**GENERAL EMERGENCY PROCEDURES**

- Always protect yourself first.
- Protect and warn others to the best of your ability.
- Call 911 (9-1-1 if using a campus phone) and/or the ICC Emergency Designee at (218) 327-4751.
- State the emergency.
- Give 911 Address (1851 E Hwy 109, Grand Rapids MN).
- Describe the exact location of the emergency by building and room number.
- Initiate and/or follow the appropriate emergency procedures as outlined below.

**EMERGENCY PHONE NUMBERS**

- Fire/Ambulance/Police: 911 or 9-1-1 on campus phones
- Poison Control Center: 1-800-222-1222
- US Energy (Center Point / gas company): 1-800-722-6321/612-372-5050 (after hours)
- Itasca County Sheriff/Grand Rapids Police Department: 218-326-3477 (non-emergency)
- Itasca County Public Health Department: 218-326-9000
- State Police: 218-482-6892
- Minnesota Operator: 1-800-436-3678 (non-emergency)
- ICC Safety/Physical Plant Director: 218-327-4751
- ICC Maintenance Evening Staff: 218-244-3311 or 218-259-1722

**TORNADO WARNING**

When the National Weather Service issues a tornado warning, the following procedure should be followed.

The Star Alert system will be used.

- Immediately proceed to an identified tornado safe area. Tornado safe area symbols are posted on doors and hallways that have been identified as such. No Room on a Second Floor is a tornado safe area.
- If you do not have enough time to proceed to a tornado safe area: Set up in a corner position.
- Stay away from doors, outside walls, and overhead equipment.
- Avoid places with wide-span roofs such as auditoriums, classrooms or large hallways.
- Get under a piece of heavy furniture such as a workbench, heavy table or desk.
- Use your arms to protect your head and neck.
- Remain in a tornado safe area until the “All Clear” has been activated using the mass notification system or a person of recognized authority authorizes you to return to the building. The Star Alert system will also be used.
- Return to your classroom or work area and resume your normal duties.
- If a tornado strikes the campus:
  - Call 911 (9-1-1 if using a campus phone).
  - Follow the directions given by you through the building evacuation areas listed at the top of this document. 

**MEDICAL EMERGENCIES**

Life/Death Emergence during ICC building hours:

- Immediately call or have someone call 911 (9-1-1 if using a campus phone).
- State the emergency.
- Give 911 Address (1851 E Hwy 109, Grand Rapids MN). Then provide exact building/room location.
- Contact the ICC Emergency Designee at (218) 327-4751.
- Describe the victim’s symptoms.
- Give your name and call-back telephone number.
- Stay on the line until you are told to hang up.
- Render first-aid appropriate to your level of training.
- Inform the victim of the emergency responders arriving on the scene, if safe to do so.
- If possible, have someone meet the emergency responders and direct them to the victim.
- Automatic External Defibrillators (AED) are located at the north entrance of Wenger Hall, main entrances of Itasca Hall and Badger Hall, lower level entrance of Mullins Hall, and in the hallway outside of the Media Center.

Non-Emergency Medical Injury during ICC business hours:

- Contact the ICC Emergency Designee at (218) 327-4751.
- Provide the location where assistance is needed. Provide the type of injury/injuries that is being experienced.

**MECHANICAL / UTILITY**

If a MECHANICAL OR UTILITY FAILURE CREATES AN EMERGENCY SITUATION:

- Immediately call or have someone call 911 (9-1-1 if using a campus phone).
- State the emergency.
- Give 911 Address (1851 E Hwy 109, Grand Rapids MN). Then provide exact building/room location.
- Contact the ICC Emergency Designee at (218) 327-4751.
- Evacuate the area.
- Proceed to emergency exits.
- Help anyone needing assistance to evacuate.
- Everyone must report to an assembly area and report to an Emergency Operations Team member or any other person designated to account for everyone.
- Do not return to the building until the “All Clear” has been activated using the mass notification system and/or an Emergency Operations Team member, a Fire Department designer, or a person of recognized authority authorizes you to return to the building. The Star Alert system will also be used.

If the FAILURE DOES NOT WARRANT A COMPLETE EVACUATION of AN AREA or BUILDING and DOES NOT POSE AN IMMEDIATE THREAT OR HAZARD TO PERSONNEL in the AREA:

- Contact the Physical Plant Director at 218-322-2449 and/or Maintenance office at 218-322-2470.
- Contact maintenance workers’ mobile phones at 218-244-3103 or 218-259-1722.
- Contact the ICC Emergency Designee at (218) 327-4751.

**VIOLENT INTRUDER/LOCKDOWN**

When an armed, violent individual or individuals are observed in any area on campus, the following recommendations are provided as guidance for actions that can be taken to reduce the potential for death or serious injury.

