Discussion about future arrangements should begin with appropriate bargaining units.

**Authorized Leave (Event Phase)** – Initially follow current contractual agreements and may need to formulate alternative plans on a case by case basis. It is anticipated that Minnesota State will provide guidance and direction in dealing with these labor related issues.

**Authorized Leave (Recovery Phase)** – Will follow guidance and direction from Minnesota State.

**Ill Workers** – The College will provide communication to all faculty, staff and student workers about signs and symptoms of the illness. Workers will be encouraged to stay at home should they experience any of the identified signs & symptoms. Deans and supervisors will be responsible for those faculty and staff that report to them to monitor their health.

**Employee Benefits/Payroll** – Employee benefits are on-line through the State of Minnesota (DOER). Refer to Business & Finance section for further information.

**Special Provisions** – The College will evaluate the education provided off-campus for both credit courses and custom training and will take appropriate safety precautions for faculty and staff. This will also include nursing faculty and clinical sites which because of the incident may be postponed.

**Telecommuting/Work at Home Policy** – The College does not have a policy at this time but may be created should it become foreseen as necessary. IT resources are available in a three deep capacity and would be available to assist in the set-up of telecommuting or at home work.

**Training & Health Education** – The College is proactive in dealing with health issues through its Wellness Committee. The College will continue to provide ongoing health education and training through staff meetings, in-services, newsletters, and other appropriate formats.

**Communication** – The College will use a multitude of formats for communication including Star Alert, e-mail, staff meetings, in-services, etc.

**Emergency Contact Information** – The College will maintain an emergency database for all faculty,

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### Emergency: COMMUNICABLE DISEASE AND PANDEMIC

staff, and students.

**Essential Personnel** – Essential Personnel are limited to the maintenance of the mechanical operations of the College or others as designated by the President.

**Temporary Workers** – No current policy exists. In the unlikely event that temporary workers are needed we would recruit through local temporary agencies and train as needed.

**Benefit Information** – The State of Minnesota currently provides a website that facilitates the exchange of this information.

## Technology

**IT Staffing** – The IT Department is staffed three deep. In addition, the College has home based accessible servers which would allow IT staff to access network servers from home.

**Increased On-Line Courses** – The IT staff will work with faculty and staff to develop unique methods of course delivery.

**Increased On-Line Services** – The College network of servers has the capacity to expand the current on-line services.

**Use of the Internet** – The College is currently poised to provide for an 80% level of operation from home.

**Security Access** – The College has the ability currently to have an increased level of security access to allow home base access to ISRS, SEMA4, and SCUPPS.

## Facilities Committee

### Roles and Responsibilities

Develop a continuity of operations for maintaining College.

Develop a recovery plan to deal with the consequences of the emergency.

### Physical Plant & Facilities

**Provision of Essential Services** – Essential Services are six deep between the two campuses for mechanical operations and as such the College has determined no additional expertise or licensed staff is needed. The North Mankato Campus boilers cannot be operated from a remote site however the systems can be monitored from a remote site. The Faribault Campus boiler and systems operations can be operated and monitored from a remote location.

**Isolation Areas** – It has been determined that the College will not have a need for this type of resource. Should the need arise the College does not have this capability at this time.

**Mass Dispensing/Triage/Treatment Sites/Quarantine & Isolation** – The College (North Mankato Campus) has the potential to be a Mass Dispensing Site for Nicollet County Public Health. The College will not be a Treatment Site, Isolation or Quarantine Site under current plans with local health officials. The Faribault Campus has not been officially designated as any of the above in any emergency planning by local officials. Either of the campus sites given the nature of the emergency and the situation may be asked to serve as a community reception center.

**Morgues** – The College has not been designated as a temporary morgue site.

**Personal Protective Equipment (Onset Phase)** – The College will have the appropriate amount of germicidal and disinfectant supplies on hand. Currently the College stocks for a two month period of time. Standard universal precautions will be followed per normal protocol. The College currently has several vendors available to supply the needed supplies.

**Personal Protective Equipment (Event Phase)** – The College will reinforce the standard universal precautions with all custodial staff. Supervisory staff will monitor the usage of universal precautions by custodial staff. Cleaning schedules will be evaluated and increased as necessary for identified areas. Eye wear and masks may be available to those who request them during the cleaning of identified high risk areas.

**Personal Protective Equipment (Recovery Phase)** – Will follow guidance and direction from Minnesota

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### Emergency: **COMMUNICABLE DISEASE AND PANDEMIC**

State on appropriate and proper cleaning techniques needed to reopen the school.

**Fuel Supply** – The North Mankato Campus has 12,500 gallons of diesel fuel in reserve which would last approximately 2 weeks during normal usage. The Faribault Campus has approximately 6,000 gallons of diesel fuel in reserve which would last approximately 10 days during normal usage. During an emergency and school is closed this reserve usage duration may be extended with modifications to operations (i.e. – turn heat down).

**Secondary Facilities** – The College has not been designated as a Quarantine or Isolation Site and as such secondary building sites have not been required.

**Line of Succession** – This line of succession is determined by licensure and seniority, among mechanical engineers.

#### **Maintenance & Custodial Services**

**Waste Pick-Up** – North Mankato has a trash compactor. Faribault has trash bins – additional storage would need to be secured through another vendor. Staff will be trained in appropriate disposal of hazardous waste resulting from a communicable disease or pandemic outbreak. Training will be appropriate to the job classification.

**Cleaning of Buildings** – Adequately staffed – refer to Personal Protective Equipment above.

**Snow Removal** – Completed by Maintenance staff which are adequately staffed and essential employees.

**Emergency Weather Response** – Adequately staffed

**Securing Construction Contract Work** – Contract work is generally viewed by the College as non-essential work during an emergency.

## Student Housing Services

The College does not provide student housing as such this section is not applicable.

## Campus Security

**On-going Campus Security** – The College does have a security and safety director who will be responsible for this function. Maintenance and Custodial Staff may be utilized for this function as well.

**Special Provisions of Security** - The College has not been designated as an Isolation or Quarantine site and as such special security precautions have not been developed. On-going security should be sufficient to handle the normal security. Additionally, the College does not have a central dispatch center so security provisions are not necessary. In the event of the College closure – the College would maintain a limited security presence through the Security & Safety Director or with custodial and maintenance staff and would also notify local law enforcement of College closure and security needs.

**Integration with Local Authorities** – College officials have been involved in local emergency planning efforts resulting in integration of the College's interests and requirements in the local plan.

**Security during Mass Dispensing** – The Nicollet County Mass Dispensing Site plan includes provisions for security during any mass dispensing.

**Media Relations** – Follow College's Media Plan – refer to Communications Section.

**Personal Protective Equipment** – Would be used on a limited basis. Refer to Personal Protective Equipment above.

**Minimal Level of Security** – Depending on the emergency the College will continually evaluate the level of security needed and make modifications as required.

**Staffing** – The College has determined that adequate resources are available for security needs.

## **Healthcare Committee**

### Roles & Responsibilities

Develop and implement infection control policies to limit the spread of any illness.

Procure and provide infection control supplies.

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### Emergency: **COMMUNICABLE DISEASE AND PANDEMIC**

## Campus Health

**On-Going Campus Services** – The College does not have a Health Service on Campus. Should an emergency occur and health services are required, the College will refer people to local health care facilities in the area. The College will not be establishing a Health Care Clinic in this type of emergency due to the lack of health care personnel that will be needed in other hospitals and clinics. In addition there is an interagency agreement between the College and Minnesota State University, Mankato to provide services for students at MSUM if needed.

**Communication between Local Health Departments & Hospitals** – College officials are engaged in local emergency planning efforts and have well established communication networks in place (i.e. Health Alert Network).

**Communication with Parents** – Communication will take place primarily with the College web site which will have an emergency link on the home page, and Star Alert Emergency Messaging System. Other forms of appropriate communication will be considered based upon the situation.

**Pre-Event Counseling** – An informational flyer may be developed and disseminated to students during classes.

**Internal Notification Plan** – The Overall Coordinating Committee will be responsible for communicating to all faculty, staff, and students any notifications or alerts needing dissemination. Methods will include but are not limited to Star Alert, College wide e-mail distribution, TV monitors, posting on bulletin boards, classrooms, and doors, overhead pages, etc.

**External Notification Plan** – The Overall Coordinating Committee will work in conjunction with state and local health departments plus local news consortium, which the College is a partner.

**Monitoring of Signs & Symptoms of Potentially Ill** – The College will educate all faculty, staff and students regarding the signs and symptoms of the illness and their reporting requirements. Those exhibiting those signs and symptoms will be encouraged to seek medical attention. Those who have been exposed are encouraged to stay at home.

## **Communications Committee**

### Roles & Responsibilities

- On-going and updated communications assessment.
- Develop communications dissemination plan.
- Develop and maintain communication plan
- Maintain redundant communication plan.
- Monitor internal and external communications and provide accurate information.

### Emergency Communications Policy

It is always the College's intent to be forthright and timely in its communications with the college community, the media and the public at large.

Decisions regarding this communication will be guided by due concerns for the right to privacy, personal security, legal liability, and public's legitimate right to be informed.

All media and public inquiries will be referred without comment to the Public Information Officer. Only the official representative (President or designee) or the Public Information Officer as named by the President will articulate the college's position.

### Communication in General

**Media Policy** – The College has a robust policy and specifically delineates who speaks to the media. The College participates in a local media consortium which gives us additional resources during an

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emergency event.

**Campus Health**

Refer to Health Care Committee plan above.

**Human Resources**

Refer to Operations Committee/Human Resources/Benefits.

**International Studies & Foreign Students**

Refer to Academic Administration/International Studies & Foreign Students.

**RELATED RESPONSE GUIDES**

- Public Information Officer Guide
- Incident Management and Emergency Operations Center Guide

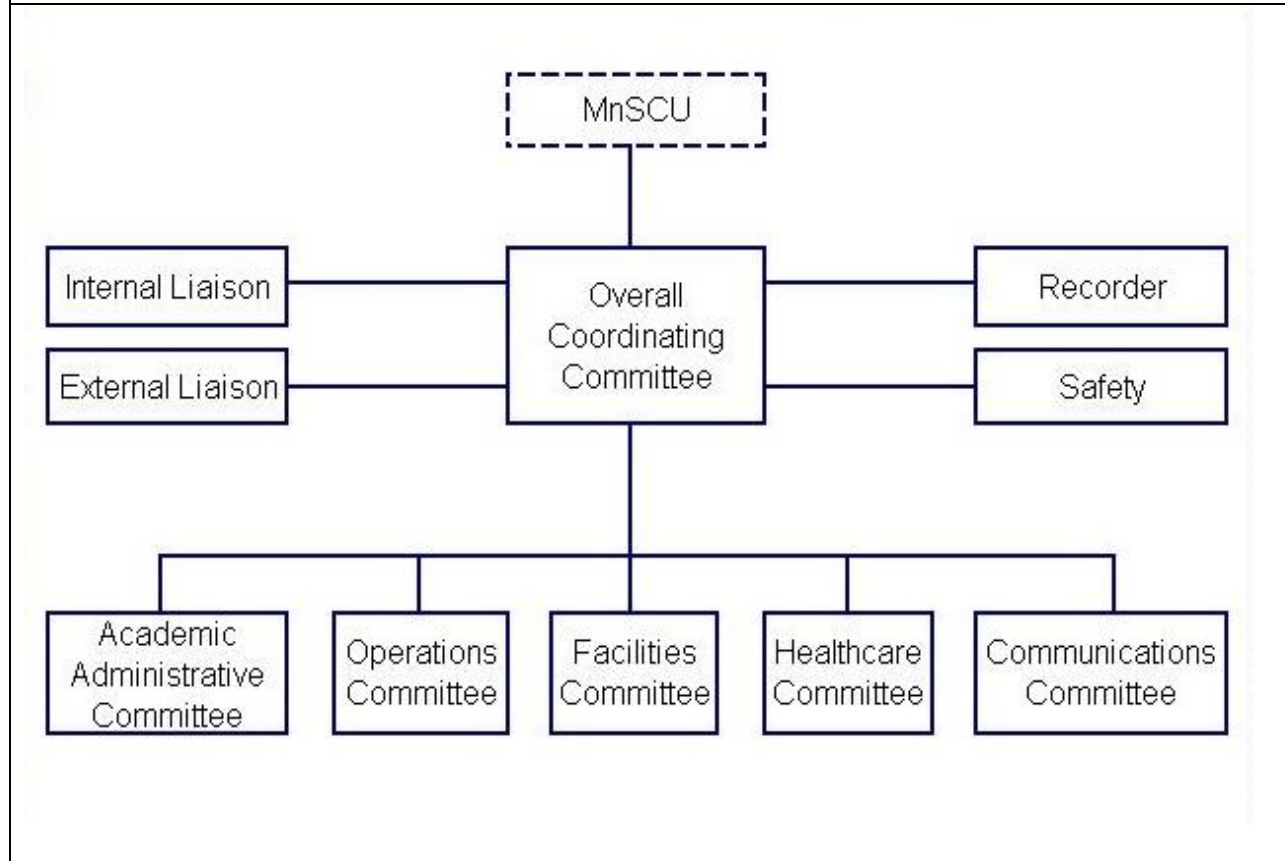
**CAUTION**

- This will be a long term event which will drastically change the standard procedures of operation which may include the cancellation/curtailing of school for an indefinite period of time.

**APPENDIX A: INCIDENT COMAND STRUCTURE**

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**APPENDIX B: COMMITTEE CHECKSHEETS**

Each Committee Checksheet follows and should be used to ensure tasks are completed by the appropriate committee.

**Overall Coordinating Committee Checklist**

**(APPENDIX B)**

- Initiate the Overall Coordination Committee and commence the plan.
- Establish Lines of Authority & Appoint Committee Chairs (in absence of previously established roles)
- Review Committee Roles & Responsibilities
- Establish Command Staff Positions (Recorder, Safety & Internal/External Liaison Officers)
- Establish additional staffing for key positions as indicated
- Situational Briefing is provided.
- Identify the essential elements of Incident Command (go kits, EOC, etc)
- Establish an overall incident action plan (IAP) as well as establishing individual Committee action plans.
- Identification of tasks and accountable individuals to complete the Incident Action Plans.
- Establish a reporting system for monitoring progress and completion of above identified Incident Actions Plans.
- Establish a timely briefing and status update structure.
- Incorporate a system whereby an evolving emergency allows for the timely modification of the current Incident Action Plans.
- Establish a communication tool to disseminate updated and/or modified Incident Action Plans.
- Consideration of updated information may force modification in the current Incident Action Plan and may necessitate a change in the overall mission.

# **Academic Administration Committee Checklist**

(APPENDIX B)

- Initiate the Administrative Administration Committee and commence the plan.
- Establish Lines of Authority & Appoint Duties within their line of authority.
- Review Committee Roles & Responsibilities
- Situational Briefing is provided.
- Establish an Academic Administration Incident Action Plan (IAP). Consideration shall be given to the following areas:
  - Academic Affairs
  - Admissions/Registrar/Financial Aid
  - International Studies/Foreign Students
  - Counseling
- Identification of tasks and accountable individuals to complete the Incident Action Plans.
- Establish a reporting system for monitoring progress and completion of above identified Incident Actions Plans.
- Establish a timely briefing and status update structure.
- Incorporate a system whereby an evolving emergency allows for the timely modification of the current Incident Action Plans.
- Establish a communication tool to disseminate updated and/or modified Incident Action Plans.
- Consideration of updated information may force modification in the current Incident Action Plan and may necessitate a change in the overall mission.

