

## **CROWN COLLEGE EMERGENCY RESPONSE PROCEDURES**

In all life-threatening emergencies, call 9-1-1. For all emergencies, call

Campus Safety (Ext. 5100 or 952-412-3658).

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

### **Medical Emergency**

Call 9-1-1 immediately if the situation is a life-threatening emergency. In all instances, call Campus Safety (Ext. 5100 or 952-412-3658). Stay with the individual and do not attempt to move him/her unless they are in danger. Calmly allow emergency personnel to address the situation.

### **Severe Weather**

Crown College relies on the National Weather Service to determine when to take precautionary action due to severe weather. If you hear a weather siren outside it is signaling severe weather and you should find shelter inside a building. When the siren sounds all persons should move to the lowest level core of a building to avoid glass and debris while assisting persons with disabilities or special needs. If you are in a classroom, guide students to the designated shelter in an orderly manner. The Severe Weather Warning tone for the interior of Main has a “wa-wa/wa-wa” sound and does not use the strobe lights.

### **Fire**

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

### **Suspicious Person(s)**

Do not physically confront the person or block the person’s access to an exit. Call Campus Safety (Ext. 5100 or 952-412-3658); provide as much information as possible about the person and their direction of travel.

### **Dangerous Person(s)**

If you are in a building when a dangerous incident occurs, or notification of a “lock-down” is received through the Emergency Notification system, take the following steps:

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

- If you are uncertain or if you can't leave, secure yourself and students in the nearest office or classroom and lock and/or barricade all doors. HIDE
- Close blinds and block windows.
- Stay away from doors and windows.
- Turn off lights, radios, and computer monitors.
- Stay low and behind heavy objects such as tables, desks, file cabinets, or chairs.
- Keep yourself out of sight and remain silent.
- Silence all cell phones.
- Call 9-1-1 and report the incident.
- Call Campus Safety (Ext. 5100 or 952-412-3658) to report the incident.
- Remain in the secured area until you are certain the dangerous person(s) is/are contained by law enforcement.
- As a last resort if you must, FIGHT.
- Do not attempt to rescue anyone if it will further endanger the persons within the secured area.
- When in doubt, remain within the secured area and wait until the "all clear" has been given by law enforcement or Campus Safety.
- If you encounter police officers, raise your hands and follow their commands immediately and completely. They may not know who the dangerous person(s) is/are.

### **Power Outage**

Call Campus Safety (Ext. 5100 or 952-412-3658). Remain calm and move cautiously to a lighted area while assisting persons with disabilities or special needs. Turn off stoves and unplug computers, appliances, and other voltage-sensitive equipment. Do NOT tamper with or reset tripped fuses or switches, and do NOT utilize candles during power outages.

### **Natural Gas Leak**

Remain calm, and guide students to evacuate the building or area immediately while assisting persons with disabilities or special needs. Call Campus Safety (Ext. 5100 or 952-412-3658). Do NOT use light switches, cell phones, or anything else that could cause a spark. Do NOT use or tamper with any equipment.

### **Hazardous Materials Release**

Move away from the site of the hazard to a safe location. Call 9-1-1 immediately if this is a life-threatening emergency. In all instances, call Campus Safety (Ext. 5100 or 952-412-3658). Alert others to stay clear of the area, and notify emergency personnel if you have been exposed or have information about the release.

### **Suspicious Object**

Do NOT touch or disturb the object. Calmly leave the area, and call Campus Safety (Ext. 5100 or 952-412-3658).