- Faculty and staff should immediately lock students and/or general public and themselves in the closest classroom or office.
- Call 911 (9-1-1 if using a campus phone).
- Contact the ICC Emergency Designee at (218) 327-4751.

If possible, DO THE FOLLOWING:

- Close windows or openings that may have a direct line of sight into the hallway.
- Lock all windows and close any curtains or blinds.
- Stay away from windows and doors. Barricade if possible.
- Turn all lights and audio equipment off.
- Immediately pull all cell phones on “Vibrate” or “Silent” mode and do not use them unless you are in contact with emergency personnel.
- Try to remain calm and keep everyone together and quiet.
- Do not activate the building fire alarm system.

- Remain in the classroom or office until emergency response personnel notify you that it is safe.

**NATURAL GAS LEAK**

If A GAS LEAK CREATES AN EMERGENCY SITUATION:

- Immediately call or have someone call 911 (9-1-1 if using a campus phone).
- State the emergency.
- Give 911 Address (1851 E Hwy 109, Grand Rapids MN). Then provide exact building/room location.
- Contact the ICC Emergency Designee at (218) 327-4751.
- Contact US Energy at 1-800-296-8815.
- Evacuate the area.
- Proceed to emergency exits.
- Help anyone needing assistance to evacuate.
- Everyone must report to an assembly area and report to an Emergency Operations Team member or any other person designated to account for everyone.
- Do not return to the building until the “All Clear” has been activated using the mass notification system and/or an Emergency Operations team member, a Fire Department designer, or a person of recognized authority authorizes you to return to the building. The Star Alert system will also be used.

**HAZARDOUS MATERIALS SPILLS/LEAKS**

If A HAZARDOUS MATERIAL SPILL OR LEAK CREATES AN EMERGENCY SITUATION:

- Contain the spill if safe and appropriate to do so.
- Know where spill kits are and contain spill immediately.
- Contact the ICC Emergency Designee at (218) 327-4751.
- Call 911 (9-1-1 if using a campus phone).
- Contact the ICC Emergency Designee at (218) 327-4751.
- Give 911 Address (1851 E Hwy 109, Grand Rapids MN). Then provide exact location of spill.
- Report any injuries.
- Report the name and amount of material spilled, if known.
- Do not use the Fire Alarm to evacuate the building.
- Evacuate the area.
- Proceed to emergency exits.
- Help anyone needing assistance to evacuate.
- Everyone must report to an assembly area and report to an Emergency Operations Team member or any other person designated to account for everyone.
- Do not return to the building until the “All Clear” has been activated using the mass notification system and/or an Emergency Operations team member, a Fire Department designer, or a person of recognized authority authorizes you to return to the building. The Star Alert system will also be used.

**TERRORISM**

The FBI defines terrorism as “… the unlawful use of force of violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.” Although this definition helps us understand what terrorism is, it does not give us insight on dealing with acts of terrorism. Basically, terrorism is a motive for a criminal act and therefore must be initially dealt with in this manner. It is critical that we do not generate early warning signs or fail to investigate potential terrorist activity. Any information or threat made against the college or a member of the campus community by an individual or group must be taken seriously. This information should be forwarded to the Itasca County Sheriff’s Office/Grande Rapids Area 911 (218-326-3477) or the ICC Emergency Designee at (218) 327-4751.

Any criminal act that occurs on campus that manifests evidence of terrorism will be considered an immediate emergency.

**BOMB THREAT**

IF YOU RECEIVE A BOMB THREAT INVOLVING A Campus BUILDING:

- Contact the ICC Emergency Designee at (218) 327-4751.
- Remember:
  - Keep the caller talking.
  - Don’t interrupt!
  - Ask caller to speak louder, slower, etc.
  - Ask caller to repeat.
  - Write down complete exact message!

IF EMERGENCY RESPONSE PERSONNEL OR APPROPRIATE COLLEGE OFFICIALS ORDER A BUILDING EVACUATION:

- DO NOT UNDER ANY CIRCUMSTANCES FULL THE FIRE ALARM TO INITIATE THE EVACUATION.
- Proceed to the evacuation areas bid at the top of this document.
- Help anyone needing assistance move to the evacuation area.
- FALLOUT & STAFF: Have all students turn off cell phones or other electronic devices.
- Everyone must report to an assembly area and report to an Emergency Operations Team member or other person designated to account for everyone.
- Report the location of anyone left in the building.
- Do not return to the building until the “All Clear” has been activated using the mass notification system and/or an Emergency Operations team member, a Fire Department designer, or a person of recognized authority authorizes you to return to the building. The Star Alert system will also be used.

Itasca Community College is an affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us at our preferred Telecommunications Relay Service. If you require an accommodation for a disability please call Ann Vidovik - 14 Backes Student Center 218-322-2633 or ann.vidovik@itascacc.edu.