# **Operations Committee Checksheet**

(APPENDIX B)

- Initiate the Operations Committee and commence the plan.
- Establish Lines of Authority & Appoint Duties within their line of authority.
- Review Committee Roles & Responsibilities
- Situational Briefing is provided.
- Establish an Operations Committee Incident Action Plan (IAP). Consideration shall be given to the following areas:
  - Food Services
  - Bookstore
  - Business & Finance
  - Human Resources
  - Technology
- Identification of tasks and accountable individuals to complete the Incident Action Plans.
- Establish a reporting system for monitoring progress and completion of above identified Incident Actions Plans.
- Establish a timely briefing and status update structure.
- Incorporate a system whereby an evolving emergency allows for the timely modification of the current Incident Action Plans.
- Establish a communication tool to disseminate updated and/or modified Incident Action Plans.
- Consideration of updated information may force modification in the current Incident Action Plan and may necessitate a change in the overall mission.

# **Facilities Committee Checksheet**

(APPENDIX B)

- Initiate the Facilities Committee and commence the plan.
- Establish Lines of Authority & Appoint Duties within their line of authority.
- Review Committee Roles & Responsibilities
- Situational Briefing is provided.
- Establish a Facilities Incident Action Plan (IAP). Consideration shall be given to the following areas:
  - Physical Plant and Facilities
  - Campus Security & Safety
- Identification of tasks and accountable individuals to complete the Incident Action Plans.
- Establish a reporting system for monitoring progress and completion of above identified Incident Actions Plans.
- Establish a timely briefing and status update structure.
- Incorporate a system whereby an evolving emergency allows for the timely modification of the current Incident Action Plans.
- Establish a communication tool to disseminate updated and/or modified Incident Action Plans.
- Consideration of updated information may force modification in the current Incident Action Plan and may necessitate a change in the overall mission.

# **Healthcare Committee Checksheet**

(APPENDIX B)

- Initiate the Healthcare Committee and commence the plan.
- Establish Lines of Authority & Appoint Duties within their line of authority.
- Review Committee Roles & Responsibilities
- Situational Briefing is provided.
- Establish a Healthcare Committee Incident Action Plan (IAP). Consideration shall be given to the following areas:
  - Campus Health
- Identification of tasks and accountable individuals to complete the Incident Action Plans.
- Establish a reporting system for monitoring progress and completion of above identified Incident Actions Plans.
- Establish a timely briefing and status update structure.
- Incorporate a system whereby an evolving emergency allows for the timely modification of the current Incident Action Plans.
- Establish a communication tool to disseminate updated and/or modified Incident Action Plans.
- Consideration of updated information may force modification in the current Incident Action Plan and may necessitate a change in the overall mission.

# **Communications Committee Checksheet**

(APPENDIX B)

- Initiate the Communications Committee and commence the plan.
- Establish Lines of Authority & Appoint Duties within their line of authority.
- Review Committee Roles & Responsibilities
- Situational Briefing is provided.
- Establish a Communications Committee Incident Action Plan (IAP). Consideration shall be given to the following areas:
  - General Communications
- Identification of tasks and accountable individuals to complete the Incident Action Plans.
- Establish a reporting system for monitoring progress and completion of above identified Incident Actions Plans.
- Establish a timely briefing and status update structure.
- Incorporate a system whereby an evolving emergency allows for the timely modification of the current Incident Action Plans.
- Establish a communication tool to disseminate updated and/or modified Incident Action Plans.
- Consideration of updated information may force modification in the current Incident Action Plan and may necessitate a change in the overall mission.

# SOUTH CENTRAL COLLEGE

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### Emergency: DATA BREACH

#### SCHOOL RESOURCES

- IT Local Campus Authority (LCA) for data breach
- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Security & Safety Director
- Star Alert Messaging
- Campus wide email
- South Central College Public Information Officer

#### COMMUNITY RESOURCES

- North Mankato/Faribault Police
- Minnesota State System Office, IT Department
- Minnesota State Office of General Counsel
- State of Minnesota Attorney General
- Equifax
- Experian
- TransUnion

#### RESPONSE ACTIONS/RESPONSIBLE

**Information contained in this guide are the contents of Minnesota State Guideline 5.23.1.13 Breach Notification and can be accessed in full at:**

<http://www.mnscu.edu/board/procedure/523p1g13.html>

Part 1. Purpose. This guideline is intended to assist Minnesota State Colleges and Universities (System) to implement the requirements of Minn. Stat. Sect. 13.055 and provide timely and appropriate notice to individuals who are affected by a breach of the security of their private or confidential data. All System employees must immediately report known or suspected breaches of security to the designated System individual or office. The Office of General Counsel (OGC) or Attorney General's Office (AGO), in consultation with campus or other appropriate System personnel shall determine whether notice of the breach is required and how the notice will be communicated.

Part 2. Applicability. Subpart A. This guideline applies to breaches of the security of private or confidential data maintained by or on behalf of Minnesota State Colleges and Universities.

Part 3. Guidelines.

Subpart A. Local Campus Authority. The Chancellor or college or university president must designate an individual as the local campus authority (LCA) who is responsible for compliance with this guideline. For the purpose of this guideline, the system office is considered a campus and must appoint an LCA. The LCA will oversee the implementation of the Guideline, including:

- appropriate notice and training for the workforce;
- appropriate notice and consultation with system office personnel;
- periodic review of the procedures; and

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- the creation and maintenance of documents in accordance with applicable campus records retention schedules.

The LCA may delegate implementation responsibilities to other campus personnel as appropriate.

Subpart B. Reporting a Suspected Breach. Any user who knows of or reasonably believes that a breach of the security of private or confidential data has occurred must immediately report to his or her supervisor or other designated individual or system office.

Supervisors who receive a report of the breach must immediately report the incident to the LCA. The LCA or user must immediately notify the data owner of the reported breach, if necessary.

The report should include date and time of report; when breach occurred (if known); the type of data involved; the (approximate) number of affected individuals and other pertinent information. An institution may develop a reporting form to be used for this purpose.

System employees who report a breach under this guideline must not be subject to retaliation.

Local campus authorities should make available to all users information about this guideline and how to report a security breach.

Subpart C. Breach Response Process. After a breach of security has been reported, the LCA must work with the user to take necessary steps to contain and control the integrity of the electronic or other data handling systems affected by the reported breach and conduct a preliminary internal assessment of the scope of the breach. Applicable System Information Technology (IT) security procedures or other guidelines shall be consulted.

If the breach is suspected on a System computing system that contains or has network access to private or confidential data, the user shall consult with system office IT personnel and consider control measures including but not limited to removing the computing system from the campus network.

1. Determining Breach. The LCA or designee shall consult with the OGC and/or AGO to determine whether a breach of security of data has occurred. Due consideration should be given to the potential for damage to individuals if no breach is determined and notice is not provided.
  - (a) Incidents. Examples of the types of incidents that may result in a notice-triggering breach include, but are not limited to:
    - i. Evidence of unauthorized access into a system containing private/confidential data;
    - ii. Missing or stolen laptop, desktop, storage device or any other information technology resource containing files with private/confidential data;
    - iii. Documents containing private/confidential data sent in any form to a wrong recipient;
    - iv. System containing private/confidential data that has been compromised; or
    - v. Employee misuse of authorized access to disclose private or confidential data.
  - (b) Acquisition. Minn. Stat. Sect. 13.055, Subd. 2 requires state agencies to notify individuals if their private or confidential data has been or is reasonably believed to have been acquired by an unauthorized person. In making that determination, the following factors, among others, may be considered:
    - i. Indications that the information is in the physical possession and control of an

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unauthorized person, such as a lost or stolen computer or other device or document containing unprotected private or confidential information;

- ii. Indications that the information has been downloaded or otherwise acquired;
- iii. Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported;
- iv. The encryption protection of the data, if any;
- v. Duration of exposure;
- vi. The extent to which the compromise of electronic data indicates a directed attack, such as a pattern showing the machine itself was specifically targeted; or
- vii. Indications that the attack was intended to seek and collect private or confidential data.

2. **Timing of Notification.** If a breach has been determined, in most instances the data owner has primary responsibility to notify affected individuals. Notice is to occur without unreasonable delay. The system should strive to provide notice within ten business days of determining that notice is required unless delay is appropriate due to: a) the legitimate needs of a law enforcement agency; or b) any measures necessary to determine the scope of the breach and restore the reasonable security of the data.

Immediate notification may be appropriate in the event of a breach that could have immediate deleterious impact on individuals whose data may have been acquired by an unauthorized person.

3. **Contacting Law Enforcement.** The LCA or designee(s) shall consult with the OGC or the AGO before contacting law enforcement agencies if the breach of security is believed to involve illegal activities. Information may be shared with law enforcement consistent with applicable data privacy laws. If law enforcement is contacted, it should be informed of the System's practice to provide notice to affected individuals within ten days. If law enforcement advises that such notice would impede an active criminal investigation, notice may be delayed. Delayed notice should be sent out as soon as law enforcement advises that it would no longer impede the criminal investigation.
4. **Whom to Notify.** The OGC or AGO, in consultation with appropriate System personnel, including but not limited to the user and data owner, shall determine the scope of the notice. Notice of a breach must be sent to any individual whose private or confidential data has been or is reasonably believed to have been acquired by an unauthorized person. If specific individuals cannot be identified, notice should be sent to groups of individuals likely to have been affected, such as all whose information is stored in the database or files involved in the breach. Appropriate measures should also be taken to prevent notice lists from being over-inclusive.

#### Subpart D. Notice.

1. **Content.** The LCA or designee shall consult with the OGC or AGO on the wording of a notice. System communications personnel may also be consulted, where appropriate. Notices shall generally be sent separate from other documents. The format should utilize subheadings and clear language. The Model Letter may be used for notification.

If the Model Letter is not used, include the following information in the notice:

- (a) A general description of what happened, and when, to the extent known
- (b) The nature of the individual's private or confidential information that was involved (not

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### Emergency: DATA BREACH

listing the specific private/confidential data).

(c) Information about what the institution has done to protect the individual's private/confidential information from further disclosure.

(d) Institution assistance (such as website information or phone number of a campus resource) for further information about the incident.

(e) Information, such as Web sites, about what individuals can do to protect themselves against identity theft including; contact information for nationwide credit reporting agencies; the Federal Trade Commission and appropriate state agency resources.

2. Method of Notification. The OGC or AGO in consultation with the LCA or designee(s) shall determine the appropriate method of notice as follows:

(a) Written notice by first class mail to each affected individual; or

(b) Electronic notice to each affected individual if communication normally occurs in that medium, and the procedure is otherwise consistent with the provisions regarding electronic records and signatures contained in 15 U.S.C. Sect. 7001. Any college or university that wishes to utilize electronic notification must consult with the OGC or AGO; or

(c) Substitute notice may be provided if the cost of providing the written notice required to each affected individual would exceed \$250,000, or that the affected class of individuals to be notified exceeds 500,000, or the institution does not have sufficient contact information to notify affected individuals. Substitute notice consists of all of the following:

(d) E-mail notice if the institution has an e-mail address for the affected individuals;

(e) Conspicuous posting of the notice on the institution website for a minimum of 45 days; and

(f) Notification to major media outlets that reach the general public.

Subpart E. Coordination with Credit Reporting Agencies. Credit reporting agencies (agencies) assist individuals in responding to a notice of a security breach. Such agencies should be notified in advance of sending notice of security breach incidents that may significantly increase calls to agencies for assistance.

If notice is required to be given to 1,000 or more individuals at one time, the System shall notify, without unreasonable delay, all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis as defined in 15 U.S.C. Sect. 1681a, of the timing, distribution and content of the notice to be sent. Such contacts shall include but not be limited to the following:

Equifax:  
U.S. Consumer Services  
Equifax Information Services, LLC.  
Phone: 1-800-525-6285

Experian:

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Experian Security Assistance  
P.O. Box 72  
Allen, TX 75013  
1-888-397-3742

TransUnion:  
Phone: 1-800-680-7289

Subpart F. Documentation. The LCA or designee must complete a Breach of Security Incident Response Summary for each reported breach, regardless of whether notice is given. The form should be completed beginning at the time of the initial report or as soon thereafter as practical.

Where appropriate, all documentation related to the breach and investigation shall be labeled and maintained as not public pursuant to the applicable data privacy classification including, but not limited to, "security information" as defined by Minn. Stat. Sect. 13.37. Subd. 1(a). The form shall be retained by the LCA in accordance with the applicable records retention policy and may also be requested by the system office.

#### Part 4. Definitions.

Subpart A. Breach of the security of the data. Breach of the security of the data means the unauthorized acquisition of data maintained by the System, in any medium, that compromises the security and classification of the data, but not including the good faith acquisition by an employee, contractor or agent of the system if not provided to an unauthorized person.

Subpart B. Confidential data. Confidential data means data on individuals which is made not public by statute or federal law applicable to the data and is inaccessible to the individual subject of that data.

Subpart C. Contact information. Contact information means either: name and mailing address, or name and e-mail address for each individual who is the subject of data maintained by the institution.

Subpart D. Data owner. The institution individual or department with primary responsibility for the content or function of private or confidential data.

Subpart E. Government data. Government data means all data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

Subpart F. Information Technology Resources. Facilities, technologies, and information resources used for system member information processing, transfer, storage, and communications. Included in this definition are computer labs, classroom technologies, computing and electronic communications devices and services, such as modems, e-mail, networks, telephones (including cellular), voice mail, fax transmissions, video, multimedia, and instructional materials. This definition is not all inclusive, but rather, reflects examples of system equipment, supplies and services.

Subpart G. Person. Person means any individual, partnership, corporation, association, business trust or a legal representative of an organization.

Subpart H. Private data. Private data means data on individuals which is made by statute or federal law applicable to the data not public and accessible to the individual subject of that data. See Examples of

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Data Classifications in Related Documents section below.

Subpart I. System. System means all institutions of Minnesota State Colleges and Universities and the system office.

Subpart J. Unauthorized acquisition. Unauthorized acquisition means that a person has obtained government data without the informed consent of the individuals who are the subjects of the data or statutory authority and with the intent to use the data for non-governmental purposes.

Subpart K. Unauthorized person. Unauthorized person means any person who accesses government data without permission or without a work assignment that reasonably requires the person to have access to the data.

Subpart L. User. Any individual, including but not limited to, students, administrators, faculty, other employees, volunteers, and other authorized individuals using System information resources, whether or not the user is affiliated with the System.

Part 5. Authority. Board policies 1A.1 and 5.23 delegate authority to the vice chancellor to develop system guidelines, consistent with Board policy and System procedure, for the purposes of implementing Board policy 5.23.

### RELATED RESPONSE GUIDES

- Public Information Officer

### CAUTION

- Contact and cooperation with the System Office as well as General Council and the Attorney General are vitally important in this type of situation.

