



# 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					
LAW ENFORCEMENT & CRIMINAL JUSTICE EDUCATION CENTER 9110 BROOKLYN BOULEVARD, BROOKLYN PARK, MN. 55445					
LECJEC RECEPTION DESK 763-657-3701		HTC SECURITY - 763-354-4168			BPC SECURITY DESK 763-488-2655
EVENT	DESCRIPTION	RESPONSE STEPS			
<b>FIRE</b>	Observation of smoke or flames, audible fire alarm	If you discover smoke or flames, pull the nearest fire pull station and call 9-911 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  <b>Do not re-enter the building</b>	Fire and/or LECJEC staff will announce further instructions or an <b>ALL CLEAR</b> to return to the building.
<b>SEVERE WEATHER</b>	Severe Thunderstorm or Tornado Watch/Warning	Weather conditions are continuously monitored. Campus Admin will make announcements as needed.	<b>Severe Weather Watch</b> Be aware of conditions and prepared to take shelter. <b>Locate nearest shelter area</b>	<b>Severe Weather Warning</b> Immediately seek shelter on campus in a designated safe area.	Remain in the designated severe weather shelter area until the <b>ALL CLEAR</b> is announced.
<b>MEDICAL EMERGENCY Or INJURY</b>	Accident or illness resulting in a medical emergency at the LECJEC	Provide immediate aid Do not move the person <b>Contact 911 and Security</b> Give the complete building address and specify what door for responders.	Provide statement and witness information. Security will coordinate getting responders to the victim for treatment	<b>Reporting</b> All injuries and exposure incidents occurring on campus, whether an emergency or not must be reported. Employees must complete the State of MN General Liability Report with 24 hours and submit to Risk Management. <b>Contact Security</b>	
<b>POWER FAILURE</b>	Loss of electricity and lights to any part of the LECJEC Building	Remain calm, assist others as needed. Utilize emergency light sticks as needed.	Assess extent of outage i.e.(isolated to one room, one floor, entire building) <b>Contact Maintenance and Security</b>	An overhead announcement will provide guidance to remain in place or evacuate the Building.	
<b>HAZARDOUS SPILL</b>	Accidental release of any substance that may present a hazard to persons / environment	Large spill - <b>Evacuate</b> <b>Contact 911 and the Director of Health &amp; Safety</b>	Small spill - <b>Contain</b>  <b>Contact the Director of Health &amp; Safety</b>	Have anyone exposed remain in a safe area until responders or the Safety Director arrive.	Safety Director will review MSDS for exposure protocols, and coordinate mitigation resources.
<b>BOMB THREAT SUSPICIOUS PACKAGE</b>	Discovery of note/message or phone threat of a bomb on campus	<b>Phone Threat</b> Gather as much information as possible from the caller.  <b>Contact Security</b>	<b>Discovery of note/message or verbal Threat</b>  <b>Contact Security</b>	<b>Discovery of suspicious mail or package</b> Do not move, touch or handle object, isolate the object if possible and safe to do so.  <b>Contact Security</b>	
<b>CAMPUS LOCKDOWN</b>	Incident requiring students/faculty/staff to take shelter to minimize danger	Upon hearing lockdown announcement 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.	
<b>BEHAVIOR CONCERN</b>	Person exhibits troubling/disruptive or threatening behavior	<b>Imminent threat to self or others – call 911 and Security</b>	<b>Contact Campus Security</b> Campus Security will immediately respond, gather information and coordinate a referral to the HTC CARE (Campus Assessment, Referral & Education) Team		

SEE REVERSE FOR LECJEC BUILDING EMERGENCY MAP