



Hennepin Technical CollegeSM

EMERGENCY RESPONSE PROCEDURES

Brooklyn Park Campus
9000 Brooklyn Boulevard
Brooklyn Park, MN 55445

Eden Prairie Campus
13100 College View Drive
Eden Prairie, MN 55347



Hennepin Technical College is a member of the Minnesota State Colleges and Universities

Updated fall 2022

Hennepin Technical College – Emergency Response Procedures

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ADVANCE PLANNING

- Review the evacuation routes for your area, and know the nearest exit door letter.
- Know the location of the nearest fire alarm pull stations.
- Know the location of the nearest fire extinguisher, how to use it.
- Know the location of the nearest AED (Automated External Defibrillator).
- Become familiar with the location of severe weather shelters in your area.
- Know the emergency numbers for your campus – alert Campus Security if there is no Emergency Response Guide in your office/classroom, Lab, or sticker on your phone.
- Register to receive Star Alerts at <http://www.hennepintech.edu/current/pages/431>

See page 32 for the evacuation procedures to assist persons with physical limitations.

Reporting an Emergency on a Hennepin Technical College Campus

Individuals shall report all campus emergencies by calling 911 from any telephone, whether landline or cellular.

Police/Fire/Ambulance – 911 from any college phone

Brooklyn Park Police- non emergency
763-493-8222

Eden Prairie Police – non emergency
952-949-6200

Hennepin Technical College Campus Security
Brooklyn Park Campus 4141 or 612-219-6166
Eden Prairie Campus 5151 or 952-995-1433

Maintenance

Brooklyn Park: 2570
Eden Prairie: 1515
Maintenance Supervisor (day): 2570

Campus Security

Brooklyn Park: 612-219-6166
Eden Prairie: 952-995-1433
Law Enforcement & Criminal Justice Education Center: 763-657-3722

EMERGENCY PROCEDURES

Overview

Individuals can report any campus emergencies by calling 911 from any campus extension, cellular or by using any college phone to call 4141 at the Brooklyn Park Campus, and 5151 at the Eden Prairie Campus.

It is imperative that Hennepin Technical College employees and students be protected in case of an emergency. The information provided in this document should help determine the course of action needed in an emergency situation. However, situations cannot always be defined into a category for which hard and fast guidelines can be drawn. Common sense and the protection of life should dictate the reaction of all college staff to emergency situations with individual judgment exercised in given situations.

Emergency procedures are designed to provide guidance to those having responsibility for the safety of students and staff at Hennepin Technical College. Campus Security has the primary responsibility for dissemination of emergency procedures to staff and students. In addition, clearly defined chains of command must be determined in each department so that safety procedures can be carried out in case of absences from the building. The administrative chain of command can be found on page 8.

Clery Act compliance

Maintenance of Public Incident Log:

Each Campus Security Office will keep and maintain an easily understood daily public incident log, recording all crimes reported to the HTC Campus Security Office. The crime log will include information such as the nature, date, time, and general location of each crime, and the disposition of the complaint if known. The daily log will include reported crimes that occurred on campus, at facilities owned or leased by HTC and/or recognized student organizations and the immediately adjacent surrounding public area, including Staring Lake Park in Eden Prairie and Greenhaven Park in Brooklyn Park.

All entries shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection during normal business hours. Any portion of the log older than sixty (60) days will be made available within two (2) business days of the initial request being made to the Campus Security Office. If new information regarding a log entry becomes available to the Campus Security Office, the log entry will be updated accordingly to reflect the most current information available.

The daily crime log is housed in each Campus Security office and may be requested for review at any time.

The Hennepin Technical College annual security report is published on October 1st of each year.

To view the ASR and other important information visit the Campus Security webpage at:

<https://hennepintech.edu/about/pages/security>

EMERGENCY RESPONSE, NOTIFICATION AND METHODS

Response to reported Emergencies

Any employee or student may initiate the internal notification process by calling 911 and Campus Security

Brooklyn Park Campus Security 4141 or 612-219-6166

Eden Prairie Campus Security 5151 or 952-995-1433

Campus Security staff are available during normal business hours (6am-10pm).

Campus Security will notify the Director of Security who will in turn notify the President and senior leadership (based on the nature of the emergency).

All members of the Campus Security and Maintenance teams carry digital two-way radios; networked repeaters allow for inter - campus communication.

Campus Security will notify the College Emergency Response Team (ERT) – as needed based on each incident. ERT members will report to the Security office on each campus to pick up 2 way radios and assigned campus response areas.

Responsibilities for Emergency Response and Notification

Upon notification of a campus disaster or campus emergency, Campus Security staff will immediately insure that first responders are present or in route, and alert the Directors of Security/Safety. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the Directors of Security/Safety will, without delay and taking into account the safety of the campus community, determine the content of the notification and initiate the notification systems, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Directors of Security/Safety will immediately alert the President and senior leadership of the nature of the emergency and current response efforts.

Notification Methods

Students, staff and faculty will be alerted to emergency situations via the following methods:

- Building alarm systems
- PA announcement
- KACE Alert
- Star Alert
- Email
- The HTC homepage
- Campus signage
- Local media (weather related closures).

The Public Safety and Compliance office at the MnSCU Chancellor's Office will be notified by the Security team.

TIMELY AND IMMEDIATE NOTIFICATION

Five criteria must be considered to determine if activation of the STAR ALERT/KACE ALERT systems are warranted, and which communications will be utilized:

1. **Hazard Type**
 - a. What is the hazard? (fire, flood, chemical hazard, dangerous individual)
 - b. What is the impact to Hennepin Technical College? (Minor, major, disaster)
 - c. What is the potential for the situation to worsen?
 - d. Is the situation under control?
2. **Life Safety / Property Protection**
 - a. What is the potential for death?
 - b. What is the potential for serious injury?
 - c. What is the potential for minor injury?
 - d. What is the potential for damage?
 - e. What is the potential for disruption to normal course of business?
3. **Urgency**
 - a. How soon does the message need to go out? (Seconds, hours, days)
 - b. Is there time for approval?
4. **Audience**
 - a. Who needs to be alerted? (Administration, faculty, staff, students, visitors)
 - b. How many people need to be alerted? (dozens, hundreds, thousands)
5. **Capabilities / Limitations**
 - a. What are the limitations of the system? (audience, delivery time, mass panic)
 - b. Which system should be used? (STAR ALERT, KACE Alert, PA announcement, all staff email)
 - c. How quickly can the messages be sent? (Immediately, minutes, hours)

The following are trained to send messages through the STAR ALERT/KACE ALERT systems.

1. Director of Security
2. Director of Safety
3. Campus Security Supervisor
4. Campus Security Officers
5. Reception Desk staff
6. Select members of the Marketing and IT Teams.

STAR ALERT

Hennepin Technical College has established an Emergency Notification system as part of our Emergency Operations planning. This College ENS system is called Star Alert™ and transmits emergency notification messages to the subscriber's via text message, e-mail or automated text to voice messaging. This system uses real-time communications, and has optional enrollment.

Students

[Student subscribe link](#)

Faculty and Staff

[Faculty and staff subscribe link](#)

How it Works

Star Alert Emergency Notification system sends messages to you through cell phone text messaging and/or email during emergencies that threaten life, safety, or severely impact normal campus operations. These messages may be weather related warnings involving severe thunderstorms, winter storms, tornadoes, or other situations that cause the campus to be closed. There is also a test message that is sent out at the beginning of each new semester.

Stay Safe, Stay informed

Everyone who regularly comes to Hennepin Technical College is urged to register for this valuable service. In addition to sharing emergency information prior to you arriving on the campus, it also supports wireless notification in a timely manner in the event that the campus computer and telephone systems are compromised for any reason.

Notification is brief in size, specifies it is a Star Alert message, specifies to which campus it impacts, what action to take, and where to find additional information.

This system is in use throughout the Minnesota State Colleges and Universities system so you can enroll at each institution that you are affiliated with to receive Star Alert messages from each of them.

Important Notice

To use this valuable service you must have a phone that is capable of receiving text messaging or e-mail messages. You will receive a confirming message when your registration is complete.