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**Emergency: DEBRIS MANAGEMENT**

**SCHOOL RESOURCES**

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Security & Safety Director
- Maintenance and Custodial Staff and Equipment
- Preliminary and Complete Damage Assessment Report
- Building Plan By Floor/ Site Safety Map
- Go-Kit

**COMMUNITY RESOURCES**

- Nicollet/Rice County Emergency Management
- City of North Mankato/Faribault
- Minnesota State System Office
- Minnesota Homeland Security and Emergency Management
- Contractors/Damage Assessment Experts

**RESPONSE ACTIONS/RESPONSIBLE**

1. The President or designee will be responsible for arranging debris clearance on South Central College Campus 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 President will ensure that a current listing is available at all times of those companies located around the North Mankato and Faribault areas that could be summoned to assist in debris clearance efforts.
3. The President should consider carefully during any debris removal situation 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.
4. The President or designee shall ensure that consultation with the Office of the Chancellor has occurred prior to initiation of debris removal efforts.

**RELATED RESPONSE GUIDES**

- Accident & Damage Assessment Guide
- Public Information Officer Guide
- Incident Management and Emergency Operations Center Guide

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**Emergency: DEBRIS MANAGEMENT**

**CAUTION**

- Debris Management can be a complicated process. Consult with local or state Emergency Management Official on the proper sorting and disposal of debris.

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## **Emergency: DISRUPTIVE/AGGRESSIVE INDIVIDUAL**

### **SCHOOL RESOURCES**

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- South Central College Counselor
- First Response Team (Emergency Responders within the building)
- Student Code of Conduct
- Security and Safety Director
- South Central College Internal Video Monitoring

### **COMMUNITY RESOURCES**

- Nicollet/Rice County Human Services
- North Mankato/Faribault Police
- Gold Cross/North Ambulance

### **RESPONSE ACTIONS/RESPONSIBLE**

#### **Preventive Measures:**

1. College Catalog and course syllabi should indicate "Student Code of Conduct on Campus".
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 Tech Cart Phone or cell phone, and have contact information for your Dean should you need to make a referral on a student.
3. Orient each class to the "Student Code of Conduct" noted in the South Central College Catalog and Handbook. A statement of expected student conduct in class can be read:  
**"Communication and behavior among all individuals in this course, whether verbal or written, should be civil and respectful. Constructive criticism is appropriate, but should always be presented in a manner that promotes educational goals. Individuals who demonstrate a lack of civility will be cautioned, and if the behavior continues, will be asked to leave the class. The student will not be allowed to return to class until an outside class meeting has resulted in assurances the behavior will not continue."**  
Faculty and staff should be aware of situational distress in the form of Combat/Operational Stress Reaction (COSR) of those returning military personnel and Post-Traumatic Stress Disorder (PTSD) of those experiencing a recent traumatic event in their life. People suffering either of these illnesses may require close monitoring of behavioral actions.
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 disruptive/aggressive issues is early intervention, notification of all concerned, and documentation of each incident. All incidents must be documented in memo or 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 supervisor/administration.

#### **Involvement Options:**

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

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### **Emergency: DISRUPTIVE/AGGRESSIVE INDIVIDUAL**

1. People associated with the college from an employee or student perspective may self-report emotional or behavioral issues. Also the college is required to assist those with disabilities and people from other cultures whose conduct may be counter to our culture. These issues all present concerns for people on campus. The main concern is to make sure that involvement in any of the options is reported, documented, and followed through to a logical conclusion.
2. **Intervention:** Options are expansive and are included in "During Class or Open Campus Hours". However, any intervention of disruptive or aggressive behavior must be documented and reported to a supervisor or administration to properly document the situation. 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, School Counselor, Department Chair, Dean, Security & Safety Director, or Administration. Again reporting to a supervisor or administration as well as detailed documentation must be completed during any type of meeting/consultation in addressing disruptive or aggressive behavior.
4. **Referral:** Options may initially involve a referral to the School Counselor, Student Affairs, or other appropriate area of the college, dependent upon the situation. The School Counselor has the ability to make referrals inside or outside the college dependent upon the issue involved. Fees are not assessed students who visit the South Central College Counselor. 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 or a restless clenching and unclenching of fists, 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.

#### **During Class or Open Campus Hours**

##### **1. *Incipient 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 individuals 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.

If the conduct warrants gather information on the situation, (identities) document the situation in a Critical Incident Report and submit to Security & Safety Director.

##### **2. *Continued Incipient 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 the campus a meeting must be arranged by the individual with the faculty/staff member intervening. The faculty/staff member should provide the individual information on their availability to meet. This action must be reported to your supervisor/administration. Dependent upon the nature of the disruption or aggressive action the faculty/staff member may choose to have another college representative present in the form of Supervisor, Department Chair, Dean, or Director of Security & Safety.

##### **3. *Active Disruptive or Aggressive Behavior:***

**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.

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**Emergency: DISRUPTIVE/AGGRESSIVE INDIVIDUAL**

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.

4. Attract Assistance: Summon assistance as best you can. Use phones within the building or your cell phone to call SCC via dialing "6" and provide location of the emergency. For each campus dial "6" (North Mankato Campus) and you will be connected to Human Resources or "6" (Faribault Campus) and you will be connected to Student Affairs. Indicate "ASSISTANCE REQUESTED AT (LOCATION OR ROOM NUMBER)". The individual stationed at the destination of your call will announce this over the Public Address System 5 times in order to summon assistance for you.

Emergency Help Required: If the aggression rises to a point where law enforcement or emergency medical assistance is required either call "9-1-1" yourself from an available phone or have the individual at the college call point contact "9-1-1" on your behalf.

Complete a Critical Incident Report: This should be provided to the Security & Safety Director.

**RELATED RESPONSE GUIDES**

- Medical Emergency Guide

**CAUTION**

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### **Emergency: ENVIRONMENTAL HAZARD RESPONSE**

#### **SCHOOL RESOURCES**

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Maintenance and Custodial Department
- Building Plan By Floor/ Site Safety Map
- Safety Data Sheets (SDS)
- STAR ALERT Emergency Notification System
- Video Monitors and Campus Wide Email
- South Central College Public Information Officer
- Go-Kits
- Security and Safety Director

#### **COMMUNITY RESOURCES**

- North Mankato/Faribault Fire Department
- City of North Mankato/Faribault

#### **RESPONSE ACTIONS/RESPONSIBLE**

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

##### Hazard Inside the Building:

- Determine if need for evacuation and duration of evacuation.
- Render First Aid as needed, contact emergency response (911) as appropriate
- Clean up as appropriate via maintenance or private clean up contractor
- Document all actions taken

##### Hazard Outside the Building:

- 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

#### **RELATED RESPONSE GUIDES**

- Warning and Notification Guide

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**Emergency: ENVIRONMENTAL HAZARD RESPONSE**

- Evacuation Guide
- Public Information Officer Guide
- Incident Management and Emergency Operations Center Guide

**CAUTION**

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

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**Emergency: EVACUATION AND RELOCATION**

**SCHOOL RESOURCES**

- Security and Safety Director
- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Star Alert Emergency Notification System
- Campus Wide Email
- Fire Alarm System
- Signed copies of evacuation agreements
- Go Kits
- South Central College Public Information Officer

**North Mankato Campus Temporary Evacuation Site:**

Pepsi Cola of Mankato  
1970 James Drive  
North Mankato  
Contact: Jerrel Flangan (507) 345-5031

**Faribault Campus Temporary Evacuation Site:**

Faribault High School  
330 9<sup>th</sup> Avenue SW  
Faribault  
Contact: Todd Sesker, Superintendent (507) 333-6010 or 333-6100

**COMMUNITY RESOURCES**

- Public Safety agencies
- Volunteer Agencies (Red Cross/Salvation Army)

**RESPONSE ACTIONS/RESPONSIBLE**

1. Issue evacuation messages by the internal public address system or by sounding the fire alarm. A Star Alert Emergency Notification System and campus wide email message should be issued college wide indicating the evacuation and detailing important information relative to the evacuation.
2. Do not lock classroom doors when leaving facility.
3. Do not stop for personal items in a remote location.
4. 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

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

unable to assist the disabled person 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.

5. Faculty and Staff need to ensure building is evacuated and shall take a lead role in communicating and evacuating people.
6. During good weather conditions any evacuation from the school buildings on both campuses as a result of the peril within the building will result in people congregating in open areas surrounding the school, but at a safe distance from the building proper. A safe distance in an actual building compromising situation would be considered at least 300 feet. For extended periods of evacuation persons should move to the evacuation congregation areas. At the North Mankato Campus those areas are located in the ball field area directly across from the purple parking lot and in the lawn area to the west and south of the yellow parking lot. At the Faribault Campus the evacuation congregation area is located in the parking lot north of 3<sup>rd</sup> Street SW., north of the college building entry point.
7. During inclement weather conditions the North Mankato Campus inside temporary evacuation point is Pepsi Cola of Mankato, 1970 James Drive, the main warehouse area (behind the campus). At the Faribault Campus the inside temporary evacuation point is the Faribault High School, 330 9<sup>th</sup> Street SW (east of the campus).
8. For purposes of personal accountability all individual classes being conducted should remain together in respective groups. Each faculty member conducting a class shall be responsible to have knowledge of the location of all who were in the respective class. Staff employees should remain with their work groups or departments. The Critical Incident Team will be responsible to ensure personal accountability within these groups by collectively verifying each individual group and persons within each group, reporting back to incident command.
9. Do not re-enter building until the "all clear" signal has been given or you have been notified to re-enter by proper authority.
10. A Critical Incident Report should be completed on any incident requiring evacuation of the buildings and forwarded to the Security & Safety Director.

#### **RELATED RESPONSE GUIDES**

- Any guide that is related to the current event.

#### **CAUTION**

- Evacuation may consist of a Full or Partial Evacuation dependent upon the incident. The incident commander in conjunction with local authorities will evaluate the situation and make the final determination.

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### Emergency: EXPLOSION

#### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Security & Safety Director
- Maintenance Department
- Star Alert Messaging
- Video Monitors and campus wide email
- Public Address System
- South Central College Public Information Officer
- Go Kit
- Preliminary Damage Assessment Report
- Complete Damage Assessment Report
- Building Plan By Floor/ Site Safety Map

#### COMMUNITY RESOURCES

- North Mankato/Faribault Police
- North Mankato/Faribault Fire
- Nicollet/Rice County Emergency Management
- Gold Cross/North Ambulance
- Center Point Power Company in North Mankato Campus
- Xcel Power Company in Faribault Campus
- Minnesota State System Office

#### RESPONSE ACTIONS/RESPONSIBLE

1. Notify 911. Any explosion could be accidental in nature or could be a criminal act.
2. Evacuate building by sounding fire alarm system and/or announcing over PA system to evacuate building. Do not take time to gather items, just leave the building. During exit watch for falling debris. If unable to exit immediately get under heavy objects until able to do so. Explosions have the propensity to compromise the integrity of the building and all people should be removed from the building until it is deemed safe. Do not attempt to reenter building. Let trained responders perform any rescue.
3. **If Trapped:** Avoid unnecessary movement to avoid dust disturbance and cause heavy breathing. Cover nose and mouth with cloth or other dust trapping material. Tap on pipe or wall to alert rescuers, shout only as last resort. In a criminal/terrorist event always be prepared for a secondary explosion in addition to the original.
4. During inclement weather move evacuees to the appropriate congregation point (North Mankato Campus, Pepsi; Faribault, Faribault High School). Perform accountability of employees by departments or areas. Accountability of students will be by faculty, accounting for each person in their respective classes.
5. The President or designee will control incident command for the college. Dependent upon the extent of the explosion an Emergency Operations Center may need to be established. An agreement is in place for this on the North Mankato Campus at MICO, Faribault Campus,

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### Emergency: **EXPLOSION**

- Faribault High School. Coordination with local response agencies will need to be established.
6. Contact Minnesota State System Office.
  7. Public Information will need to be coordinated with local response agencies. The college Public Information Officer should coordinate with local response on this. A site for media briefings should be established in conjunction with a separate Joint Information Center (JIC), as required.
  8. Dependent upon the extent of the explosion a reception center for families of victims and other concerned should be established away from the college.
  9. This will be a crime scene at least initially. Nothing should be tampered with or cleaned prior to release of the scene by law enforcement back to the college.
  10. Clothing and other personal items that evacuees possess on their person may be needed for evidentiary purposes by law enforcement so do not facilitate cleanup of persons or disposal of clothing until law enforcement has given approval.
  11. Scene security will be provided by local emergency response agencies, however, the college should engage in discussion on the elements of the security plan both short term and long term.
  12. Secure building engineering personnel to eventually assess the structure for safety and integrity.
  13. When scene is eventually released back to the college, ensure a full briefing takes place to understand identified hazards, environmental hazards, building structural integrity at that point, and current established points of contact for building utilities.

### RELATED RESPONSE GUIDES

- Debris Management Guide
- Environmental Hazard Response Guide
- Evacuation and Relocation Guide
- Public Information Guide
- Public Works and Utilities Restoration Guide
- Resource Management Guide

### CAUTION

- Always keep in mind the possibility of a secondary explosion or a potential for a sniper situation during evacuation.

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**Emergency: EXTENDED CAMPUS EMERGENCIES**  
**(Field Trips/Activities/Off Campus Classes)**

**SCHOOL RESOURCES**

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Star Alert Emergency Notification System
- Campus Wide Email
- Security and Safety Director
- South Central College Public Information Officer

**COMMUNITY RESOURCES**

- Local Police/Sheriff
- Local Fire Service
- Local Emergency Management

**RESPONSE ACTIONS/RESPONSIBLE**

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, location of the emergency, and number of persons involved.
2. Render first aid if necessary. Provide support to local emergency responders as necessary.
3. Advise the appropriate South Central College supervisor/administrator of the incident. Supervisor/administrator will make necessary contacts for all affected organizations and persons.
4. Administration will notify emergency contacts as required.
5. Complete Critical Incident Report Form. This will be forwarded to the Security & Safety Director.
6. Document all events, noting time, date, severity of injuries, names of injured persons, witnesses and emergency response agencies involved, etc. Provide a complete written report to the college as soon as possible.
7. Arrange for public information as required and issue a Star Alert and campus wide email message as may be required.

