



EMERGENCY RESPONSE GUIDE

This document is intended to be a quick reference for Faculty, Staff and Students for use in the event of an emergency.

EMERGENCY CALL 911

EDEN PRAIRIE CAMPUS
13100 COLLEGE VIEW DRIVE, EDEN PRAIRIE, MN 55347

EPC Public Safety Desk
952-995-1433

PUBLIC SAFETY - 5151

EPC Public Safety Cell
952-995-1433

EVENT	DESCRIPTION	RESPONSE STEPS			
FIRE	Observation of smoke or flames, fire alarm activation	If you discover smoke or flames, pull the nearest fire pull station and call 911 Give a detailed description of where the fire is	Evacuate the building using the nearest exit; assist others as needed.	Evacuate a safe distance from the building- at least 100 feet. Do not re-enter the building	Exterior alarm will silence indicating ALL CLEAR to return to the building.
SEVERE WEATHER	Severe Thunderstorm or Tornado Watch/Warning	Weather conditions are continuously monitored. Public Safety will provide alerts as needed.	Severe Weather Watch Be aware of conditions and prepared to take shelter. Locate nearest shelter area	Severe Weather Warning Immediately seek shelter on campus in a designated severe weather shelter area.	Remain in a designated severe weather shelter area until the ALL CLEAR is announced.
MEDICAL EMERGENCY or INJURY	Accident or illness resulting in a medical emergency or injury on campus	Provide immediate aid Contact 911 and Public Safety Give the complete room/building address and specify what door for responders.	Provide statement and witness information. Public Safety will coordinate getting responders to the victim for treatment	INJURY REPORTING All injuries and exposure incidents occurring on campus must be reported as soon as possible. Employees must complete the State of MN First Report of Injury and submit to Risk Management within 24 hours. Contact Public Safety	
POWER FAILURE	Loss of electricity and lights to any part of the campus	Remain calm, assist others as needed. Move to naturally lit areas if possible.	Assess extent of outage i.e.(isolated to one room, one floor, entire building) Contact Maintenance and Public Safety	Campus Administration will identify the cause and an estimated time of service restoration, and will provide guidance to remain in place or evacuate the Building.	
HAZARDOUS SPILL	Accidental release of any substance that may present a hazard to persons / environment	Large spill - Evacuate Contact 911 and Public Safety	Small spill - Contain Contact Public Safety	Have anyone exposed remain in a safe area until responders arrive.	Public Safety will review SDS for exposure protocols, and coordinate mitigation resources.
BOMB THREAT SUSPICIOUS ITEM	Discovery of a suspicious item, note/message or phone threat of a bomb on campus	Phone Threat Gather as much information as possible from the caller. Contact Public Safety	Discovery of note/message or verbal Threat Contact Public Safety	Discovery of suspicious mail or item Do not move, touch or handle object, isolate the object if possible and safe to do so. Contact Public Safety	
CAMPUS LOCKDOWN	requiring students/faculty/staff to take shelter to minimize danger	Upon lockdown notification go to nearest office/classroom and secure yourself inside	Close and lock doors if possible. Remain calm, quiet and away from windows.	Remain in the safe area until notified by campus administration or emergency responders that the situation has been resolved.	
BEHAVIOR CONCERN	Person exhibits troubling/disruptive or threatening behavior	Imminent threat to self or others – call 911 and Public Safety	All concerns - contact Public Safety at 763-248-1354 Public Safety will immediately respond, gather information and coordinate a referral to the HTC CARE (Campus Assessment, Referral & Education) Team		