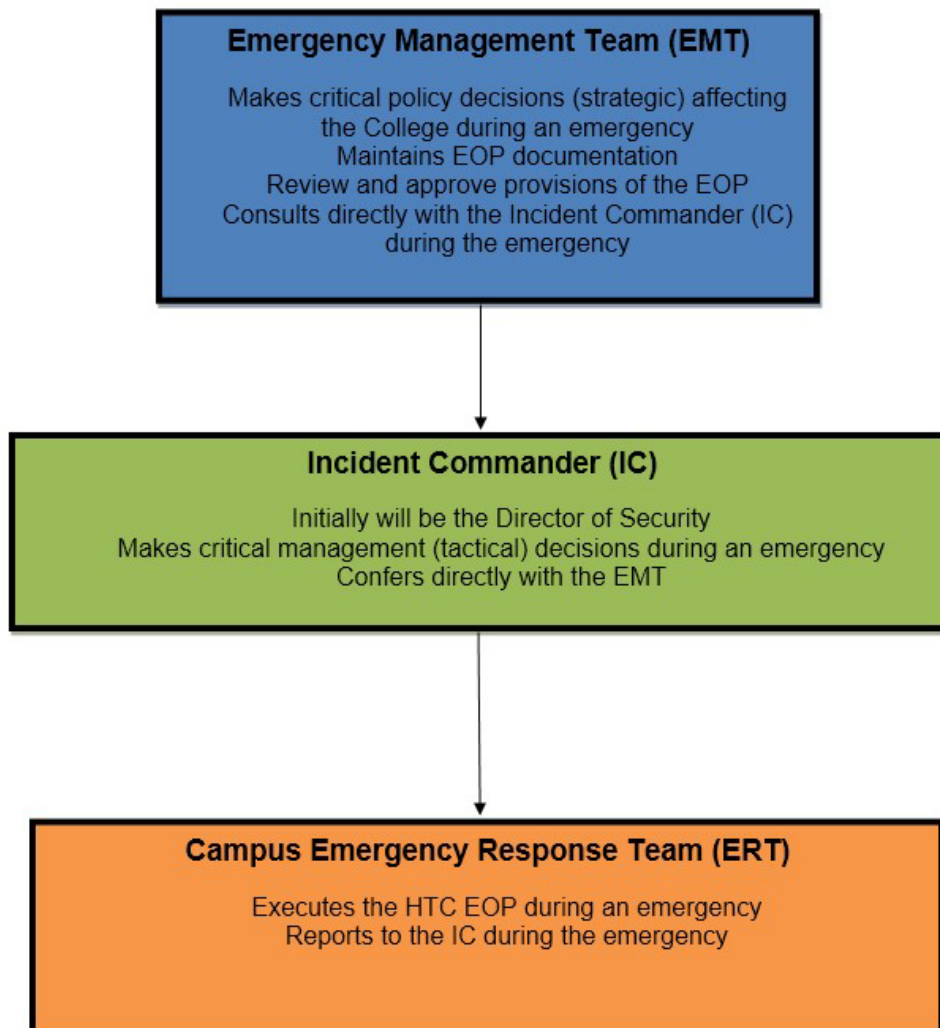
If you ever want to cancel this service, simply follow the same process and remove your information.

CHAIN OF COMMAND

Hennepin Technical College Chain of Command

- President
- Vice President of Academic & Student Affairs
- Vice President of Administrative Services
- Director of Human Resources
- Executive Director of Institutional Advancement
- Chief Information Officer

CHAIN OF COMMAND



INCIDENT COMMAND SYSTEM

Incident Command System

Hennepin Technical College follows the Incident Command System (ICS) mandated by the National Incident Management System (NIMS). The ICS is an all-risk system designed for use during medical emergencies, natural disasters, social emergencies, etc.

The primary objective of the Incident Command System is managing resources to gain control of a situation. The ICS expands in a modular fashion based on the complexity of the incident. The Incident Commander manages all functions until span-of-control require delegation. Functions are delegated to the command and operational staff, who manage the “hands-on” details of the incident.

Incident Commander (IC)

The first person on the scene is the Incident Commander (IC) until he or she relinquishes the role to an ERT member or emergency personnel. The Incident Commander is the decision maker for all issues during the declared emergency. The IC will use these guidance procedures, available resources, and his or her best professional judgment to protect the health, welfare, and safety of the College and its community.

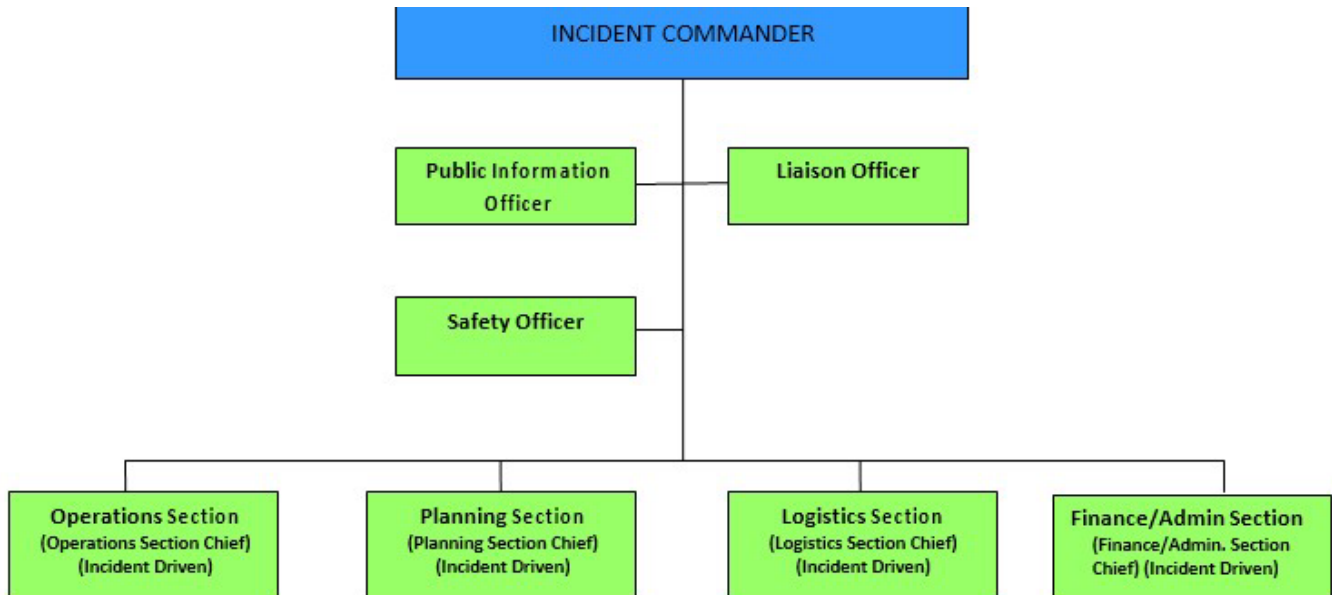
Emergency Operations Center (EOC)

The Incident Command Center is where HTC’s Emergency Response Team (ERT) coordinates the emergency response. It operates until the Incident Commander downgrades the emergency. Typically, the Incident Command Center is staffed by at least one person from each of the ERT areas.

Incident Command Center Location

A Primary Location and secondary location have been identified.

HTC ICS CHART



HTC ICS CHART

CRISIS COMMUNICATIONS

Purpose: The purpose of effective crisis communication is to mitigate the identified emergency, crisis, or controversial incident and protect the safety of the faculty, staff, students, and community by providing accurate information to all constituencies.

Activation of Crisis Communication Plan

During an emergency or crisis, College personnel should immediately notify 911 and Campus Security. An emergency or crisis includes fires, bomb threats, floods, crime, accidents, etc. Campus Security will notify the President and senior leadership, who may in turn notify the system office based on the severity of the incident. After an assessment of the emergency, crisis, or controversial issue, the Executive Director of Institutional Advancement and Marketing will determine whether the Crisis Communication Team should be activated.

Media Inquiries: All media inquiries should be forwarded to the Executive Director of Institutional Advancement and Marketing at 763-488-2426 (office) or (612) 227-3635 (mobile). It is extremely important during emergencies, crises, and controversial issues that only factual information be distributed, speculation and rumors prevented, and security and privacy issues considered.

Crisis Communication Team members

Executive Director of Institutional Advancement and Marketing.

Director of Information Technology (Designated back up spokesperson).

Marketing staff (as assigned by Executive Director of Institutional Advancement and Marketing).

Executive Director of Institutional Advancement and Marketing serves as the leader of the Crisis Communication Team and is a member of the senior leadership team, which directs the response to, and management of, Campus emergencies and crises.

Depending on the nature of the crisis or emergency, the Executive Director of Institutional Advancement and Marketing may augment the Crisis Communication team with other college or external personnel, such as the System Office General Counsel or System Office communication specialists.

Tasks – Response

Assess the situation: A fact sheet of the emergency, crisis, or controversial issue is developed by responding departments (Facilities, Student Life, Counseling, Campus Security etc.)

The fact sheet contains a summary statement of the situation including all known details to be released to the media, and other constituencies. This information is made available to (and approved by) the President and senior leadership. This fact sheet is analyzed with respect to the public's right to know and concerns for privacy and security, in consultation with General Counsel when appropriate.

CRISIS COMMUNICATIONS (cont.)

Designate a spokesperson:

In most cases, the designated spokesperson is the Executive Director of Institutional Advancement and Marketing.

The director may appoint a person with direct knowledge of the situation to assist her/him in this task. In case of a significant crisis, the President or the highest-ranking College official may take the lead in conveying the administration's response to the crisis, showing that the college has control of the situation, calming public concern, and setting an example for the entire campus.

Determine if photography/videography is required for documentation or media releases.

Contact appropriate constituencies: Depending on the nature of the situation, appropriate constituencies will be contacted. Constituencies may include:

- Faculty and adjunct Faculty, on and off campus
- Full and part-time staff, on and off campus
- Students, on and off campus
- Parents
- Boards: College, Foundation, and Alumni
- Alumni/Donors
- Business community/Municipal leaders
- Mass Media
- Metropolitan State University leadership(shared LECJEC space)
- Intermediate School District #287
- The MNSCU system Office
- The general public

Determine appropriate communication vehicles: The Crisis Communication Team will determine the appropriate vehicle(s) to communicate information and their priority order, which may include:

- Campus list serves Everyone-BPC@hennepintech.edu and Everyone-EPC@hennepintech.edu
- STAR ALERT – text messaging
- KACE ALERT – pop up message on all computers currently logged into the HTC network
- Key campus individuals (land phone or mobile phone)
- The College Homepage
- Social Media (Facebook, Twitter).
- The Campus Main phone extension (auto attendant).
- Media releases and/or interviews for Broadcast and Print Media
- Press Conference
- Campus TV monitors
- Postings at Campus Entrance Doors
- Mass Meetings

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- Direct Mail
- 2-Way Radios

CRISIS COMMUNICATIONS (cont.)