**RELATED RESPONSE GUIDES**

- Public Information Officer Guide
- Medical Emergency Guide
- Incident Management and Emergency Operations Center Guide

**SOUTH CENTRAL COLLEGE**  
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**Emergency: EXTENDED CAMPUS EMERGENCIES**  
**(Field Trips/Activities/Off Campus Classes)**

**CAUTION**

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### **Emergency: FIRE PROTECTION**

#### **SCHOOL RESOURCES**

- Fire extinguishers
- Fire Alarm System
- Star Alert Emergency Notification System
- Campus Wide Email
- Security and Safety Director
- South Central College Public Information Officer
- Building Maintenance Staff

#### **COMMUNITY RESOURCES**

- North Mankato/Faribault Fire Department
- BanKoe Fire Alarm Monitoring Systems, North Mankato Campus
- Simplex Grinnell Fire Alarm Monitoring, Faribault Campus

#### **RESPONSE ACTIONS/RESPONSIBLE**

##### How to Report a Fire:

1. Activate Fire Alarm at any pull station, location noted on safety map.
2. Leave building and call 9-1-1 to report location of fire.
3. Administration should ensure 9-1-1 has been contacted.
4. A Star Alert formatted "Fire Alarm" message should be sent as well as message through campus wide email

##### How to Respond to a Fire Alarm:

1. Shut off all machinery and equipment.
2. Close doors and windows as appropriate. Ensure Fire Separation Doors in Halls are closed.
3. Maintenance will check the alarm panels to validate alarm and area of activation.
4. Implement evacuation plan for all employees and students. See Evacuation Response Guide.
5. Assist anyone with special needs to evacuate the building. Upon arrival Fire Service should be made aware of any special needs people remaining in the building needing evacuation.
6. Faculty and Staff need to ensure building is evacuated and shall take a lead role in communicating and evacuating people.
7. During inclement weather relocate evacuees to Faribault High School on the Faribault Campus or the Pepsi-Cola Building at the North Mankato Campus.
8. Building occupants are not required to fight a fire. Only use a fire extinguisher if the fire is small and you have been trained in the safe use of fire extinguishers. If you choose to use a fire extinguisher, do not place yourself or others in danger. Even if you succeed in extinguishing the fire, the fire department must be notified.
9. Individuals should take personal belongings, i.e. purses, laptops, book bags, etc. with them when they leave the building, only if you are able to do so without delaying evacuation. Staff/faculty should lock their offices before they leave. Do not return to an office to retrieve belongings or lock doors.
10. Do not re-enter the building until you are told it is safe to do so by the fire department or police

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**Emergency: FIRE PROTECTION**

department.

11. Public Information Officer should be contacted to begin to disburse communication on behalf of South Central College.
12. A Critical Incident Report Form must be completed and forwarded to the Security & Safety Director.

**RELATED RESPONSE GUIDES**

- Evacuation & Relocation Guide
- Public Information Officer Guide
- Incident Management and Emergency Operations Center Guide

**CAUTION**

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: GAS LEAK

#### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Security & Safety Director
- Maintenance Department
- Fire Alarm System
- Star Alert Messaging
- Campus wide email
- South Central College Public Information Officer
- Go Kit
- Building Plan By Floor/ Site Safety Map

#### COMMUNITY RESOURCES

- North Mankato/Faribault Police
- North Mankato/Faribault Fire
- Gold Cross/North Ambulance
- Center Point Gas Company, North Mankato Campus
- Xcel Energy Gas Company, Faribault Campus
- Minnesota State System Office

#### RESPONSE ACTIONS/RESPONSIBLE

##### **If You Smell Gas Odor:**

1. Do not turn on or off electrical switches
2. Do not use a phone or cell phone in the building
3. Do not use any potential ignition sources or an open flame
4. Open doors or windows to assist in expelling gas
5. Leave the building and do not attempt to re-enter the building.

##### **Emergency Response Guidance:**

1. Sound fire alarm for evacuation and leave building via the shortest route. Evacuate to a distance of 300 feet away from the building.
2. Leave windows and doors open, but do not take additional time to purposely open them
3. Do not use elevators during evacuation.
4. Call 911 once outside the building. Emergency responders will make contact with the appropriate gas supply company for assistance
5. Notify emergency responders if anyone is unaccounted and is still in the building.

##### **If Trapped in Building:**

1. Close doors between you and the gas leak. Attempt to seal up doors
2. Open windows to the outside to assist in ventilating the space you are in.
3. Attempt to signal emergency responders through the open window or other methods if in interior

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: GAS LEAK

of building.

#### **Other Tasks:**

1. Emergency response agencies will notify the President or designee when it is safe to re-enter the building.
2. Public Information Officer should coordinate with Public Safety PIO to share information for the media on the event.
3. Minnesota State System Office should be contacted once the building has been evacuated and emergency response has been summoned.
4. Dependent upon the duration of the event, the President or designee may need to consider closing campus and notify students and employees of that decision.

#### RELATED RESPONSE GUIDES

- Fire Protection Guide
- Debris Management Guide
- Environmental Hazard Response Guide
- Evacuation and Relocation Guide
- Public Information Guide
- Public Works and Utilities Restoration Guide
- Resource Management Guide
- Incident Management and Emergency Operations Center Guide
- Warning and Notification Guide

#### CAUTION

- Always keep in mind the possibility of an explosion during the evacuation and entire event. As persons evacuate the building they should move at least 300 feet from the building based upon service pipeline size and pressure.

# SOUTH CENTRAL COLLEGE ~ Emergency Procedure Guide ~

## **Emergency: HOSTAGE SITUATIONS**

### **SCHOOL RESOURCES**

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Star Alert Emergency Notification System
- Campus Wide Email
- South Central College Internal Video Monitoring
- Go Kits
- Security & Safety Director
- South Central College Public Information Officer

### **COMMUNITY RESOURCES**

- North Mankato/Faribault Police
- Nicollet/Rice County Sheriff

### **RESPONSE ACTIONS/RESPONSIBLE**

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

If the hostage taker is unaware of your presence, **DO NOT INTERVENE!** Flee from the area prior to being taken hostage.

Initiate the "Lockdown with Intruder" procedures by calling SCC via dialing "6" and provide location of the emergency.

- For each campus dial "6" (North Mankato Campus) and you will be connected to Human Resources or "6" (Faribault Campus) and you will be connected to Student Affairs. Advise them of the situation. Request the "Lockdown with Intruder" announcement and procedures begin. Also provide a location of where the hostage situation is occurring and immediate information pertinent to the situation. A portion of the "Lockdown with Intruder" procedure requires that 9-1-1 be called immediately. Administrative staff will make that call simultaneously while announcing the "Lockdown with Intruder".
- Follow "Lockdown with Intruder" Procedures as described in any Emergency Response Procedures Instructions in any room/area within South Central College.
- A Star Alert formatted message for "Lockdown with Intruder" should be sent college wide along with campus wide email.
- 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. SCC employees may need to coordinate with law enforcement upon arrival to provide information.

#### **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.

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**Emergency: HOSTAGE SITUATIONS**

- 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.

**If taken hostage:**

- Cooperate with hostage taker to the fullest extent possible.
- Try not to panic. Calm students 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 drastic 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 by anyone, say so.

A Critical Incident Report must be completed and forwarded to the Security & Safety Director.

**RELATED RESPONSE GUIDES**

- Public Information Officer Guide
- Incident Management and Emergency Operations Center Guide
- Medical Emergency Guide

**CAUTION**

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# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

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

#### **SCHOOL RESOURCES**

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Security & Safety Director
- Building Plan By Floor/ Site Safety Map
- Campus Go-Kit
- Alternate Emergency Operations Center Agreement (MICO, North Mankato Campus/Faribault High School, Faribault Campus)
- Star Alert Emergency Notification System
- Video Monitors and campus wide email

#### **North Mankato Incident Room**

##### **Presidents Conference Room:**

**Telephone: (507) 389-7305**

**Fax: (507) 388-9951**

#### **EMERGENCY OPERATIONS CENTER**

1920 Lee Boulevard, North Mankato

#### **Faribault Incident Room**

##### **Presidents Conference Room:**

**Telephone: (507) 332-5801**

**Fax: (507) 332-5888**

#### **EMERGENCY OPERATIONS CENTER**

1225 Third Street SW, Faribault

#### **Community Resources**

- Nicollet/Rice County Emergency Management
- North Mankato/Faribault Police
- North Mankato/Faribault Fire
- City of North Mankato/Faribault
- Gold Cross/North Ambulance
- Minnesota State PEMAT (Presidents Emergency Management Assistance Team)

#### **North Mankato ALTERNATIVE Incident Room**

##### **MICO Conference Room:**

**Telephone: (507) 625-6426**

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**Emergency: INCIDENT MANAGEMENT & EMERGENCY OPERATIONS CENTER**

**Fax: (507) 625-3212**

**EMERGENCY OPERATIONS CENTER**

Contact: Adam Canaday, (507) 386-4058  
 1911 Lee Boulevard, North Mankato

**Faribault ALTERNATIVE Incident Room**

**Faribault High School Conference Room:**

**Telephone: (507) 333-6100**

**Fax: (507) 333-6248**

**EMERGENCY OPERATIONS CENTER**

Contact: Todd Sesker, Superintendent, (507) 333-6010 or cell: 298-1860  
 330 9<sup>th</sup> Avenue SW, Faribault

**RESPONSE ACTIONS/RESPONSIBLE**

1. The President or designee shall be responsible to establish and coordinate the activities of the South Central College Emergency Operations Center (EOC). Establishment of the South Central College EOC at either campus shall be done in concert with local response efforts and shall not hamper or conflict with any other local government established EOC. The President or designee shall determine number of personnel needed and which staff members to be contacted to staff the South Central College EOC. Those required to staff the South Central College EOC will be contacted via the Critical Incident Team Communications listing and will report as required. The Star Alert Emergency Notification System should be used to assist in contacting the members of the Critical Incident Team. That listing is as follows:

**North Mankato/Faribault Emergency Contacts**

**Campuses Office/Home/Cell**

**North Mankato/Faribault**

<b><u>Campuses</u></b>	<b><u>Office</u></b>	<b><u>Home</u></b>
Annette Parker Cell Phone: 859.907.4232	389.7207/332.5801	859.907.4232
Susan Tarnowski Cell Phone: 507.381.9443	507.389.7228	763.238.5677
David Armstrong Cell Phone: 813.789.4469	507.389.7206	813.789.4469
Dawn Pearson Cell Phone: 612.743.1163	507.389.7219	612.743.1163
Marsha Danielson Cell Phone: 507.508.2853	507.389.7426	507.381.0727
Narren Brown Cell Phone: 563.380.4981	507.389.7462	563.380.4981
Shelly Megaw Cell Phone: 507.381.0404	507.389.7289	507.385.1985

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: INCIDENT MANAGEMENT & EMERGENCY OPERATIONS CENTER

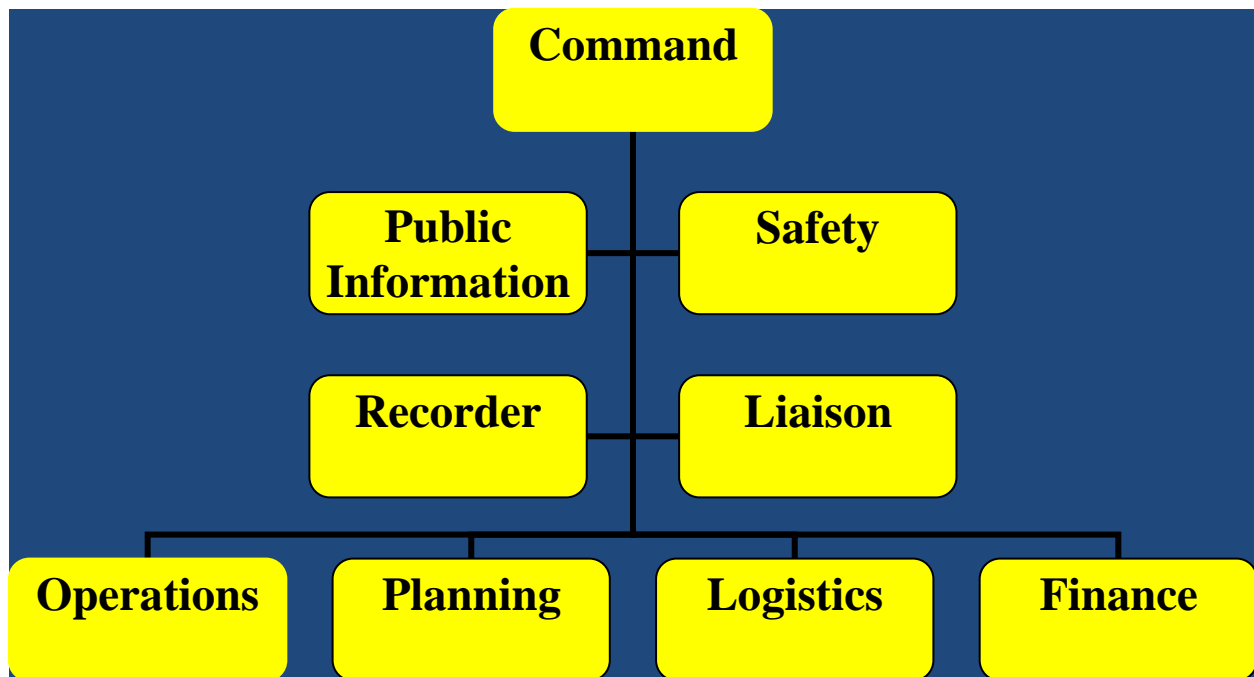
Carol Freed Cell Phone:507.210.0091	389.7211/332.5809	507.332.8779
Michelle Brielmaier Cell Phone: 507.304.1666	507.389.7385	507.947.3438
Barb Embacher Cell Phone:507.380.7130	507.389.7493	507.387.2700
Brad Schloesser Cell Phone:507.420.6854	507.389.7263	507.934.4284
Judy Shultz Cell phone:218.393.3455	507.389.7369	218.393.3455
Judy Zeiger Cell Phone: 605.868.2211	507.389.7351	605.868.2211
Al Kluever Cell Phone:507.995.4021	507.389.7412	507.388.1340
Eric Weller Cell Phone:507.381.6337	507.389.7319	507.345.4237
Russ Berndt (NM) Cell Phone:507.327.2614	507.389.7214	507.327.2614
Rick Sanders (F) Cell Phone:507.334.3392	507.332.5826	507.334.3392
Bob Joerg (NM)	389.7214	507.388.5782
Scott Ewert (NM)	389.7214	507.388.4226
Weekend Emergency Bob or Scott:		507.995.5286
Evening Emergency (North Mankato Custodian Cell)		507.995.0299
Day/Evening Emergency (Faribault Custodian Cell)		507.384.7281
<b>North Mankato Police-Day</b> .....		<b>507.625.4141</b>
<b>Evening</b> .....		<b>507.931.1570</b>
<b>Faribault Police</b> .....		<b>334.4305</b>
<b>Xcel Energy</b> .....		<b>800.895.1999</b>
<b>CenterPoint Energy</b> .....		<b>888.321.5472</b>
<b>Office of the Chancellor:</b>	<b>Office</b>	
Chancellor Steven Rosenstone .....		651.201.1696
Communications, Nicole Hawton.....		651.201.1801
Counsel, Gary Cunningham .....		651.296.1749
Assoc Vice Chancellor for Facilities, Brian Yolitz cell		571.278.4726
Emergency Preparedness Mgr Tracy Worsley cell		612.388.4055
<b>Dept. of Risk Management:</b>	<b>Office</b>	<b>Cell</b>
Contact:		
Claims Mgr. (Scott Johnson) ....	651.201.2592	.....612.875.0170
Gallagher Bassett Services.....	866.489.5797	

2. EOC operations shall be established on the North Mankato Campus in the President's Conference Room and in the Administrative Conference Room on the Faribault Campus. Each of these rooms shall be equipped with at least four (4) separate phone lines and one (1) additional line dedicated for facsimile service. Additionally these rooms shall have access to a copy machine, computer/TV and whiteboard/flip chart paper.

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**Emergency: INCIDENT MANAGEMENT & EMERGENCY OPERATIONS CENTER**

3. A total of four (4) "Go Kits" will be available one at each campus as well as one at each of the local police departments. They should be accessed as the need arises. Contained within this kit will include:
  - a. Maps of each campus
  - b. Copies of relocation agreements for each campus
  - c. Current list of staff, faculty and students for each campus
  - d. Copies of South Central College All Hazard Plan, South Central College Recovery Manual, South Central Recovery Manual Contacts, and the South Central College Critical Incident Team Emergency Communications Guide
  - e. Miscellaneous office supplies
  - f. Master Keys for Buildings
4. The alternate EOC for the North Mankato Campus shall be housed at MICO, 1911 Lee Boulevard, North Mankato, Conference Room. The alternate EOC for the Faribault Campus shall be housed at the Faribault High School, 330 9<sup>th</sup> Avenue Southwest, Faribault, Minnesota 55021.
5. The structure of staffing and reporting guidelines for the South Central College EOC will follow the National Incident Management framework and will expand or 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. The EOC structure however, may/will simulate the following template based upon the



nature of the situation.

6. 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. A form entitled "Emergency Situation Log" can be used in the forms section of this manual to accomplish this.
7. Only those personnel assigned to the EOC and fulfilling a function within the EOC shall have access. All other entry shall be done on an as need basis.
8. Contact the Office of the Chancellor to report current status of event and request assistance as needed. Consideration of accessing the services of the PEMAT Team (Presidents Emergency

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**Emergency: INCIDENT MANAGEMENT & EMERGENCY OPERATIONS CENTER**

Management Assistance Team) through the system office.

9. At the conclusion of any exercise or drill or emergency situation involving outside response resources an after action report is required. Format for this report should include and will follow current Homeland Security Exercise Evaluation Program (HSEEP): <https://hseep.preptoolkit.org/>
  - a. Type of event
  - b. Chronological summary of event
  - c. Response of outside resources and interactions
  - d. Assessment for improvement or affirmation
  - e. Any supporting documentation from event

**RELATED RESPONSE GUIDES**

- Guides relative to existing emergency

**CAUTION**

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

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: LOCKOUT/LOCKDOWN

#### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Building Plan By Floor/ Site Safety Map
- Go Kit
- Star Alert Emergency Notification System
- Campus Wide Email
- South Central College Internal Video Monitoring
- Security & Safety Director
- South Central College Public Information Officer

#### COMMUNITY RESOURCES

- North Mankato/Faribault Police
- Nicollet/Rice County Sheriff
- Gold Cross/North Ambulance

#### RESPONSE ACTIONS/RESPONSIBLE

One means of securing the school is to implement lockout/lockdown procedures. For all Lockout/Lockdown incidents a Critical Incident Report must be completed and forwarded to the Security Director.

These procedures may be called for in the following instances:

- **Lockout – The threat is outside of the school building.**  
**The school may have been notified of a potential threat outside of the building.**
- **Lockdown – The threat/intruder is inside the building.**

**Lockout No Intruder Procedures:** This will typically come from Law Enforcement as a precautionary measure. The college employees should tell Law Enforcement at that time of the intent to go to a “Lockout” measure.

- The President or designee will order and announce “Lockout” with the following message: “Faribault/North Mankato Campus should immediately go into lockout; a threat is outside the building in our immediate area. All exterior doors have been locked. Please stay away from campus if not already on campus. If you are on campus stay inside the campus building. Secure yourself inside the campus building. Stay out of sight from exterior doors and windows.” The message must encourage students and employees to stay away from the campus until the “All Clear” is transmitted. This information shall be delivered campus wide via the following:
  - Public address systems: At both campuses accessed at the Human Resources-North Mankato Campus & Student Services-Faribault Campus. Repeat announcement five times. Be direct. Information for this announcement must be funneled to the designated communications point to make the announcement.

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### **Emergency: LOCKOUT/LOCKDOWN**

- TV Monitors: “Lockout No Intruder” message placed on all campus monitors
- Star Alert formatted message for Lockout should be sent campus wide to all students and employees.
- Campus Wide Email sent to all students and employees
- Employees should attempt as possible to get people outside the building to come inside.
- Lock exterior doors.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Keep students and employees away from windows.
- Control all movement, and continue classes on an as determined safe basis.
- Authorized campus official/office will announce “All Clear” via all the noted transmission systems above.

**Lockdown with Intruder Procedures** (these actions happen rapidly). The President or designee shall ensure a call to “9-1-1” is made requesting immediate assistance and implementation of a “Lockdown with Intruder” measure while simultaneously announcing the Lockdown with Intruder message: “Faribault/North Mankato Campus should immediately go into lockdown; intruder presenting a threat is in the building. Please stay away from campus if not already on campus. If you are on campus and can safely evacuate the campus, do so. If it is unsafe to evacuate secure yourself in an area of the campus. Be prepared with those around you to defend yourself as best you can if the intruder enters your secured area.” Law Enforcement will gather as much information as possible over the phone and may wish to remain in contact with the President or designee as the situation progresses or may disconnect dependent upon circumstances.

- If you observe an individual who is a threat to the safety of the school community, direct students into a classroom or other room and secure the door. Immediately upon securing yourself and students you have contact with, call “6” on the North Mankato Campus or “6” on the Faribault Campus and request the “Lockdown with Intruder” announcement and procedures begin. Also provide a location of where the intruder was last observed. A portion of the “Lockdown with Intruder” procedure requires that 9-1-1 be called immediately. Administrative staff will make that call simultaneously while announcing the “Lockdown with Intruder”.
- The President or designee will order and announce “Lockdown with Intruder”. Repeat announcement five times. Be direct. The message must encourage students and employees to evacuate or proceed to secure rooms within the building until the “All Clear” is transmitted or notified by law enforcement of the “All Clear” situation. This information shall be delivered campus wide via the following:
  - Public address systems: At both campuses accessed at the Human Resources-North Mankato Campus & Student Services-Faribault Campus. Repeat announcement five times. Be direct. Information for this announcement must be funneled to the designated communications point to make the announcement.
  - Star Alert formatted message for Lockdown with Intruder should be sent campus wide to all students and employees.
  - Campus Wide Email to all students and employees
- All students, employees and visitors should evacuate or be directed into nearest classroom or secured space. Classes or people that are outside of the building **SHOULD NOT** enter the building and leave the property. Move outside classes to primary

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### **Emergency: LOCKOUT/LOCKDOWN**

evacuation site (Pepsi Cola: North Mankato Campus & Faribault High School: Faribault Campus).

- Seek Safe Shelter: If outdoors, stay as low to the ground as possible, and find any kind of cover. Cover is any object/material that would reasonably stop a projectile (bullet). Concealment is anything that would obstruct the view of the attacker but may not stop a projectile (bullet). Know the difference. If inside, evacuate or go to a secure location. Help students and staff find shelter and care for the injured if it is safe to do so. **DO NOT** add to the victim list by exposing yourself or others to danger.
- Lock classroom and interior doors where capable.
- **DO NOT** lock exterior doors. It will be Law Enforcements role to secure the outer perimeter as well as make entry in search of the intruder.
- Move people away from windows and doors. Turn off lights. Position people in each room so they are not in direct line with the entry point. Use the same wall as the door if possible. People should be crouched/seated on the floor.
- Demand silence and that all cell phones and pagers are **OFF**. This includes **NO TEXT**
- **MESSAGING**. Many students carry cell phones and may react by trying to call out which can upset parents or alert media before the school personnel can fully respond. This can add to confusion and complicate the response of Law Enforcement. If an intruder is walking down the hallways, conversation or the ringing of cell phones may unnecessarily alert them to your presence. Quiet also helps to maintain control of the students who need to have confidence in their instructor's leadership.
- **DO NOT** respond to anyone at the door until "all clear" is announced.
- Keep out of sight.
  - Do not leave the room until instructed to do so by recognized competent authority or Law Enforcement. Law Enforcement will come to each room to clear rooms and open spaces. Follow their instructions in regards to staying in the classroom or leaving, since they may send the class out by a different route than the normal evacuation routes. Law Enforcement may authorize the "All Clear" to be announced over the public address system. In an actual event, it could take several hours to declare the area safe.
  - While waiting quietly in your occupied area you may consider constructing an on the spot plan. One option of a plan may entail to escape the college proper if access will allow you to leave directly through an exterior door from the room/area you occupy. You must not enter the hall corridors. Remember once outside the building to immediately go to cover substantially away from and outside the building. Consider using concealment to get to cover.
  - If this is not possible consider beginning to plan your reaction should the threat present in your room/area. It is possible to overcome a threat with a large group or people acting as one. Any tactic constructed will need to be designed according to the space you occupy.
  - Any action taken to protect yourself will need to be a consensus and should be based upon articulated facts, and fall within the guidelines of this procedure or the "Lockout/Lockdown" procedure.

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**Emergency: LOCKOUT/LOCKDOWN**

**REMEMBER:** The fire alarm may be activated by the intruder as a distraction. If the fire alarm sounds while in lockdown, wait for evacuation command with authentication, or obvious evacuation indicators such as smoke, flames, verbal confirmation, etc.

**RELATED RESPONSE GUIDES**

- Public Information Officer Guide
- Incident Management and Emergency Operations Center Guide
- Medical Emergency Guide

**CAUTION**

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# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: MASS CARE/HOUSING/HUMAN SERVICES

#### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Building Plan By Floor/ Site Safety Map
- Security & Safety Director
- Food Service
- Maintenance/Custodian Service
- Star Alert Emergency Notification System
- South Central College Public Information Officer

#### COMMUNITY RESOURCES

- Nicollet/Rice County Emergency Management
- City of North Mankato/Faribault
- Minnesota Homeland Security and Emergency Management
- Salvation Army, Mankato/Faribault
- Red Cross, Mankato/Faribault

#### RESPONSE ACTIONS/RESPONSIBLE

1. The 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. South Central College, North Mankato Campus has been selected as a Regional Cache Warehouse in the instance of a Pandemic situation for the eleven (11) county area. Plans are included in "Pandemic Influenza Guide" that discusses this function.
3. In the event South Central College at either campus was needed for mass care/housing/human service needs the college would contact sufficient staff and faculty to fulfill the staffing requirements through the Critical Incident Team contact listing. The Star Alert Emergency Notification System may be used to contact the Critical Incident Team.
4. South Central College has limited foodstuffs in supply and has limited sleeping beds on either campus. South Central College can afford open spaces as temporary shelter and dependent upon the situation may possess some resources for communication needs.
5. A Critical Incident Report must be completed and forwarded to the Security & Safety Director.

#### RELATED RESPONSE GUIDES

- Public Information Officer Guide
- Incident Management and Emergency Operation Center Guide
- Pandemic Influenza Plan

**SOUTH CENTRAL COLLEGE**  
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**Emergency: MASS CARE/HOUSING/HUMAN SERVICES**

**CAUTION**

- Consideration given to the long term implications and resources required versus short duration for mass care and housing.

# **SOUTH CENTRAL COLLEGE**

## **~ Emergency Procedure Guide ~**

### **Emergency: MEDICAL EMERGENCY**

#### **SCHOOL RESOURCES**

- Site Safety Map/First Aid Kit & AED
- First Responder Team

#### **COMMUNITY RESOURCES**

- Gold Cross/North Ambulance
- ISJ Regional Medical Center/District One Hospital

#### **RESPONSE ACTIONS/RESPONSIBLE**

1. Call 9-1-1 immediately. College campus staff/faculty/student should feel free and comfortable in calling "911" to request medical transportation assistance.
2. Provide location of emergency and information requested. Give closest exterior door number to 9-1-1 dispatcher.
3. Call SCC via dialing "6" and provide location of the emergency.
4. Human Resources/Student Services in North Mankato or Student Services in Faribault will page "first responders" until police and ambulance arrive.
5. Provide first aid in accord with your ability and training.
6. Disburse onlookers and keep others from congregating in the area.
7. Send a bystander to the nearest exterior door to alert ambulance and show location of victim.
8. Following the incident if the Human Resource Office was not present please contact the Human Resource Office for notification of first report of injury. This includes all SCC employees, students and visitors.
9. Activate recovery procedures as appropriate.
10. A Critical Incident Report shall be completed anytime 9-1-1 is summoned for a medical emergency. This must be forwarded to the Security & Safety Director.

#### **RELATED RESPONSE GUIDES**

- Guides relative to the existing emergency

**SOUTH CENTRAL COLLEGE**  
**~ Emergency Procedure Guide ~**

**Emergency: MEDICAL EMERGENCY**

**CAUTION**

- Observe Universal Precautions during any medical assistance procedures including cleanup.
- Only assist victim if trained in First Aid response.

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: MISSING PERSON

#### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Security & Safety Director
- Star Alert Messaging
- Campus wide email
- South Central College Public Information Officer
- South Central College Counselor

#### COMMUNITY RESOURCES

- North Mankato/Faribault Police
- Nicollet/Rice County Sheriff
- Minnesota State System Office

#### RESPONSE ACTIONS/RESPONSIBLE

1. If a student is determined to be missing, immediately contact the Dean of Student Affairs and the Security & Safety Director.
2. They will immediately notify the student's identified emergency contact on file at the college, or (for students under the age of 18 and not emancipated) the custodial parents or guardians. These notifications or attempts at notification must be documented.
3. If unable to locate the student through emergency contact or parents/guardian the Security and Safety Director will make a report with local law enforcement. They will attempt to make contact with the student at their residence address on file with the college.
4. The Security & Safety Director will ensure that either the school or someone connected with the student files a missing person report on their behalf.
5. The Dean of Student Affairs will ensure that the South Central College Cabinet is notified of the incident.
6. The Public Information Officer will work with local law enforcement on media release of information. Any information that can be shared with the South Central College Community will be done through Star Alert and Campus Wide Email.
7. The South Central College Counselor shall be made available for any counseling needs that may arise from the missing person report.

#### RELATED RESPONSE GUIDES

- Hostage Situation
- Abduction/Kidnapping

**SOUTH CENTRAL COLLEGE**  
**~ Emergency Procedure Guide ~**

**Emergency: MISSING PERSON**

**CAUTION**

- Ensure that information provided to the media does not conflict with FERPA regulatory guidance.
- Remember that since South Central College does not possess student housing our role in this situation may be limited, unless the person was last seen at the college prior to the disappearance.

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: PUBLIC INFORMATION OFFICER (PIO)

#### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- South Central College Public Information Officer
- Star Alert Emergency Notification System
- Video Monitors and Campus Wide Email
- College Web Site

#### COMMUNITY RESOURCES

- Office of the Chancellor, Public Information
- Area News Media Sources
- Area News Consortium (Blue Earth/Nicollet/Rice Counties)

#### RESPONSE ACTIONS/RESPONSIBLE

1. The South Central College Public Information Officer is also 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 South Central College PIO is temporarily unavailable. Other PIO contact points that could assist South Central College would include:
  - a. City of Mankato/School District 77
  - b. ISJ Hospital
  - c. Minnesota Department of Transportation, Mankato
  - d. Minnesota State University, Mankato
  - e. Nicollet County
  - f. Mankato Clinic
  - g. Bethany Lutheran College
  - h. American Red Cross, Mankato
  - i. Blue Earth County
  - j. Minnesota State Patrol, Mankato
2. In the event of any emergency situation where the President or designee deems a need to provide the public with important emergency information he/she shall request the services of the South Central College Public Information Officer or another contact with the local media consortium. Star Alert and college wide email shall be utilized to make notifications internally within the college.
3. During emergency response situations involving South Central College the college PIO will coordinate with the local responders PIO and together the cooperative will form a Joint Information Center (JIC). During times when the South Central College EOC has been established the South Central College PIO may or may not work in the EOC dependent upon situational circumstances, however the South Central College PIO will retain direct reporting lines to the President or designee to ensure timely and accurate information is reported on behalf of South Central College (See functional chart under Incident Management and Emergency Operations Center).