Tasks - Post incident

Factual information should be available through several communication vehicles for a period of time after the incident, as determined by the Executive Director of Institutional Advancement and Marketing.

Other Responsibilities

- Recommend appropriate communication systems for utilization during a crisis or emergency to the Crisis Management Team.
- Coordinate media training for back up spokespersons, and on-going crisis communication training for team members.
- Designate communication center with required technology and resources.
- Establish and maintain relationships with media and others.
- Designate appropriate spaces for press conferences and media satellite vehicles.
- Participate in simulations, drills, and tabletop exercises for readiness.

CRIMINAL ACTIVITY

Everyone is asked to help make the college a safe place by being alert to suspicious situations or persons and by reporting them to Campus Security as soon as possible. If you are a victim, witness, or responsible for the safety of students or others **DO NOT TAKE ANY UNNECESSARY RISKS**

Avoid physical confrontation with the perpetrator by any reasonable means available. If a vehicle is involved, get a license number, make, model, and color if possible. Try to determine the route of travel if it is safe to do so. Safety of students, staff and faculty is the first priority.

Police - 911

Brooklyn Park Campus Security 4141 or 612-219-6166

Eden Prairie Campus Security 5151 or 952-995-1433

Decision Making for Crime in Progress Events

After becoming aware of a major crime against a person or property in progress, Campus Security will notify municipal authorities and the Director of Security of the nature of the activity, steps taken, and advise any other actions appropriate to the circumstances.

Communications for Criminal Activities

The Director of Security, upon notification of criminal activity will:

1. Notify appropriate outside agencies and request assistance, if not already done
2. Notify Senior leadership; and;
3. Provide a Timely Warning to the campus community in certain instances

Campus Actions

- Do not try to apprehend or interfere with the criminal except to defend yourself
- Get a description; height, weight, sex, color, age, clothing, method and direction of travel.
- If the criminal enters a vehicle, get the license number, make, model, color and outstanding characteristics. (Also see: Bomb Threat checklist)
- Do not touch or move what may be evidence or appear dangerous.
- If possible go to a safe place.
- Call Campus Security (see above numbers). Please be prepared to give your name, location and department.
- Advise Campus Security of the situation and stay in place until contacted by an officer. Do not interfere with those creating the disturbance or with Campus Security or first responders/law enforcement authorities unless your assistance is necessary

MEDICAL EMERGENCIES

Medical Emergency: Absence of breathing, loss of consciousness, severe bleeding, shock, loss of body part, death

Faculty/Staff/Students Call 911.

Call Campus Security:

Brooklyn Park Campus Security 4141 or 612-219-6166

Eden Prairie Campus Security 5151 or 952-995-1433

Provide Campus Security with the location and type of emergency. DO NOT transport or move the injured person.

Provide First Aid in accordance with your ability and training.

If the person is experiencing sudden cardiac arrest and falls unconscious, the Automated External Defibrillators (AED) can be utilized.

All injuries that occur on Hennepin Technical College property must be reported – Contact Campus Security

Each Campus Security Office has a basic First Aid bag available for the campus community - band aids/ice packs, bandages etc.

Students: Forms are available on-line at:

https://www.hennepintech.edu/uploads/files/GL_Incident_Report.pdf **Employees:**

First report of Injury

https://s3.amazonaws.com/htchr/Work_Comp_First_Report_Packet.pdf

All forms are available from Human Resources. Contact HR at 763-488-2548.

Automated External Defibrillators

Brooklyn Park Campus

⁵ AED units - located in the common hall areas (C, D, G, J Lobby, and 2nd floor)

Eden Prairie Campus

⁶ AED units - located in the common hall areas (C, D, G, J Lobby, 2nd floor and C150)

Law Enforcement & Criminal Justice Education Center

3 AED units - located in Range Lobby, Simulation Lab Hall, and Main stair/elevator lobby

BASIC FIRST AID

Staying Safe

If you witness an accident or injury, keep your wits about you and stay safe. An emergency is an unstable situation; ensure your own safety before you go to the aid of others.

Universal Precautions

Universal precautions are steps used to reduce the potential for victims to infect rescuers. Practicing universal precautions requires personal protective equipment, such as gloves or eye protection.

Determine if the Victim is Awake

- If the victim is not awake, try to wake them. Give them a brisk shake of the shoulders or rub your knuckles on their breastbone and shout something. It doesn't matter what you say, as long as you say it nice and loud to give them a chance to wake up.
- Not waking up? Make sure someone is calling 911 (if no one else is there to help, then you should call 911 before you do anything else).
- If the victim is awake, talk to them. If the victim can't talk, are they choking? If they are choking, do the Heimlich maneuver.
- If the victim is talking but not making sense and appears confused, call 911 immediately.

Is the Victim Breathing?

- If the victim is not breathing, start CPR. Remember to tell someone to call 911 if you haven't already. Send someone for the nearest AED.
- Start CPR by pushing on the middle of his chest, right between the nipples. Push hard and fast, at least 2 inches deep and at least 100 times per minute until the AED or ambulance arrives.

Continue to Care for the Victim

- You have a victim who won't wake up (unconscious) but is breathing. Call 911. If the 911 operator tells you what to do, follow the operator's instructions and stop reading this. If you're on your own, here are some tips to follow until the ambulance gets there:
 - If the victim is face down and unconscious, do not move him/her.
 - If the victim has fluid, blood, vomit or food in his mouth, roll him on his side with his arm under his head.
 - **Stop any bleeding** by putting pressure on the wound.
 - If the victim stops breathing, start CPR.

MEDICAL EMERGENCIES

Scene Management

When an ambulance is called it is important to have persons at strategic locations to provide directions and assist with scene management. College personnel will assist by directing the ambulance to the nearest entry door.

The individual providing scene management should consider the following actions:

Campus Actions

- Provide First Aid in accordance with your ability and training.
- Reroute bystanders and casual walkers to ensure a clear path for the ambulance or other high speed emergency vehicles.
- Ensure the dignity of the injured by controlling crowds—divert onlookers to an empty classroom or ask them to leave the area.
- Protect the personal belongings of the injured by sending items to the hospital along with the injured in the ambulance if possible.
- Secure the area after the ambulance has cleared the scene to ensure that personal belongings of others are not left unattended. Ensure that staff or faculty familiar with the situation be present to assist students as they reclaim their belongings.
- Upon departure of the ambulance, Campus Security will document events and participant contact information for future needs.
- Report any exposures of blood, body fluid, or infectious agents to Health & Safety Director who will direct clean-up activities.

WINTER STORMS

Campus closure, class cancellation, delayed start and early dismissal will be announced on WCCO, the Hennepin Technical College homepage and Star Alert emergency notifications.

Students, faculty and staff are encouraged to register for the Star Alert Emergency Notification system.

SEVERE WEATHER/TORNADO

Weather conditions are monitored by the Campus Security team, the college also receives automated alerts through NOAA weather watch. Severe Weather moving in to Hennepin County that impacts either HTC Campus will be communicated to the college community accordingly (Severe Thunderstorm watch/warning, tornado watch/warning, straight line winds– etc.).

Severe Weather Alerts will be communicated in the following manner:

- STAR ALERT
- KACE Alert
- PA system
- Bullhorns (outside events)
- Campus Security and Maintenance staff may also go room to room to warn program areas

Campus Actions

- **Severe Weather Watch-** Identify the location of your nearest weather shelter area(see following maps)
- **Severe Weather Warning-** Remain inside the building; proceed quickly and calmly to the nearest shelter area indicated on the Evacuation Route and Severe Weather Shelter maps located near the doors inside most labs and classrooms. Alert others to do the same
- Remain sheltered until the “All Clear” is announced
- **Tornado Watch-** Identify the location of your nearest weather shelter area(see following maps)
- **Tornado Warning-** Identify the location of your nearest weather shelter area(see following maps)
 - Remain inside the building; proceed quickly and calmly to the nearest shelter area indicated on the Evacuation Route and Severe Weather Shelter maps located near the doors inside most labs and classrooms. Alert others to do the same.
 - If a tornado is actually striking, get into a crouched position near a concrete supporting wall and cover your head. Stay away from windows and overhead equipment.
 - Remain sheltered until the “All Clear” is announced.
 - Search for and report all injuries and/or physical damage to Maintenance and Campus Security.
 - **Call 911** if injuries require medical attention.

SEVERE WEATHER SHELTER AREAS

SEVERE WEATHER SHELTER AREAS

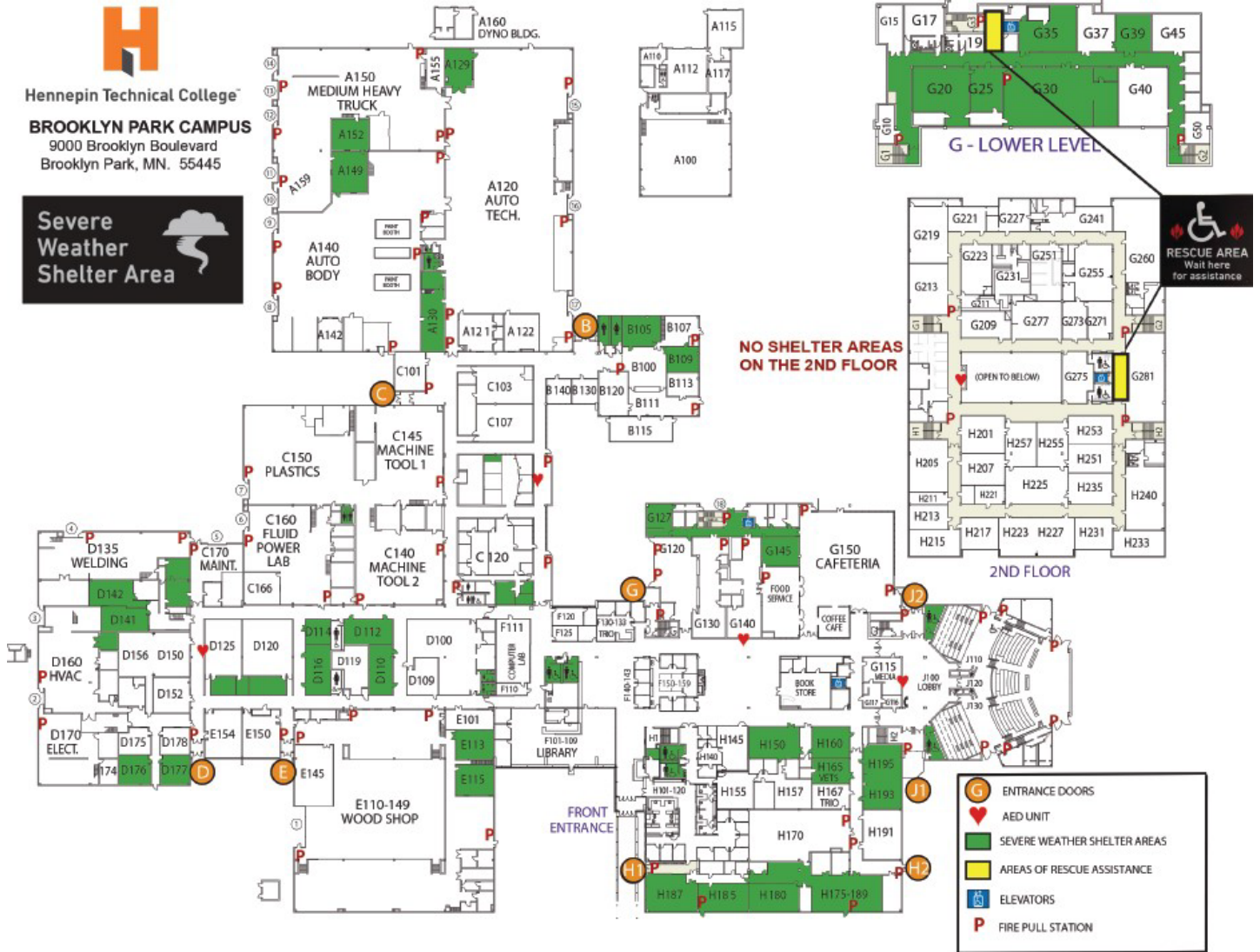
Brooklyn Park Campus	Eden Prairie Campus
BASEMENT Basement Hallways G20, G25, G30, G35 G39	BASEMENT Basement Hallways G20, G25, G30, G35 G39
A AREA A129, A130, A149, A152, Restrooms	A AREA A125, A129, 130, Restrooms
B AREA B105, B109, Restrooms	B AREA Restrooms
C AREA C115, C108, C131, C132, C133, Restrooms	C AREA C104, C108, C110, C158, C159, Restrooms
D AREA D110, D112, D114, D116, D121, D126, D141, D142, D176, D177, Restrooms	D AREA D107, D110, D112, D114, D116, D131, D132, D148, D164, D176, D177, Restrooms
E AREA E101, E113, E115	E AREA E101
F AREA Restrooms	F AREA Restrooms
G AREA G127, G145, Culinary area hall	G AREA G127, Culinary area hall
H AREA H150, H160, H165, H167, H175-189, H185, H187, H193, H195, Restrooms	H AREA H101, H125, H160, H165, H167, H183, H185, H187, H193, H195, Restrooms
J AREA Restrooms	J AREA Restrooms
LAW ENFORCEMENT & CRIMINAL JUSTICE EDUCATION CENTER	
Corridor rooms 104-112, 166, 169, 174, 175, 199, Restrooms	

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BPC SEVERE WEATHER SHELTER AREAS



Hennepin Technical College
BROOKLYN PARK CAMPUS
 9000 Brooklyn Boulevard
 Brooklyn Park, MN. 55445



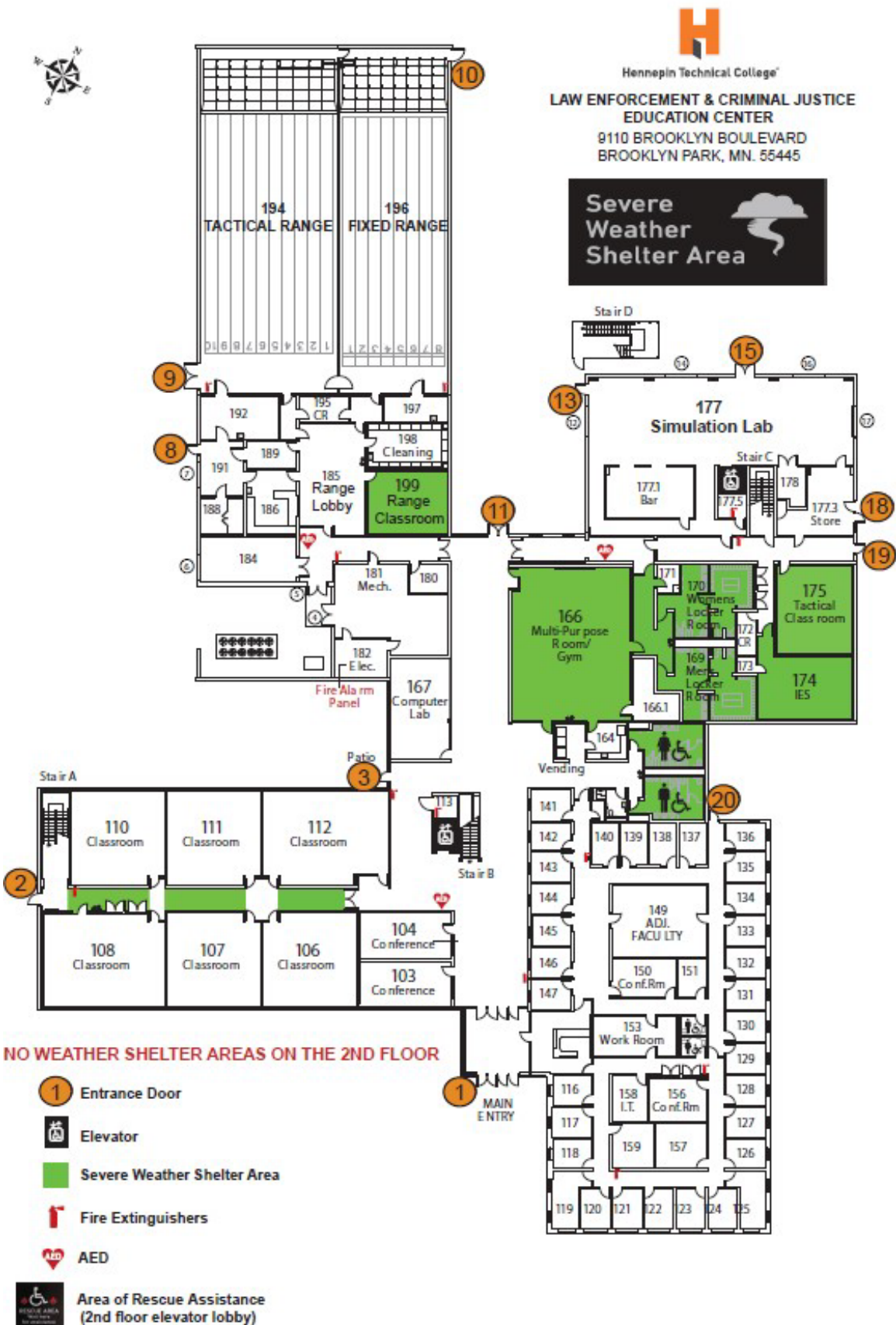
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EDEN PRAIRIE SEVERE WEATHER SHELTER AREAS

H
 Hennepin Technical College
 EDEN PRAIRIE CAMPUS
 13100 College View Drive
 Eden Prairie, MN. 55347



Hennepin Technical College – Emergency Response Procedures



Hennepin Technical College – Emergency Response Procedures

FIRE

Fire and the associated dangers of smoke, structural damage, or toxic releases can pose serious threats of injury and death to students, employees, visitors, and emergency response personnel. In order to control a fire and minimize its damage, the following steps should be taken immediately

Campus Actions:

Any time the alarm sounds-

ALL ALARMS will be considered as genuine with NO exceptions, the fire alarm horns are activated to alert all campus occupants to evacuate the building. **NO HTC employee or student will remain in the building once the alarms have been sounded (this does not apply to the campus Emergency response teams).** Do not stop to call the Fire Department. The Fire Panel at each campus is monitored and the Brooklyn Park/Eden Prairie Fire Departments are notified automatically.