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**Emergency: PUBLIC INFORMATION OFFICER (PIO)**

**RELATED RESPONSE GUIDES**

- Incident Management and Emergency Operations Center

**CAUTION**

- Establish the PIO early in the incident to provide timely and accurate information.

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: PUBLIC WORKS AND UTILITIES RESTORATION

#### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Preliminary Damage Assessment Report
- Complete Damage Assessment Report
- Building Plan By Floor/Site Safety Map
- Maintenance and IT Departments
- Go-Kits

#### COMMUNITY RESOURCES

- Nicollet/Rice County Emergency Management
- City of North Mankato/Faribault
- Minnesota Homeland Security and Emergency Management
- Public Utilities servicing North Mankato/Faribault

#### RESPONSE ACTIONS/RESPONSIBLE

1. The President or designee shall coordinate efforts to restore electrical, gas, water and sewer utilities connected to either South Central College Campus with the Maintenance Departments at each campus. Telephone/Computer services shall be coordinated through the IT Departments at each of the campuses.
2. The President 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.
3. As appropriate a Critical Incident Report shall be completed and forwarded to the Security & Safety Director.

#### RELATED RESPONSE GUIDES

- Accident and Damage Assessment Guide
- Incident Management and Emergency Operations Center Guide
- Public Information Officer Guide

#### CAUTION

- This guide focuses on long term disruptions; hence the President or designee shall consult with the Administrative Team in constructing a long term strategic plan.

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: RADIOLOGICAL EXPOSURE CONTROL

#### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Maintenance and Custodial Staff
- South Central College Chemistry Department

#### COMMUNITY RESOURCES

- City of North Mankato/Faribault Fire Department
- ISJ Mayo Health Center/District One Hospital
- Minnesota State University – Mankato
- Minnesota Poison Control Center

#### RESPONSE ACTIONS/RESPONSIBLE

1. The President or designee shall be responsible to coordinate efforts in any type of radiological incident on the South Central College campuses. The college stores no large quantities of radiological material on either campus. The only sources are used in the Chemistry area and are license free radiological check sources which would pose no health hazard. The only type of incident possible would involve radiological material being brought to one of the campuses.
2. Radiological monitoring devices could be acquired through the Chemistry Department of South Central College or locally through ISJ Mayo Health Center or the Chemical Assessment Team (CAT) within the Mankato Fire Department. In the event of any type of radiological incident North Mankato/Faribault Fire Department will be the lead agency in acquiring detection devices and directing appropriate response actions.
3. A Critical Incident Report must be completed and forwarded to the Security & Safety Director.

#### RELATED RESPONSE GUIDES

- Public Information Officer Guide
- Incident Management and Emergency Operations Center Guide
- Medical Emergency Guide

**SOUTH CENTRAL COLLEGE**  
**~ Emergency Procedure Guide ~**

**Emergency: RADIOLOGICAL EXPOSURE CONTROL**

**CAUTION**

# **SOUTH CENTRAL COLLEGE**

## **~ Emergency Procedure Guide ~**

### **Emergency: RESOURCE MANAGEMENT**

#### **SCHOOL RESOURCES**

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Maintenance and Custodial Staff
- Continuity Plan Inventory
- College Inventory Documentation

#### **COMMUNITY RESOURCES**

- Nicollet/Rice County Emergency Management
- City of North Mankato/Faribault
- Minnesota Homeland Security and Emergency Management
- Minnesota State University – Mankato

#### **RESPONSE ACTIONS/RESPONSIBLE**

1. The President or designee shall be the final arbiter of resource requests as it is required during any type of emergency or disaster that affects South Central College. 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 South Central College Campus Emergency Operations Center (EOC) all resource requests shall be routed through the proper chain of command and resources acquired through the South Central College 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 Information Officer Guide
- Incident Management and Emergency Operations Center Guide

**SOUTH CENTRAL COLLEGE**  
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**Emergency: RESOURCE MANAGEMENT**

**CAUTION**

- Track accountability of resources as they are procured and deployed.
- Track costs of resources as they are procured.

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: ROBBERY

#### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Security & Safety Director
- Star Alert Messaging
- Video Monitors and campus wide email
- South Central College Internal Video Monitoring
- South Central College Public Information Officer

#### COMMUNITY RESOURCES

- North Mankato/Faribault Police
- Minnesota State System Office

#### RESPONSE ACTIONS/RESPONSIBLE

Robbery is a crime against a person through the taking of something directly from a person. Robberies are dangerous due to the potential of the presence of a weapon and robbers are usually interested only in getting property and money and getting it as quickly as possible. Robberies are a tense and stressful situation for both suspect and victim and inappropriate actions or statements by the victims can escalate events negatively in a rapid progression.

#### Preventive Strategies:

1. Be alert for suspicious activity by persons who may be contemplating a robbery, such as a person who lingers for no apparent reason. Ask people if they need help or assistance. This will let them know you are aware of their presence.
2. Make sure good visibility is present for instance in the bookstore or cafeteria. This would include, keeping the cash register in a conspicuous location, making sure aisles give a clear line of vision, making sure displays are low, and making sure blind spots are kept to a minimum.
3. Keep cash amounts in cash registers to a minimum and post signage alerting people to this fact.
4. Never allow employees to work alone in the bookstore or cafeteria checkout points.

#### Actions During a Robbery:

1. Remain calm
2. **Do not attempt to take on the robber in any fashion.**
3. Cooperate as instructed with the robber, but do not volunteer assistance to the robber.
4. Watch the robber's hands to determine what he/she may have touched and secure those items from inadvertent handling as soon as the robber leaves.
5. Make mental notes of a description of robber, any weapon displayed, and what was said and how it was said. Write these things down as soon as the robber leaves. Compare the physical characteristics to yourself to the robber if nothing else (taller than I am, or heavier set than I am).
6. If possible see the direction of travel when the robber leaves. If a vehicle is involved and someone can get the description of the car or a license number that is even better. **However, do not place yourself at risk to gather this information.**
7. Lock doors to the area of the robbery and keep everyone out of the area to help preserve

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: ROBBERY

evidence.

#### **After the Robbery:**

1. Call 911, notify Security & Safety Director.
2. Make sure doors to area of robbery are locked and area is secured against well-meaning people entering the area. Protect things the robber may have touched such as placing a towel over a display case or counter.
3. Make your notes as indicated in "Actions During a Robbery".
4. Do not talk with others who may have been present during robbery, but keep everyone together there for interviews by police. Talking among those present may cause them to question their individual perceptions. You can tell everyone this is the reason we should not talk among ourselves. Do not let other customers who may have been present during the robbery leave.
5. Cooperate and provide law enforcement everyone's individual perspective when they arrive along with a crime scene that has not been tampered with.

#### **RELATED RESPONSE GUIDES**

- Public Information Officer Guide
- Warning & Notification Guide

#### **CAUTION**

- Robberies are usually a fast paced event and as such are an extremely difficult setting in which to memorize all that took place. This is why if more than one person was present and provides their version the police will have a better opportunity to piece all details together.

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: **SEXUAL ASSAULT**

#### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- College Counseling Office
- Security & Safety Director

#### COMMUNITY RESOURCES

- North Mankato/Faribault Police
- CADA Sexual Assault Services, Mankato/North Mankato
- HOPE Center, Faribault
- Rice County Sexual Assault Multidisciplinary Action Response Team (SMART)
- CADA Committee to End Sexual Violence

#### RESPONSE ACTIONS/RESPONSIBLE

1. Notify Security & Safety Director/Administration immediately upon discovery of any reported sexual assault and attempted sexual assault. A sexual assault can include touching of a sexual nature as well physical sexual assault. It is the responsibility of the Security & Safety Director/Administration to call 9-1-1.
2. This type of incident is confidential in nature and should be treated as such.
3. Do not under any circumstances leave the victim alone.
4. If an injury has occurred follow guidance in the Medical Emergency Guide. However, discretion must be used in this incident in regard to divulging information with EMS responders.
5. The location where this occurred and the person themselves are considered evidence. As such, the area needs to be cordoned off and the person needs to be monitored to preserve physical evidence. The person should not be allowed to cleanse themselves or dispose of clothing prior to law enforcements arrival.
6. Critical Incident Report must be completed and forwarded to the Security & Safety Director.

#### RELATED RESPONSE GUIDES

- Public Information Officer Guide
- Medical Emergency Guide

#### CAUTION

- Some victims may not want law enforcement or college administration involvement. However, this is a crime and should be reported if possible.
- Due to the confidential nature of this incident, limit the information to the administration initial

**SOUTH CENTRAL COLLEGE**  
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**Emergency: SEXUAL ASSAULT**

reporting only. Do not share this information with other employees or students.

- Do not ask the victim to repeat details multiple times. Victim assistance services should be called in to work with and support the victim.

# SOUTH CENTRAL COLLEGE ~ Emergency Procedure Guide ~

## Emergency: SUICIDE/DEATH INVESTIGATION

### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Counseling Office
- Student Health Services at Minnesota State University, Mankato via contractual agreement

### COMMUNITY RESOURCES

- North Mankato/Faribault Police
- Yellow Ribbon Suicide Prevention Program
- ISJ Mayo Health Center - Mankato
- District One Memorial Hospital - Faribault

### RESPONSE ACTIONS/RESPONSIBLE

#### Preventive/Threatened Suicide Information

#### 1. Signs of Depression:

People having the most contact with someone feeling depressed may be the most important people to observe patterns and symptoms of depression. Below is a list of symptoms, but remember that not all depressed people exhibit these symptoms, and some may not appear depressed at all:

- persistently sad or irritable mood;
- pronounced changes in sleep, appetite, and energy;
- difficulty thinking, concentrating, and remembering;
- physical slowing or agitation;
- lack of interest in or pleasure from activities that were once enjoyed;
- feelings of guilt, worthlessness, hopelessness, and emptiness;
- recurrent thoughts or written expressions of death or suicide;
- persistent physical symptoms that do not respond to treatment, such as headaches, digestive disorders, and chronic pain.

#### 2. Helpful Guidelines:

- Let the person know you are aware that she/he is feeling down and you would like to help.
- Reach out more than halfway to encourage the person to discuss her/his feelings.
- Offer options to allow the person some control over what happens next.
- Encourage the person to seek help; suggest starting with the Counseling Center.

#### Ineffective strategies:

- Do not minimize the person's feelings

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: SUICIDE/DEATH INVESTIGATION

- Don't bombard the person with solutions or advice.
- Don't be afraid to ask if the person is suicidal.
- Don't ignore remarks about suicide.

3. Observable suicidal tendencies in students:

**Four out of five young adults who attempt suicide have given clear warnings.** Classroom faculty may be the first person a student tells about suicidal thoughts. It is important that the instructor does not ignore or overlook these comments, since the student may be asking for help. There is no one symptom or sign that an individual is having suicidal thoughts, but one or more of the following symptoms are often present:

- Difficulty concentrating
- Low energy
- Irritability or mood swings
- Low self-esteem
- Sleeping too much or too little
- Eating much more or less than usual
- Loss of interest in previously pleasurable activities
- Poor hygiene/self-care
- Crying spells
- Feelings of worthlessness
- Increased social isolation
- Preoccupation with death/hopelessness or apathy about the future
- Getting things in order as though saying goodbye

Note: for more information about college students and suicide, see the following website, **The Yellow Ribbon Suicide Prevention Program**, [www.yellowribbon.org](http://www.yellowribbon.org), **24 Hour Toll Free Crisis Line 1-800-273-8255**, or consult with campus or local counseling center.

4. Helpful Guidelines In Dealing with the Topic of Suicide:

- Talk about suicide openly and directly, remain calm and show compassion.
- Be confident about accessible resources; there is help available.
- Ask the person about her/his support system, and escort the person to a counseling center if appropriate.
- After hours, assist the person in contacting yellow ribbon, or seek a local resource for this service through Nicollet or Rice County Social Services.
- **IMPORTANT NOTE: If the person is threatening to harm her/himself but is unwilling to obtain help or to accept your assistance in finding help, DO NOT HESITATE to call 911 for immediate assistance.**

Things That May Hinder:

- Do not show shock or fear by what the person is telling you.
- Do not attempt to make the person feel bad about what would happen if a suicide is carried out.
- Do not ignore comments such as, "No one would miss me....".
- Do not engage in a philosophical debate about the moral aspects of suicide. You may not only lose the debate, but also the suicidal person.
- Try not to leave the person alone, but also....
- Do not get overly personally involved (example: you do not need to take the person home with you or stay up all night with her/him).

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: SUICIDE/DEATH INVESTIGATION

- Do not blame yourself if you try to help and the person carries out her/his plan anyway.

#### Attempted Suicide/Death Investigation

- Attempted

When encountering a situation where a person has attempted suicide, immediately notify "6" on the North Mankato Campus and "6" on the Faribault Campus and ask that 9-1-1 be called for an attempted suicide via the method discovered and the location where assistance is required. The South Central College First Responder Team should also be notified after calling 9-1-1.

Provide medical attention as able until medical personnel arrive. Remember universal precautions if bodily fluids are present.

Ensure you or another person remains with the person until emergency assistance arrives.

Ensure the surroundings of where this took place remains undisturbed as possible prior to emergency assistance arrival.

Take direction from emergency responders upon their arrival.

- Death Investigation

When encountering a situation where a person is deceased, suicide may be only one of many reasons, immediately call 911 or notify SCC via dialing "6" and provide location of the emergency. For each campus dial "6" (North Mankato Campus) and you will be connected to Human Resources or "6" (Faribault Campus) and you will be connected to Student Affairs. Ask that 9-1-1 be called for deceased person the location where assistance is required.

This is a crime scene and nothing should be disturbed. The area should be cordoned off and people kept away. Remember universal precautions if bodily fluids are present. Law enforcement will take control of the scene and the investigation upon their arrival.

Use college communication channel to inform as required and only after giving authority to do so by law enforcement.

Ensure Minnesota State System Office is notified.

If an employee death involves work related circumstances, ensure MNOSHA is contacted as required.

Begin grief counseling efforts as required and assist in notifying college community about funeral arrangements as appropriate.

Ensure a condolences and a connection is made between college and family of victim.

- Death Situation Follow-up

As appropriate ensure area of death scene is remediated.

Ensure employee work space or student locker is secured and work with family to enable retrieval of personal possessions.

**SOUTH CENTRAL COLLEGE**  
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**Emergency: SUICIDE/DEATH INVESTIGATION**

Ensure connection is made on behalf of family with HR for employee or Student Affairs for a employee regarding benefits or student record.

If there is another employee or student with an identical name as the deceased person at the college, ensure their family is notified prior to or at the same time as the information is released.

A Critical Incident Report must be completed in instances of attempted suicide and a deceased person. Dependent upon circumstances it may be appropriate in cases of threatened suicide to complete the Critical Incident Report as well. This must be forwarded to the Security & Safety Director.

**RELATED RESPONSE GUIDES**

- Public Information Officer Guide
- Incident Management and Emergency Operations Center Guide
- Medical Emergency Guide

**CAUTION**

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# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: SUSPICIOUS PACKAGES/MAIL

#### SCHOOL RESOURCES

- Security & Safety Director
- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Maintenance Department (Mail Delivery)
- Fire Alarm System
- Star Alert Messaging
- Campus wide email
- South Central College Internal Video Monitoring
- South Central College Public Information Officer
- Go Kit

#### COMMUNITY RESOURCES

- North Mankato/Faribault Police
- North Mankato/Faribault Fire
- Gold Cross/North Ambulance
- Minnesota State System Office

#### RESPONSE ACTIONS/RESPONSIBLE

There is usually no need to worry about mail you receive from people and businesses you know, or products that you have ordered.

Suspicious mail is any mail that may potentially contain explosives, written threats, or chemical, biological, or radioactive substances. Screen your packages/mail for unusual characteristics prior to opening.

#### **Suspicious Packages/Mail Characteristics (Features that May Cause Concern):**

1. Unexpected packages or mail
2. Mail from someone unfamiliar to you
3. Misspellings of common names or words
4. Name, title or addresses are incorrect or not spelled correctly.
5. Addressed to title only
6. Addressed to someone no longer with the organization.
7. Marked with threatening language
8. Distorted handwriting or addresses made from homemade labels, cut and paste lettering, rub-on block lettering
9. Restrictive notes: "Personal," "Private," "To be Opened Only by," "Fragile-Handle with Care", "Rush-Do not Delay," or "Special Delivery"
10. Origination postmark or sender's name are: unusual, unknown, indecipherable, foreign, the return address is not provided, or the postmark shows a city or state that does not match the return address.
11. The envelope is lopsided, bulges, uneven, irregularly shaped, feels rigid, or has soft spots
12. The envelope or package seems too heavy for its size.
13. Excessive or inadequate postage

## SOUTH CENTRAL COLLEGE ~ Emergency Procedure Guide ~

### Emergency: SUSPICIOUS PACKAGES/MAIL

14. Excessive packaging materials (e.g., wrap, tape, string)
15. Unprofessionally wrapped or secured; large amounts of tape sealing it, you feel wiring, aluminum foil, or see it protruding from the package/envelope.
16. The envelope or package is leaking, or it is dirty, oily or grease-stained, discolored, and has crystallized or powdery substances on the wrapping.
17. Unusual noises (e.g., ticking, liquid sloshing)
18. Unusual odors
19. Upon opening the package/mail you find any of the following substances:
  - Powders
  - Soil or Sand
  - Liquids (any kind, any color)
  - Oily or Soapy Residues
  - Sticky or Adhesive Substances
  - Crystals
  - Flakes
  - Fibers

#### **General Guidelines for Handling Suspicious Mail (Biological, Chemical, Explosives):**

1. If you identify a suspicious package/mail; do not handle, shake, or empty it.
2. Do not carry a suspicious package or envelope to other areas to show it to others or allow them to examine/handle it.
3. Put the envelope or package down on a stable surface; do not sniff, or touch any contents which may have spilled.
4. Do not clean up anything that spills from the envelope or package. Instead, immediately cover any spilled contents with something. Also mark out the area with caution tape or something to prevent someone from tampering with the package. Do not cover spilled contents with wet objects. Once covered do not remove the covering materials from the spill.
5. Alert others in the area about the suspicious package or envelope. Leave the area, close any door and windows, and take actions to prevent other individuals from entering the area.
6. All persons who touched the suspicious package or envelope must wash their hands with soap and water. Do not use a cell phone in the vicinity of the package. Call 9-1-1 and alert the Security & Safety Director as to the situation from a land line.
7. The President or designee will review the information, and be responsible to implement the emergency actions as appropriate.
8. Star Alert may be utilized as required to alert persons of the need to stay away from areas of the suspicious package or spill or release. Consideration should be given also to the need to not attract attention dependent upon the circumstances.
9. Consider shutting off HVAC systems supporting contaminated areas to reduce contamination spread.
10. Emergency responders will provide guidance in dealing with the incident as needed.
11. Emergency Responders will assist the college in notifying abatement operations.
12. Names and contact information of those who were definitely contaminated and those who were potentially contaminated should be obtained and given to Emergency Responders. Group those persons together into the two differing categories to help ensure they receive medical attention or avoid cross contamination. As appropriate, persons who were contaminated should shower and place all clothing in plastic bags. This clothing should be made available to Law Enforcement.
13. Upon review of conditions/circumstances, emergency responders will return control of the scene back to the college.
14. A critical incident report should be completed by those involved and returned to the Security & Safety Director.

#### **Suspicious Packages/Mail Containing Written Threat**

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

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

1. Anyone receiving a written threat should handle the correspondence as little as possible. Written threats are criminal evidence; do not pass the letter around.
2. Save and secure everything involved with the package/mail (envelope, letter, and other contents included)
3. If threats imply immediate danger call 9-1-1 and notify the Security & Safety Director.
4. Emergency response procedures should be initiated as appropriate dependent upon the situation.
5. When law enforcement arrives:
  - Advise them of situation and follow instructions.
  - Law Enforcement will garner control of the scene until it is secured.
  - Law Enforcement will notify other outside emergency agencies as necessary.
  - Upon review of conditions/circumstances, Law Enforcement will determine when control of the college will be returned.
6. Star Alert may be utilized to alert persons of the need to stay away from areas of the Threat Location.

A critical incident report should be completed by those involved and filed with the Security & Safety Director.

### RELATED RESPONSE GUIDES

- Fire Protection Guide
- Environmental Hazard Response Guide
- Evacuation and Relocation Guide
- Public Information Guide
- Warning and Notification Guide

### CAUTION

- Under no circumstances if something seems suspicious should the mail be delivered within the college to the intended receiver. Retain it in the shipping and receiving areas or mailroom areas of the college until it can be properly examined.

# SOUTH CENTRAL COLLEGE ~ Emergency Procedure Guide ~

## Emergency: WARNING AND NOTIFICATION

### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Star Alert Emergency Notification System
- Campus-wide Email
- Video Monitors
- Fire Alarm System
- Public Address System
- College Public Information Officer (PIO)
- Mankato Media Consortium

### COMMUNITY RESOURCES

- North Mankato/Faribault Police
- Nicollet/Rice County Sheriff
- North Mankato/Faribault Fire Department
- Gold Cross/North Ambulance
- Nicollet/Rice County Emergency Management

### RESPONSE ACTIONS/RESPONSIBLE

1. The President or designee shall be ultimately responsible to initiate any type of warning notification or test of the warning notification system.
2. Warning Systems at the discretion of the President or designee within South Central College shall include but not be limited to:
  - a. Alarm System
  - b. Internal Public Address System
  - c. Internal Public Monitors (Closed Circuit TV)
  - d. Star Alert Emergency Notification System
  - e. E-Mail Notifications
  - f. Public Information Officer through media contacts
3. The President or designee shall be made fully aware of the type of situation requiring the warning notification such that accurate and timely information is disseminated through the proper warning broadcast system(s).
4. The President or designee shall utilize the standardized messages included in this guide as much as possible to ensure proper information is transmitted. Additionally, Star Alert also contains preformatted messages that may be used with that system. 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.
5. The President or designee shall by understanding the type of incident and recognize the need for one of four options:
  - a. Shelter in place
  - b. Evacuation to a predetermined safe location(North Mankato=Pepsi/Faribault=Faribault High School)
  - c. Evacuation from campus/location determined by circumstances or personal need.
  - d. Lockdown

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: WARNING AND NOTIFICATION

6. In situations of significance or prolonged time frame the President or designee should consider establishing a Public Information Officer (PIO) on behalf of South Central College. This individual dependent upon the situation may become part of a larger Joint Information Center established due to the size of the event. In these circumstances the PIO for South Central College will become the college spokesperson and provide information on behalf of the college during each operational period for emergency responders, college faculty/students/staff, The Office of Chancellor, and community stakeholders.

#### Emergency Messages

#### Emergency Notification Message

##### Sample 1: Message

This is the South Central College Emergency Notification System. **A CAMPUS EMERGENCY HAS BEEN DECLARED.** This is not a test. The South Central College President's Office has authorized the following alert message : **[EMERGENCY MESSAGE including:**

- the nature of emergency
- the location of emergency
- specific instructions and actions required of recipients
- how further instructions will be provided

**I REPEAT A CAMPUS EMERGENCY HAS BEEN DECLARED,** this is not a test. Please relay this information to affected individuals within your work area immediately, and follow the instructions of your Emergency Operations Management Team and local authorities.

Thank You.

**President**

**South Central College**

**(507) 389-7207/(507) 332-5801**

##### Sample 2: Message (Evacuation)

This is the South Central College Emergency Notification System. **A CAMPUS EMERGENCY HAS BEEN DECLARED.** This is not a test. The South Central College President's Office has authorized the following alert message : **[EMERGENCY MESSAGE including:**

- the nature of emergency
- the location of emergency
- Students/faculty/staff should immediately evacuate the affected area and report to (for North Mankato Campus/Pepsi Cola Plant one block north of campus) (for Faribault Campus/Faribault High School one block east of the campus). Students/faculty/staff not in the affected area should stay away from this location until otherwise notified.**
- how further instructions will be provided (i.e., phone if available, radio, television or other media)].

**I REPEAT A CAMPUS EMERGENCY HAS BEEN DECLARED, THIS IS NOT A TEST.** Please relate this information to affected individuals within your work area immediately and follow the instructions of your Emergency Operations Management Team and local authorities.

Thank You.

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: WARNING AND NOTIFICATION

**President**  
**South Central College**  
**(507) 389-7207/(507) 332-5801**

#### **Sample 3: Message (Relocation)**

This is the South Central College Emergency Notification System. **A CAMPUS EMERGENCY HAS BEEN DECLARED.** This is not a test. The South Central College President's Office has authorized the following alert message : **[EMERGENCY MESSAGE including:**

- the nature of emergency
- the location of emergency
- Students/faculty/staff should immediately move to an interior portion of the campus building or to the lowest level of the building) and await further instructions. Students/faculty/staff not in the affected area should stay away from that location until otherwise notified. [Utilize this message for wind events, incidents where accountability must be maintained or if directed by first responders]**
- how further instructions will be provided (i.e., phone if available, radio, television or other media)].**

**I REPEAT A CAMPUS EMERGENCY HAS BEEN DECLARED, THIS IS NOT A TEST.** Please relay this information to affected individuals within your work area immediately, and follow the instructions of your Emergency Operations Management Team and local authorities.

Thank You.

**President**  
**South Central College**  
**(507) 389-7207/(507) 332-5801**

#### **Sample 4: Message (Shelter-in-place/Lockdown)**

**THIS IS THE SOUTH CENTRAL COLLEGE EMERGENCY NOTIFICATION SYSTEM. A CAMPUS EMERGENCY HAS BEEN DECLARED. THIS IS NOT A TEST.** The South Central College President's Office has authorized the following alert message : **[EMERGENCY MESSAGE including:**

- the nature of emergency
- the location of emergency
- Students/faculty/staff should remain in their present location, secure all doors and windows, (any additional actions such as shut down HVAC, turn off lights, move to unobservable part of the room, get on the floor, away from doors, etc.) and await further instructions or contact by first responders. Students/faculty/staff not in the affected area should stay away from that location until otherwise notified. [Utilize this message for crisis intervention incidents where moving from their present location would put student/faculty/staff at risk]**
- how further instructions will be provided (i.e., for this type of incident people remain where they are until released by authorities/first responders)].**

**I REPEAT, A CAMPUS EMERGENCY HAS BEEN DECLARED, THIS IS NOT A TEST.** Please relay this information to affected individuals within your work area immediately and follow the instructions of your Emergency Operations Management Team and local authorities.

Thank You.

**SOUTH CENTRAL COLLEGE**  
**~ Emergency Procedure Guide ~**

**Emergency: WARNING AND NOTIFICATION**

**President**  
**South Central College**  
**(507) 389-7207/(507) 332-5801**

**RELATED RESPONSE GUIDES**

- Guides relative to existing emergency

**CAUTION**

- Insure Critical Incident Contact list has separate notification method.
- Double check any messages for content and clarity prior to sending regardless of messaging system used.

# SOUTH CENTRAL COLLEGE

## ~ Emergency Procedure Guide ~

### Emergency: WEAPONS POSSESSION

#### SCHOOL RESOURCES

- Critical Incident Team Emergency Communications Policy (Red Wallet Card)
- Security & Safety Director
- Star Alert Emergency Notification System
- Campus-wide Email
- Video Monitors
- Fire Alarm System
- Public Address System
- College Public Information Officer (PIO)

#### COMMUNITY RESOURCES

- North Mankato/Faribault Police

#### RESPONSE ACTIONS/RESPONSIBLE

All college personnel must know that this procedure is relative to firearms only. It is not necessarily illegal to possess other items that could be construed as weapons unless they are used in an illegal way. At any time a firearm is introduced on campus property, outside of a law enforcement officer possessing one in his/her line of duty, the administration should be made aware of the situation and 9-1-1 should be called to summon law enforcement to the campus. The Security & Safety Director or the administration shall be responsible to notify 9-1-1.

- On observation of a firearm on campus employees/students shall notify the Security & Safety Director or the administration of its presence. Attempt to visually get a description of the type of firearm and if it is being used in a threatening manner. Remain calm and do not involve any people in this information other than required.
- Report this information to administration or the Security & Safety Director. They in turn will analyze the information and contact 9-1-1 as required.
- The 9-1-1 operator will expect to be provided information not only on the firearm description but also description of person possessing it, their location, and where on their person it is located (backpack).
- Attempt as best to isolate this individual and keep others away from this person or the location where the firearm may be.
- Administration will need to make a determination based on analysis of the information if a "lockout or lockdown" should be instituted. If a "lockout or lockdown is deemed appropriate, follow the procedures for the Lockout/Lockdown Guide.

Law enforcement will take control of the situation upon their arrival and determine next steps after assessing the situation

A Critical Incident Report must be completed and forwarded to the Security & Safety Director.

#### RELATED RESPONSE GUIDES

**SOUTH CENTRAL COLLEGE**  
**~ Emergency Procedure Guide ~**

**Emergency: WEAPONS POSSESSION**

- Lockout/Lockdown Guide
- Medical Emergency Guide
- Hostage Situations Guide
- Public Information Officer Guide
- Suicide Guide

**CAUTION**

- Do not involve yourself such that you become the point of confrontation. Let law enforcement do this.