If smoke or fire is present-

- Activate the fire alarm system by activating the nearest building fire pull station.
- Dial 911 and give the following information:
 - Your name and telephone number.
 - Exact location of the fire.
 - What is on fire; the size of the fire.
- Do not panic, keep calm.
- Do not re-enter a burning building

Evacuating the Building-

Evacuate the Building using the nearest exit, assist others as needed. Do not:

Attempt to fight fire unless trained to do so.

Use the elevator.

Run, push or create panic; or return to your office until the “all clear” is announced.

Do not stand around in hallways or on the roadway/sidewalks near the building. Do not re-enter the building until an ALL CLEAR is announced.

All Clear Notification-

The All Clear notification is initiated by Maintenance upon Fire Department approval, and is done using the exterior horns at each campus in conjunction with a STAR ALERT.

The exterior horns will silence, this will be followed by a campus specific ALL CLEAR signal. Please WAIT (and anticipate a delay) prior to hearing the ALL CLEAR signal.

Brooklyn Park Campus- One long tone from the exterior horns.

Eden Prairie Campus- Three short tones from the exterior horns

VIOLENT OR THREATENING BEHAVIOR

Your first duty is to ensure the safety of yourself and those you are responsible for at the college. Do not meet with anyone who has threatened you or is an obvious danger to you.

Decision Making for Violent or Threatening Behavior:

For situations that pose an immediate threat of danger call 911 and Campus Security at 4141 or 612-219-6166 (Brooklyn Park Campus) or 5151 or 952-995-1433 (Eden Prairie Campus) – Campus Security will alert the Campus CARE team.

Action Steps:

Verbally Abusive Behavior

- Remain calm. Try to calm the person down.
- Try to listen carefully and pay attention to what is said. Let the person know you will help within your ability to do so.
- If the individual does not respond, get the attention of others around you.
- Notify the counselor on duty if available.
- If the situation is escalating or if you feel there is an immediate threat, contact 911 followed by Campus Security immediately at 4141 or 612-219-6166 (Brooklyn Park Campus) or 5151 or 952-995-1433 (Eden Prairie Campus). If necessary, leave your workspace. Do so under whatever pretext is necessary.

Physically Aggressive Behavior

- Do not engage the physically aggressive person. Leave your workspace immediately. Go to a location with other people.
- Call 911
- Advise your manager and other staff
- Call Campus Security immediately at 4141 or 612-219-6166 (Brooklyn Park Campus) or 5151 or 952-995-1433 (Eden Prairie Campus)

STUDENT BEHAVIORAL CONCERNS/CARE TEAM

Student Behavioral Concerns Response Guide

Levels of Concern

Level 1 HTC Alert Tools

Academic, attendance, social, personal, or behavioral issues

Student requires support but no immediate concern of harm to self or others

Response time one to four weeks

Email survey sent to faculty or link to alert tool can be found in D2L or on the CARE Team web page

Level 2 CARE Referral Process

Concerns about physical/mental well-being

Potential threat of harm to self or others

Urgent response of 24 hours or less

Email CARE at CARE@hennepintech.edu

Level 3 Urgent Counseling (Orange Card)

Behavior that needs immediate attention that requires intervention from a counselor

A high level crisis in that moment

Concern of harm to self or others

Give student orange card to give to Enrollment Services to be seen right away by a counselor

Escort student to Enrollment Services

If Enrollment Services is closed, escort student to Security Desk and they will locate an appropriate person to assist.

Response time one hour or less

Level 4 911 & Campus Security

IMMEDIATE DANGER OF HARM TO SELF OR OTHERS

CALL 9-1-1 and Campus Security at 763-248-1354

If you call 9-1-1 from a cell phone, please follow up with Campus Security at 763-248-1354 so they know where to direct emergency services.



Student Behavioral Concerns Response Guide

HOW TO HELP STUDENTS

This guide may be used as a resource when working with troubled students, identifying students in difficulty, helping students, and knowing where to refer students for help when they need it. HTC Counselors are available for consultation if assistance is needed when referring or assisting a student.

Recognize the Problem

- Tardiness or excessive absences
- Repetitive excuses
- Classroom disruption
- Disclosure of sexual assault or harassment
- Sudden or extreme changes in behavior
- Threatening behavior
- Disclosure of suicidal thoughts

What to Do

- Talk to the student in private and allow plenty of time
- Communicate care for the student's well-being
- If you have concerns about a student you have already tried to help, refer to front of card for appropriate response level.

Helpful Contacts

- Advising & Counseling Services.....952-995-1300
- Campus Security Director763-248-1354
- Dean of Students763-488-2465
- Harassment/Discrimination763-488-2633
- Disability Services.....BPC 763-488-2477
EPC 952-995-1544

For CARE information and resources, visit:

HennepinTech.edu/CARE

CARE@HennepinTech.edu

A member of the Minnesota State Colleges and Universities System
HTC is an affirmative action, equal opportunity educator and employer.
This document is available in alternative format to individuals with disabilities.

UTILITY EMERGENCY

POWER FAILURE

The possibility of a power failure is ever present and a situation that can be easily handled calmly. The most important thing to do is to think safety!

Campus Actions:

POWER OUTAGE:

- Report any outage to Maintenance and Campus Security.
- Help co-workers in darkened areas move to safer locations.
- Unplug personal computers, appliances and non-essential electrical equipment.
- Open windows for additional light and ventilation, do not use the elevators. Follow the instructions given by College Administration.

GAS LEAK

A gas leak refers to a leak of natural gas, from a pipe or other containment, into any area where it poses a threat to campus safety and security. Gas in its natural state is non-toxic and odorless. As a safety precaution, an odorant, which emits a 'rotten egg' smell, is added to ensure quick detection in case of a gas leak.

Campus Actions:

- When a natural gas odor/leak is detected, take the following action:
- Cease all operations;
- Do not switch the lights on or off, or operate other electrical equipment – switching electrical equipment can trigger an explosion;
- Warn others in the immediate area;
- Immediately notify Maintenance at ext. 1515/2570 or 763-202-3612 and Campus Security
4141 or 612-219-6166 (Brooklyn Park Campus)
5151 or 952-995-1433 (Eden Prairie Campus)
- Evacuate the immediate area unless instructed otherwise by Campus Security or Maintenance

HAZARDOUS MATERIALS - CHEMICAL EXPOSURE OR SPILL

Hazardous material is material that, because of its quantity, concentration, or physical or chemical characteristics, may pose a real hazard to human health or the environment.

Hazardous materials include the following categories:

- Flammable and Combustible Material
- Toxic Material
- Corrosive Material Oxidizers
- Aerosols
- Compressed Gases

The accidental spill of hazardous material must be handled by qualified personnel only. Trained Laboratory technician/instructors maintain their own procedure on chemical spills based on the type of chemical.

Campus Actions:

Employees must contact the Director of Health & Safety immediately and advise him of the type of spill (if known), location and if anyone is injured by the spill and take the following steps:

- Instruct the student(s) to vacate the contaminated area immediately; do not attempt to clean the spill as the chemical could be hazardous.
- Evacuate the area and move to an area away from the spill area.
- If the spill occurs outside, proceed immediately upwind from the spill location.
- Instruct student(s) to carefully remove any contaminated clothing.
- Attempt to seal off the area to prevent entry.
- **DO NOT** turn on anything electrical, smoke in the area, or light a match/lighter in the area.
- Provide fresh air and water to any victims of exposure until medical personnel arrive.
- Await direction from Campus Security or other Emergency personnel. **DO NOT** return to the spill area until instructed that the area is safe.

CHEMICAL SPILL

If there is a chemical spill:

- Contact 911 immediately.
- **DO NOT** attempt to clean up the spill.
- Remove yourself and others from the area
- Cordon off the area and do not let others enter the area.
- If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel.
- **DO NOT** pull the fire alarm unless there is a fire.
- Provide first responders with information about the spill, chemical and the spill area.
- Evacuate the building if first responders issue the evacuation order.

TERRORISM/BOMB THREAT

Terrorism Attacks

A. Bioterrorism

* Anthrax, botulism, smallpox, plague, tularemia, etc.

Upon report of a biochemical attack or suspected exposure to the above:

1. Contact the police at 911
2. Call Hennepin Technical College Campus Security
4141 or 612-219-6166 (Brooklyn Park Campus)
5151 or 952-995-1433 (Eden Prairie Campus)
3. Any personnel experiencing unexplained illness, flu-like symptoms, skin lesions, etc., should report their condition to their Supervisor and/or College Administrator and seek medical attention

B. Bomb Threat

A bomb threat represents an immediate threat to students and staff.

If you receive a phone call that may contain a bomb threat or similar situation: 1. Keep the caller on the line and gather as much information as possible

2. Remain calm
3. Be courteous
4. Listen – Do not interrupt the caller
5. Immediately notify Campus Security
6. Complete the Bomb Threat Checklist (Attached below) and give a copy to all notified individuals listed above

If directed, evacuate the area via the nearest exit.

Hennepin Technical College – Emergency Response Procedures

HENNEPIN TECHNICAL COLLEGE TELEPHONE CHECKLIST FOR BOMB OR OTHER THREAT

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 |
| _____ diction | _____ angry | _____ excited |
| _____ 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

- | | |
|-------------------------------------------|------------------|
| _____ <u>well spoken</u> | _____ irrational |
| _____ educated | _____ incoherent |
| _____ foul | _____ taped |
| _____ <u>message</u> read by threat maker | |

Hennepin Technical College – Emergency Response Procedures

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 _____

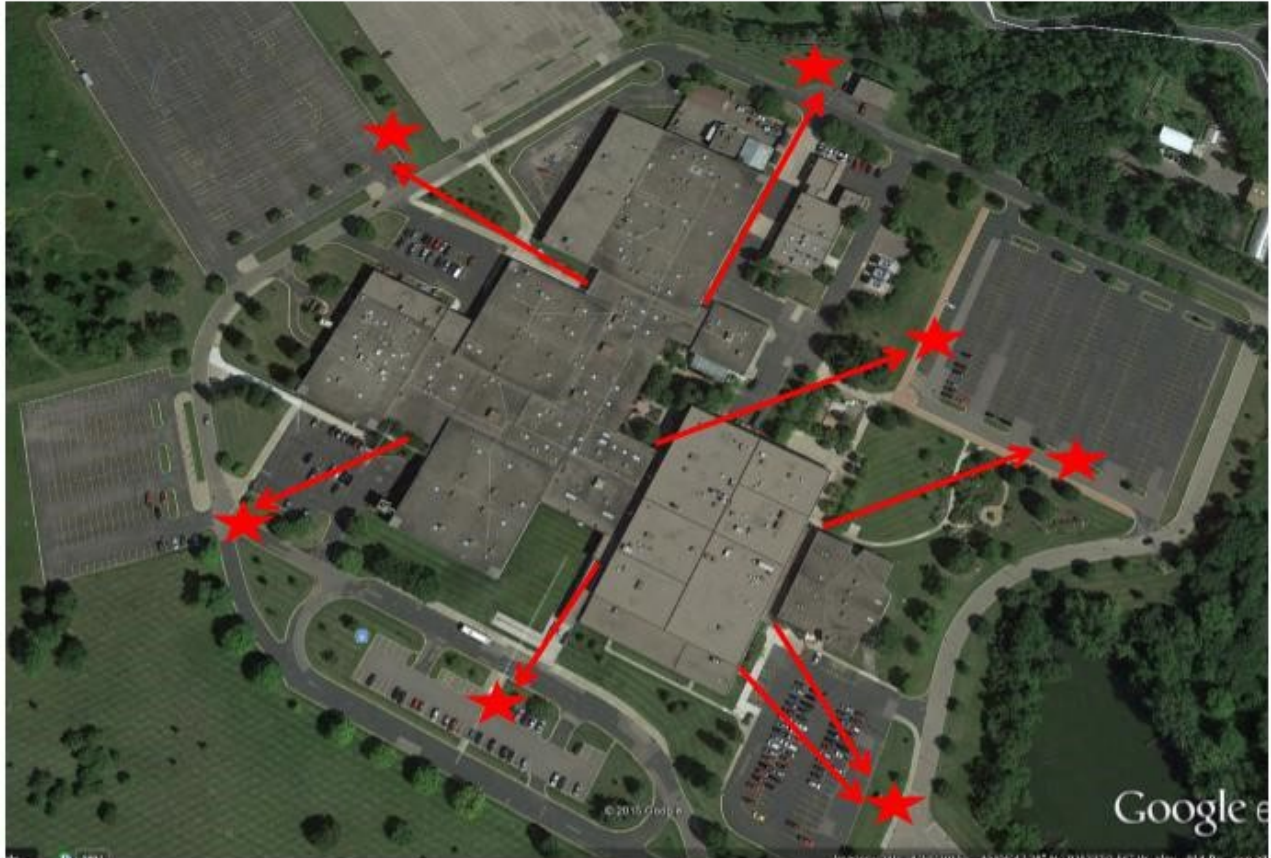
Person receiving call _____

6.5 Date: _____ Time: _____

Duration: _____

BUILDING EVACUATION

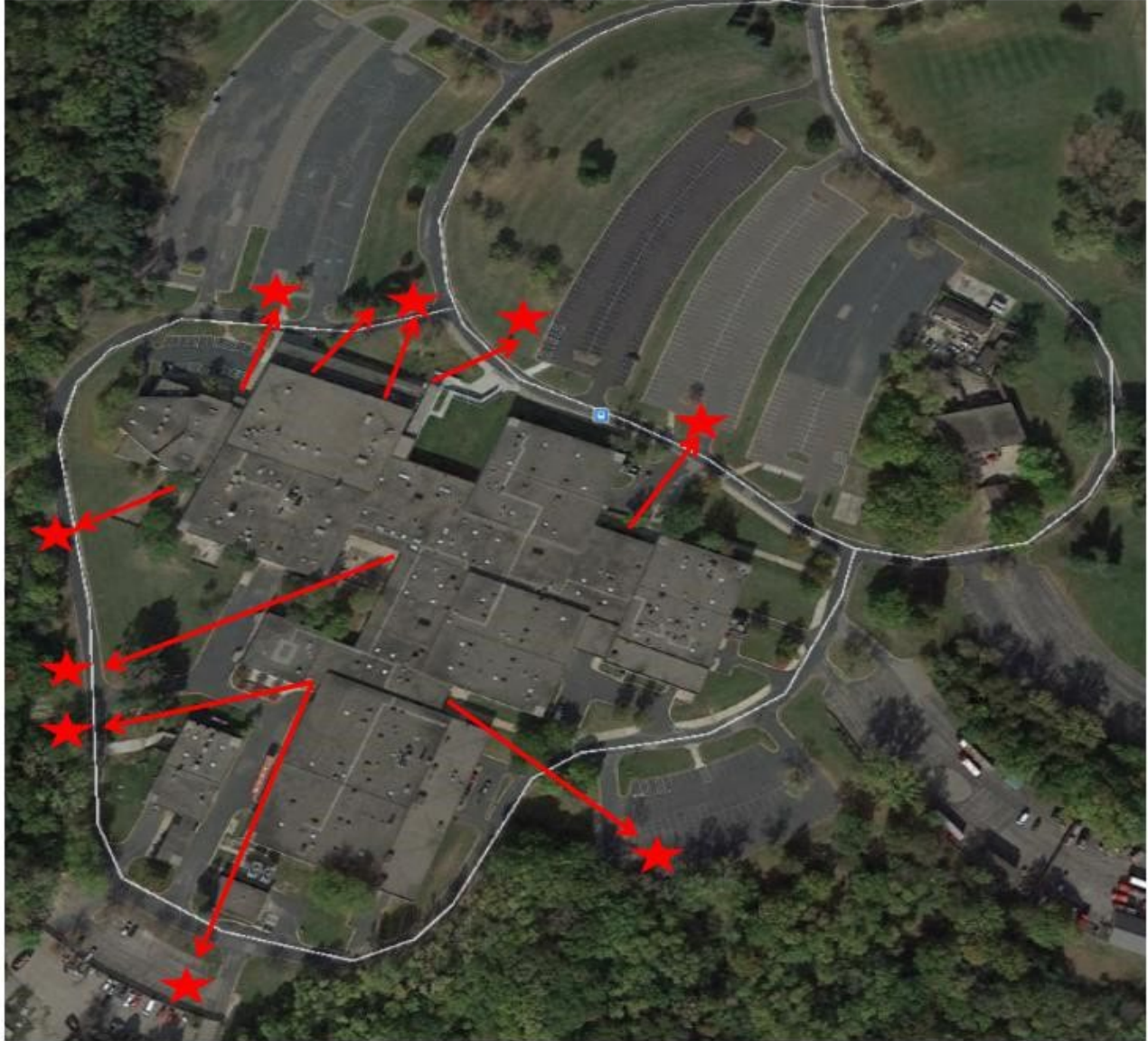
Brooklyn Park Campus



These are suggested areas. Those evacuating should move to a safe distance from the building (minimum safe distance is across the campus perimeter road) and be conscious of emergency vehicles responding to the scene

BUILDING EVACUATION

Eden Prairie Campus



These are suggested areas. Those evacuating should move to a safe distance from the building (minimum safe distance is across the campus perimeter road) and be conscious of emergency vehicles responding to the scene

EVACUATION OF INDIVIDUALS WITH PHYSICAL LIMITATIONS

Evacuation Options

Persons with special needs and/or disabilities have four basic evacuation options when the alarm or evacuation order is made:

- **Horizontal** evacuation: using building exits to the outside ground level or going into an unaffected area of the campus.
- **Stairway** evacuation: using steps to reach ground level exits from the building.
- **Shelter in Place:** unless danger is imminent, remaining in a room with an exterior window, a telephone and a solid or fire resistant door. If individual requiring special evacuation assistance remains in place, they should dial 911 immediately and report their location to emergency services, who will in turn relay that information to on-site responders. The **Shelter in Place** approach may be more appropriate for sprinkler protected buildings (each HTC campus is sprinkler equipped) where an area of refuge is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds.
- **Area of Rescue Assistance:** Identified areas that can be used as part of the required means of egress for persons that are disabled. *These areas, located on floors above or below the buildings' exits, can be used by disabled persons until rescue can be facilitated by the Emergency Responders.*

Hennepin Technical College has identified the following **Areas of Rescue Assistance** on each campus. Universal signage indicates each **Area of Rescue Assistance**, and ARA signage identifies stairwells for responders.