# South Central College ~ Emergency Procedure Template ~

## Emergency: WEATHER-RELATED INCIDENT

### SCHOOL RESOURCES

- School Safety Map (Tornado Shelter Designated Areas)
- Star Alert Emergency Notification System
- Campus Wide Email
- Public Address System
- Video Monitors

### COMMUNITY RESOURCES

- Emergency Alert System (EAS)
- Nicollet and Rice County Emergency Management
- North Mankato/Faribault Police and Fire

### RESPONSE ACTIONS/RESPONSIBLE

1. During periods of severe weather watches or warnings the South Central College Administration will monitor weather related activity and implement warning notifications as required. Warnings will be announced via the public address system as well as intercampus email and the Star Alert Emergency Notification System as appropriate.
2. During electrical storms, all persons outside the building should be summoned inside. Avoid close proximity to exterior glass and avoid using electrical or electronic devices.
3. Do not attempt to leave the school building during a tornado warning. If outside go to the interior of the building to shelter areas. Warnings indicate a tornado has been sighted in the immediate area and all should take cover.
4. When employees and students are alerted to serve weather warnings they should refer to the School Safety Maps for locations of safe shelter. Generally interior rooms and basement levels will be signified as shelter areas. Once inside these areas stay away from glass and if possible situate near structural support systems or under large/heavy objects that may provide protection from falling/swirling debris.
5. Administration will be responsible to alert employees and students when the "All Clear" has been issued. This again will be announced via the public address system as well as intercampus email and the Star Alert Emergency Notification System as appropriate.
6. If a tornado should strike the building as much as possible remain where you are until emergency assistance arrives. If the building is in danger of eminent structural collapse move cautiously to exterior spaces. Watch for broken glass, downed live power lines or other safety hazards as you move about.
7. Attempt to help injured to the best of your abilities without jeopardizing your safety.

### RELATED RESPONSE GUIDES

- Warning and Notification Guide
- Medical Emergency Guide

**South Central College**  
**~ Emergency Procedure Template ~**

**Emergency: WEATHER-RELATED INCIDENT**

- Incident Management and Emergency Operations Center Guide
- Public Information Officer Guide
- Debris Management Guide
- Public Works and Utilities Restoration Guide

**CAUTION**

In any area struck by a tornado many safety hazards will exist. Be very weary in moving about the area after tornado activity has subsided.

# **APPENDIX OF FORMS**



**CRITICAL INCIDENT REPORTING FORM**

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

<b>Nature of Incident:</b>

<b>Action Taken:</b>

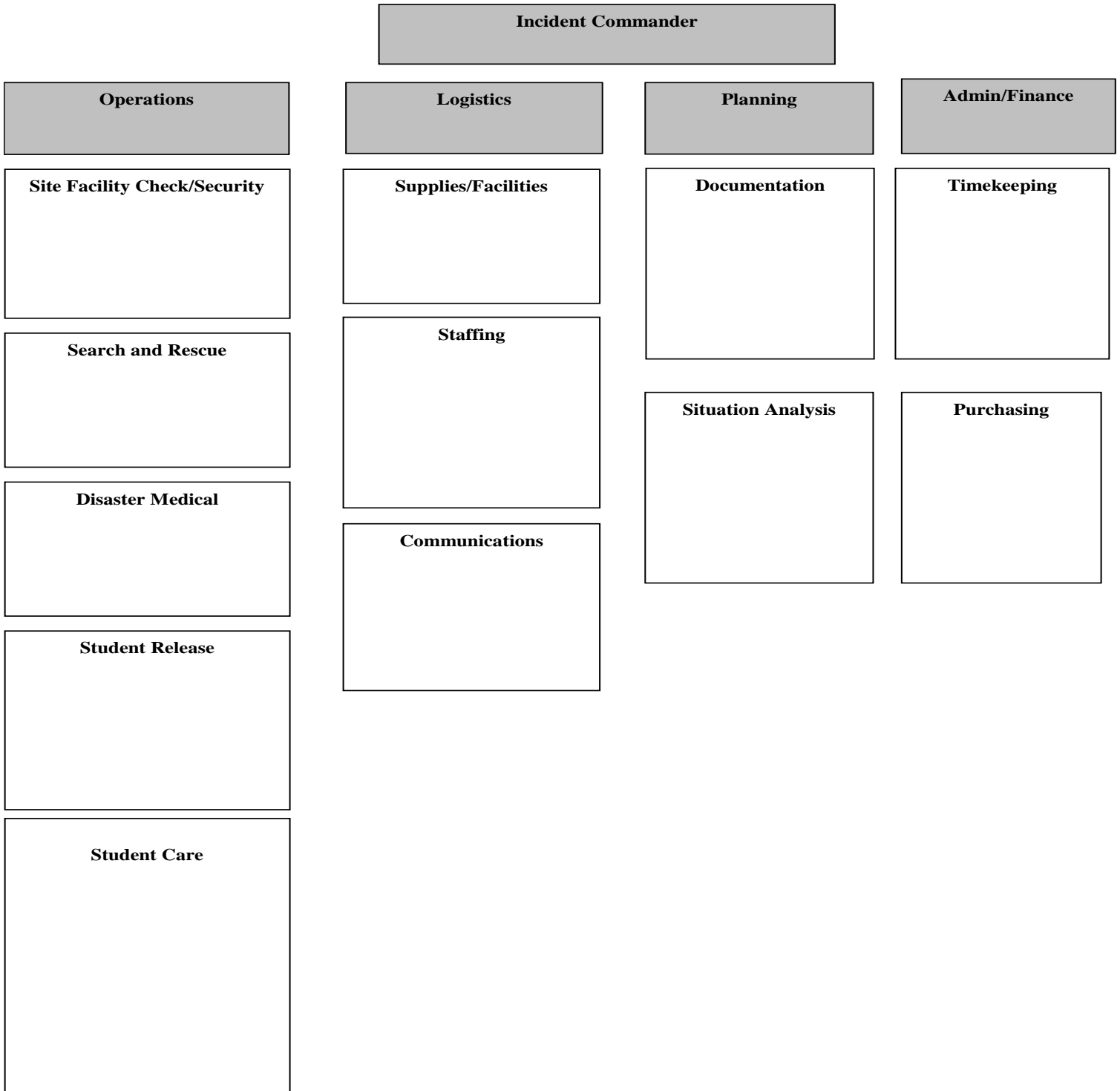
	<b>Information:</b>
Names of Witnesses and Contact Information:	
Names of Persons Involved and Contact Information:	
Use of Force Required?	
Emergency Agencies Contacted?	
Follow-up Required?	
Reviewed & Routed:	__ Supervisor; __ Security & Safety Director; __ VP Finance/Operations

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





# SOUTH CENTRAL COLLEGE Planning Chart





<b>Physical Security Assessment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Policies and Procedures</b>			
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 50 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 (North, South, East, West) from each facility 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 Emergency Operations Management Team (EOMT) 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 EOMT			
30. Are incidents identified for when the Emergency Operations Center will be activated?			
31. Are procedures in place to activate the EOMT at any time?			
32. Do EOMT 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. If an audible alarm is used, are there different tones or signals?			
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?			
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?			







# TELEPHONE CHECKLIST FOR BOMB OR OTHER THREAT

*(Should be posted at every reception point and telephone)*

1. **Keep calm.** Do not get excited or excite others.

2. Write down caller's exact words:

3. Note the originating number on the caller ID in the window on the phone. (Local procedure)

4. **Ask the caller (Delay—Ask the caller to repeat.):** If bomb threat, ask the below questions— If not, then skip to 5.

4.1. When is the bomb going to explode?

\_\_\_\_\_

4.2. Where is the bomb right now?

\_\_\_\_\_

4.3. What does the bomb look like?

\_\_\_\_\_

4.4. What kind of bomb is it?

\_\_\_\_\_

4.5. What will cause it to explode?

\_\_\_\_\_

4.6. Did you place the bomb? \_\_\_\_\_ If not, who did? \_\_\_\_\_

4.7. Why? \_\_\_\_\_

4.8. What is your name? \_\_\_\_\_

5. **Keep the caller talking** so you can get:

5.1. Voice characteristics:

- |                       |              |                       |                      |
|-----------------------|--------------|-----------------------|----------------------|
| _____ male            | _____ female | _____ calm            | _____ excited        |
| _____ diction         |              | _____ angry           |                      |
| _____ slow            |              | _____ soft            | _____ loud           |
| _____ nervous         |              | _____ laughter        | _____ crying         |
| _____ normal          |              | _____ distinct        | _____ slurred        |
| _____ nasal           |              | _____ stutter         | _____ lisp           |
| _____ rough           |              | _____ raspy           | _____ deep           |
| _____ ragged          |              | _____ clearing throat | _____ deep breathing |
| _____ crackling voice |              | _____ disgusted       | _____ accent         |
| _____ muffled         |              | _____ familiar        | If so, who? _____    |

Other \_\_\_\_\_

5.2 Threat language

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> well spoken                  | <input type="checkbox"/> irrational |
| <input type="checkbox"/> educated                     | <input type="checkbox"/> incoherent |
| <input type="checkbox"/> foul                         | <input type="checkbox"/> taped      |
| <input type="checkbox"/> message read by threat maker |                                     |

5.3. Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5.4. Background Sound

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> street noises   | <input type="checkbox"/> office machines | <input type="checkbox"/> long distance |
| <input type="checkbox"/> eating utensils | <input type="checkbox"/> factory noises  | <input type="checkbox"/> phone booth   |
| <input type="checkbox"/> voices          | <input type="checkbox"/> animal noises   | <input type="checkbox"/> aircraft      |
| <input type="checkbox"/> PA system       | <input type="checkbox"/> clear           | <input type="checkbox"/> music         |
| <input type="checkbox"/> static          | <input type="checkbox"/> house noises    | <input type="checkbox"/> quiet         |
| <input type="checkbox"/> motor           | <input type="checkbox"/> local           |  |

List any other usual or unusual sounds:

\_\_\_\_\_

6. **Additional information:**

6.1. Did caller indicate knowledge of the facility/campus?  If so, how?

\_\_\_\_\_

\_\_\_\_\_

6.2. What line did the call come in on?

\_\_\_\_\_

6.3. Is this number listed in the phone book, on the Internet, or with directory assistance?

\_\_\_\_\_

6.4. Is this your main number? \_\_\_\_\_

If this is someone's direct/private line, whose?

\_\_\_\_\_

Extension \_\_\_\_\_

Person receiving call \_\_\_\_\_

6.5 Date: \_\_\_\_\_ Time: \_\_\_\_\_

Duration: \_\_\_\_\_



## South Central COLLEGE

### 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)

**0=** No usefulness

**2=** Moderate usefulness

**4=** Highly useful

**1=** Minor usefulness

**3=** Significant usefulness

**5=** Critical

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

**0=** None

**2=** Low

**4=** High

**1=** Very Low

**3=** Medium

**5=** 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.





# South Central COLLEGE

## DAMAGE ASSESSMENT REPORT (Critical)

**Facility Location** \_\_\_\_\_

ACTIVITIES	RESOURCES REQUIRED	ESTIMATED COMPLETION TIME/DATE
<b>1. Assess damage</b>		
On-site survey of main structures including supports, walls and roof		
Safety issues		
Access problems		
Evaluate re-usability		
Identify further inspections required		
Advise insurance company		
Immediately secure damaged location or wait for permanent site restoration		
<b>2. Assess non-structural damage</b>		
On-site survey of all non-structural facilities		
Determine damage to power, lighting, heating, cooling and ventilation		
Determine damage to internal partitioning		
Determine damage to doors, windows and floors		
Determine damage to decoration		
Determine damage to fixtures and fittings		
Determine damage to furniture		
Evaluate recovery period prior to re-occupation		
<b>3. Power, lighting, heating, cooling and ventilation</b>		
Prepare detailed list of damage		
Assess recoverability of each damaged component		
Prepare preliminary specification of repair work or replacement		
Identify availability of suitable vendors		
Determine estimated costs (Do we need fast track approval process?)		
Instruct vendors (Do we need prior insurance company approval?)		
Recovery		

<b>4. Internal partitioning</b>		
Prepare detailed list of damage		
Assess recoverability of each damaged component		
Prepare preliminary specification of repair work or replacement		
Identify availability of suitable vendors		
Determine estimated costs (Do we need fast track approval process?)		
Instruct vendors (Do we need prior insurance company approval?)		
Recovery		
<b>5. Doors, windows and floors</b>		
Prepare detailed list of damage		
Assess recoverability of each damaged component		
Prepare preliminary specification of repair work or replacement		
Identify availability of suitable vendors		
Determine estimated costs (Do we need fast track approval process?)		
Instruct vendors (Do we need prior insurance company approval?)		
Recovery		



**DAMAGE ASSESSMENT REPORT (Critical)**

**Hardware**

**Identity/Location** \_\_\_\_\_

ACTIVITIES	RESOURCES REQUIRED	ESTIMATED COMPLETION TIME/DATE
<b>1. Assess Physical Damage</b>		
On-site inspection to identify hardware affected by emergency		
Arrange temporary power if necessary		
Ensure area around electrical equipment is dry and clear		
Test each item of hardware		
Prepare a record of all hardware obviously damaged or not working		
Ensure suitable safety levels		
<b>2. Arrange repair to equipment</b>		
Check to see if vendor maintenance support is available		
Have damage assessed by IT hardware maintenance/repair engineer		
Obtain estimates for repairs for cost and period of repair		
Notify insurance company		
Instruct vendors/maintenance firm to effect repairs		
Maintain inventory of hardware sent for repairs		
Monitor that hardware is repaired on time and test on return		
<b>3. Arrange for replacements</b>		



**DAMAGE ASSESSMENT REPORT (Critical)**

**Networks**

**Identity/Location**

ACTIVITIES	RESOURCES REQUIRED	ESTIMATED COMPLETION TIME/DATE
<b>1. Assess Damage</b>		
On-site inspection to identify LAN and WAN network servers affected by emergency		
Are communication lines accessible to and from each office		
Arrange temporary power if necessary		
Ensure area around electrical equipment is dry and clear		
Test each LAN and WAN network server		
Prepare a record of all network components damaged or not working		
Ensure suitable safety levels		
Assess damage to network software through stringent tests		
Assess damage to hubs, modems and routers		
Assess damage to ISP links and website		
<b>2. Arrange repair</b>		
Check to see if vendor maintenance support is available		
Have damage assessed by IT networks maintenance/repair engineer		
Identify back-up and recovery network tapes		
Obtain estimates for repairs for cost and period of repair		
Notify insurance company		
Instruct vendors/maintenance firm to effect repairs		
Maintain inventory of network items to be repaired		
Monitor that network items are repaired on time and tested		
<b>3. Arrange for replacements</b>		



**DAMAGE ASSESSMENT REPORT (Critical)**

**Applications**

**Identity/Location**

ACTIVITIES	RESOURCES REQUIRED	ESTIMATED COMPLETION TIME/DATE
<b>1. Assess Damage</b>		
On-site inspection to identify application systems affected by emergency		
Are communication lines accessible to and from each office		
Arrange temporary power if necessary		
Ensure area around electrical equipment is dry and clear		
Test each application system		
Prepare a record of all application systems obviously damaged or not working		
Ensure suitable safety levels		
<b>2. Arrange repair</b>		
Check to see if vendor maintenance support is available		
Have damage assessed by IT application systems maintenance/repair engineer		
Obtain estimates for repairs for cost and period of repair		
Notify insurance company		
Instruct vendors/maintenance firm to effect repairs		
Maintain inventory of application systems to be repaired		
Monitor that application systems are repaired on time and tested		
<b>3. Arrange for replacements</b>		