- The 2nd floor elevator lobby corridor (between stairwells G2 and H2).
- The basement elevator lobby (at stairwell G3).
- The stair landing at the LECJEC



EVACUATION OF INDIVIDUALS WITH PHYSICAL LIMITATIONS

Evacuation Procedures

- **Mobility Challenged (Wheelchair)**

Persons using wheelchairs should be accompanied to an Area of Rescue Assistance by faculty or staff, or Shelter in Place when the alarm sounds. The Campus security staff will respond to each of the Areas of Rescue Assistance every time a building evacuation is initiated to identify for emergency responders how many individuals need assistance to safely evacuate.

- **Mobility Challenged (Non-Wheelchair)**

Persons with mobility challenges who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire or unusual odor), the person with disability may choose to wait at the Area of Rescue Assistance until emergency responders arrive to assist them.

- **Deaf or Hard of Hearing**

Each Hennepin Technical College campus is equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The strobe lights are for Deaf or hard of hearing persons. Persons with a hearing loss may not notice or hear emergency alerts and will need to be notified of emergency situations. During fire alarms and severe weather warnings maintenance and campus security staff will verify evacuation via a room by room search.

- **Visually Challenged**

Each Hennepin Technical College campus is equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn is for visually challenged persons. Most people with visual challenges will be familiar with their immediate surroundings and frequently-traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually challenged may need assistance in evacuating. The assistant should offer assistance to the individual with a visual challenge and guide him or her through the evacuation route.

EVACUATION OF INDIVIDUALS WITH PHYSICAL LIMITATIONS

Severe Weather Evacuation Options

Persons with special needs and/or disabilities have three evacuation options based on their location in the building:

Horizontal evacuation: If located on the basement or 1st floor, Severe Weather Shelter areas are located throughout each floor.

Elevator evacuation: There are no severe weather safe areas on the 2nd floor of Hennepin Technical College. The elevator may be used to evacuate the 2nd floor.

Shelter in Place: Seeking shelter in a designated severe weather shelter area and remaining there until the all clear is used.

LOCKDOWN/LOCKOUT

If a major criminal incident/dangerous situation is occurring in the immediate vicinity of the college, a campus wide Lockdown or Lockout might be implemented at the request of municipal authorities. Lockdown & Lockout procedures are designed to protect our students, staff and faculty from the impact a criminal incident or other dangerous condition until law enforcement can respond to the scene and contain the situation. If you observe a major criminal incident which is occurring in the vicinity of the campus contact the police and notify campus security, and provide the following information:

- Location of incident
- Description and number of persons involved (clothing and physical features)
- Description of any weapons involved
- The suspect's direction of travel and vehicle description(if applicable)

LOCKDOWN

When an announcement is made to initiate a full lockdown, Hennepin Technical College staff, faculty and students will be directed to do the following:

- Proceed to an area that can be secured or locked.
- All doors into the area should be locked.
- If it is not possible to lock the doors, place furniture and equipment in front of the doors in order to barricade them. Some doors open out into the corridor. In this situation, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handle to something stable.
- Move to the point in the room that is most distant from a door entering the room from the outside or from a corridor/hallway. Do not huddle, but spread out.
- Close blinds and drapes for concealment.
- Turn off lights. Put cell phones on vibrate, and silence other devices.
- If communication is needed, use text messaging only.
- Remain quiet and secure until the ALL CLEAR is given by College administration or the Police.

LOCKOUT

If a criminal incident or other dangerous situation develops in the immediate vicinity of campus a lockout may be implemented. A lockout means that entrance doors are locked and people will not exit or enter the building, if doing so exposes them to danger.

Hennepin Technical College staff will secure the perimeter of the campus, including locking all Public entrances to our buildings. HTC staff will further attempt to restrict access to our campus and parking lots.

Generally, academic instruction and campus business will continue indoors during a lockout but extra caution should be used until conditions return to normal.

ACTIVE SHOOTER

If a staff member or student hears gunshots or sees someone with a weapon in the building:

1. DO NOT investigate the matter
2. Call the police at 911 and provide the following information:
 - a. Your name
 - b. Nature of incident
 - c. Door/location emergency personnel are to use upon arrival, if applicable Exact location of the incident
 - d. Description of the person(s) involved
3. After calling 911 contact Campus security as soon as safe to do so 4141 BPC (612-219-6166) or 5151 EPC (952) 995-1433

Active Shooter – Personal Safety

When these events occur, they are often over within a few minutes and may require each individual to take immediate action to protect themselves. If you ever find yourself in the middle of an active shooter event, your survival may depend on whether or not you have a strategy.

Personal Safety Strategy

1. RUN: First and foremost, if you can get out, do.
 - Flee whether others agree or not.
 - Leave your belongings behind.
 - When you are safe, call 911.
2. HIDE/BARRICADE: If you can't get out safely, you need to find a place to hide. Act quickly and quietly. Try to secure your hiding place the best you can.
 - Lock and barricade the door.
 - Turn off lights
 - Silence your phone
 - Hide behind large objects
 - Look for alternative escape routes (i.e. windows)
 - Spread out in the room
3. FIGHT/CONFRONT: As a last resort, and only if your life is danger...whether you're alone or working as a group, fight.
 - Attempt to incapacitate the shooter using any objects available – improvise weapons • Commit to your action – this is a matter of life or death

What to do when law enforcement arrives

- Remain calm and follow instructions
- Keep your hands visible at all times because the police are looking for multiple shooters.

ACTIVE SHOOTER RESOURCES

SHOTS FIRED ON CAMPUS – when lightning strikes

Guidance for surviving an active shooter situation on campus

<https://mediaspace.mnscu.edu/channel/MnSCU/37008152>

D2L login required

This presentation provides students, staff and faculty with critical guidance on how to recognize and survive an active shooter situation.

Contact Campus Security for training and a power point presentation on this video.

Run – Hide – Fight Guidance for surviving an active shooter situation in the workplace

<http://www.youtube.com/watch?v=5VcSwejU2D0>

This presentation provides staff and faculty with critical guidance on how to recognize and survive an active shooter situation in the workplace.

ALICE TRAINING

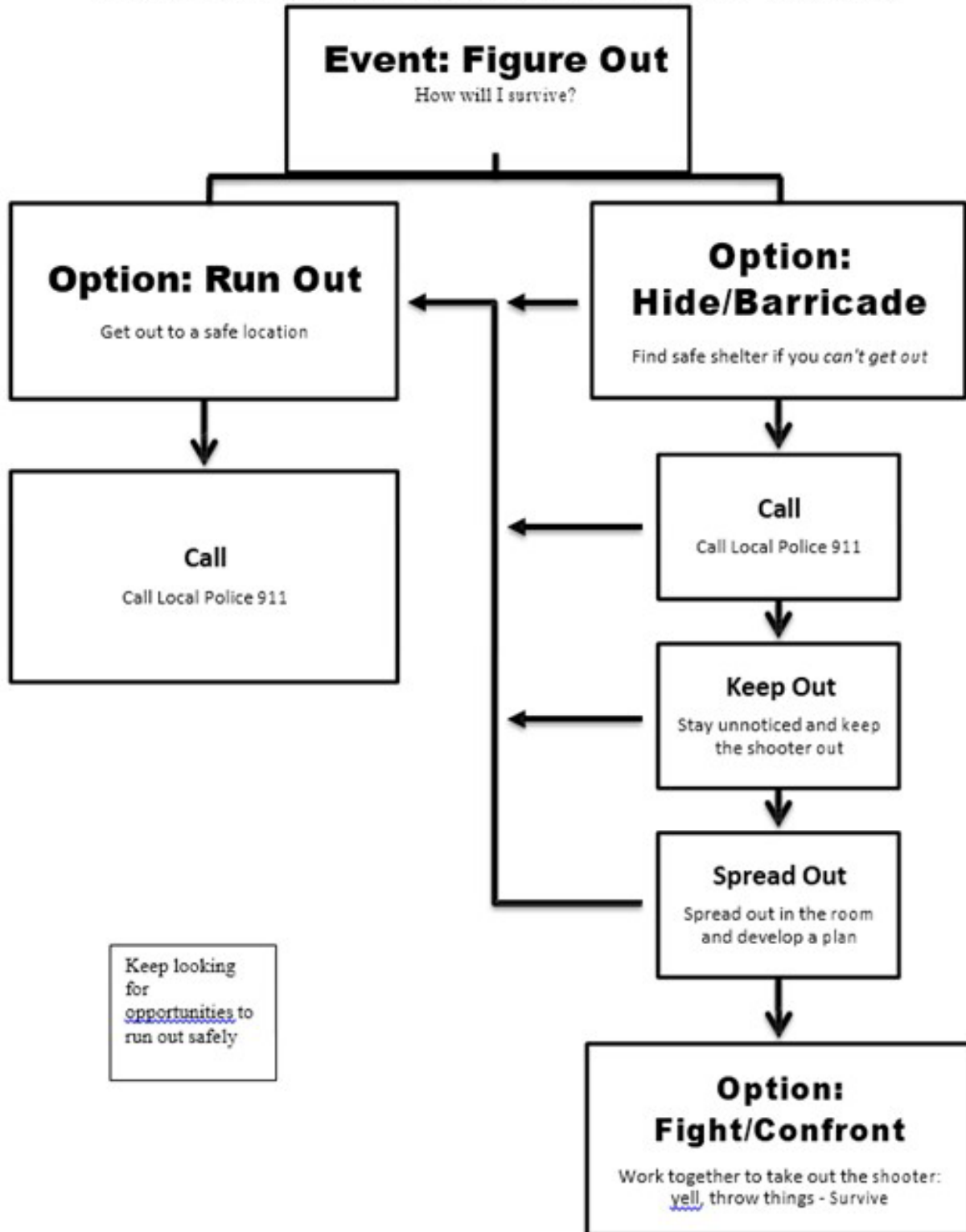
ALICE — Alert, Lockdown, Inform, Counter and Evacuation — is a comprehensive training method created to increase an individual's response options during a crisis situation.

This highly effective and common sense training has been readily adopted by numerous post-secondary institutions throughout the United States. This training will be available to the entire college community, and will be offered bi-monthly on each campus beginning in December 2015/January 2016. Hopefully you will never have to use the information from this training, but if a situation does arise in a classroom or an office, you will have some tools to utilize if needed.

The A.L.I.C.E. program will empower and educate the Hennepin Technical College community on how to handle and survive a critical violent event on campus. The program provides a basic history of school shootings, the motivation of offenders, and options on how to respond if a violent shooter enters your building, office, or classroom. These options include: how to lockdown and barricade, evacuate, and counterattack, depending on the dynamics of the situation.

For more information see the link below; <http://www.alicetraining.com/>

ACTIVE SHOOTER RESPONSE FLOW CHART



Hennepin Technical College – Emergency Response Procedures

CAMPUS SECURITY RESOURCES

Campus specific Emergency Response Guides – available from the Campus Security office



Hennepin Technical College

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					
BROOKLYN PARK CAMPUS 9000 BROOKLYN BOULEVARD, BROOKLYN PARK, MN 55445					
BPC Security Desk 763-488-2655	CAMPUS SECURITY CALL 4141				BPC Security Cell 763-354-4168
EVENT	DESCRIPTION	RESPONSE STEPS			
FIRE	Observation of smoke or flames, audible fire alarm	If you discover smoke or flames, pull the nearest fire pull station and call 9-111 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 Do not re-enter the building	Exterior alarm will silence, followed by a single long tone indicating ALL CLEAR to return to the building.
SEVERE WEATHER	Severe Thunderstorm or Tornado Watch/Warning	Weather conditions are continuously monitored. Campus Security 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 Do not move the person Contact 911 and Security 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.	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 Security	
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 Security	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 the Director of Health & Safety	Small spill - Contain Contact the Director of Health & Safety	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.
BOMB THREAT SUSPICIOUS PACKAGE	Discovery of note/message or phone threat of a bomb on campus	Phone Threat Gather as much information as possible from the caller. Contact Security	Discovery of note/message or verbal Threat Contact Security	Discovery of suspicious mail or package Do not move, touch or handle object, isolate the object if possible and safe to do so. Contact Security	
CAMPUS LOCKDOWN	Incident 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 Security	All concerns - contact Security Campus Security will immediately respond, gather information and coordinate a referral to the HTC CARE (Campus Assessment, Referral & Education) Team		

SEE REVERSE FOR BROOKLYN PARK CAMPUS EMERGENCY MAP



Hennepin Technical College

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 Security Desk 952-995-1412	CAMPUS SECURITY CALL 5151				EPC Security Cell 952-358-1972
EVENT	DESCRIPTION	RESPONSE STEPS			
FIRE	Observation of smoke or flames, audible fire alarm	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 Do not re-enter the building	Exterior alarm will silence, followed by (3) short tones indicating ALL CLEAR to return to the building.
SEVERE WEATHER	Severe Thunderstorm or Tornado Watch/Warning	Weather conditions are continuously monitored. Campus Security will provide alerts as needed.	Severe Weather Watch Be aware of conditions and prepared to take shelter. See reverse for 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 Do not move the person Contact 911 and Security 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.	Reporting All injuries and exposure incidents occurring on campus, whether an emergency or not must be reported. Employees must complete the State of MN First Report of Injury with 24 hours and submit to Risk Management. Contact Risk Management 952-995-1445	
POWER FAILURE	Loss of electricity and lights to any part of the campus	Remain calm, assist others as needed. Move to naturally lit area as needed.	Assess extent of outage i.e. (isolated to one room, one floor, entire building) Contact Maintenance and Security	Campus Administration will identify 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 the Director of Health & Safety	Small spill - Contain Contact the Director of Health & Safety	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.
BOMB THREAT SUSPICIOUS PACKAGE	Discovery of note/message or phone threat of a bomb on campus	Phone Threat Gather as much information as possible from the caller. Contact Security	Discovery of note/message or verbal Threat Contact Security	Discovery of suspicious mail or package Do not move, touch or handle object, isolate the object if possible and safe to do so. Contact Security	
CAMPUS LOCKDOWN	Incident 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 a 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 Campus Security	All other concerns -contact Campus Security Campus Security will immediately respond, gather information and coordinate a referral to the HTC CARE (Campus Assessment, Referral & Education) Team		

SEE REVERSE FOR EDEN PRAIRIE CAMPUS EMERGENCY MAP

Hennepin Technical College – Emergency Response Procedures

Campus specific Emergency Response poster – available from the Campus Security office





CAMPUS EMERGENCY PROCEDURES

Hennepin Technical College
Brooklyn Park Campus
5000 Brooklyn Boulevard

The closest public entrance door
to this room is:

The closest severe weather
shelter area to this room is:

		
FIRE	ACTIVE SHOOTER	MEDICAL EMERGENCY
<p>EVACUATE</p> <ul style="list-style-type: none"> • Activate the nearest fire alarm and call 911. • Evacuate the building using the closest exit, assist others. • DO NOT USE ELEVATORS • Evacuate a safe distance from the Building. • Do not re-enter the building until an ALL CLEAR is announced. • ALL CLEAR is announced by (3) short tones on the exterior building horns – and by STAR ALERT text message. 	<p>RUN – HIDE – FIGHT</p> <ul style="list-style-type: none"> • RUN - leave your belongings behind. Escape if a safe route is available, help others if possible. • IF UNSAFE TO ESCAPE • HIDE - if you cannot get out safely, lock and/or barricade the door – silence cell phone and stay quiet. Be aware of your surroundings, and prepared to escape if it becomes possible. • FIGHT - Be prepared to fight as a last resort, and only if your life is in danger. You may need to attempt to incapacitate the shooter. Work in unison if others are available. Respond with physical aggression and use any improvised weapon available to you. 	<p>PROVIDE ASSISTANCE</p> <ul style="list-style-type: none"> • Call 911 and Campus Security. Be ready to describe the nature and severity of the emergency and victim's age/gender and the nearest door for responders. • Provide immediate aid as able, keep victim still and comfortable. <p>INJURY REPORTING</p> <ul style="list-style-type: none"> • Report all injuries/exposure incidents to Campus Security as soon as possible. • First Aid supplies are available at the Security Office.
		
SUSPICIOUS ACTIVITY	SEVERE WEATHER	BEHAVIOR CONCERN
<p>REPORT</p> <ul style="list-style-type: none"> • Always report unusual or suspicious activity to Campus Security. • Do not allow access to locked areas. • Secure all personal belongings. • Be aware of your surroundings at all times. • Report unsafe conditions- lights out, Maintenance issue, etc. 	<p>SHelter IN PLACE</p> <ul style="list-style-type: none"> • Take shelter in a designated severe weather shelter area - all located on the 1st floor or basement. • No shelter areas on the 2nd floor • Remain in the designated shelter area until an ALL CLEAR is announced. • Assess areas for storm damage before re-entering. 	<p>REPORT</p> <p>Student behavior concern/crisis</p> <ul style="list-style-type: none"> • For CARE team information and resources visit: HennepinTech.edu/CARE • Utilize Orange Counseling Card. • Immediate danger of harm to self or others – call 911 and Campus Security at 763-248-1364.
		
POWER OUTAGE	LOCKOUT	LOCKDOWN
<p>REPORT/EVACUATE AN AREA</p> <ul style="list-style-type: none"> • Report outage to Maintenance/Campus Security. • Move to naturally lit areas on the 1st floor of the Building. • DO NOT USE ELEVATORS • Maintenance will assess the extent and cause of the outage. • Administration will communicate an estimated ETA for service restoration. 	<p>RESTRICT ACCESS</p> <p>Response to a threat near campus</p> <ul style="list-style-type: none"> • Campus Perimeter doors will be locked – all public entrances will be staffed. • No one will be allowed to enter the Building. • Activity on campus will continue as usual- anyone leaving will not be allowed to re-enter. • Lockout will be lifted when the threat ends. 	<p>SHelter IN PLACE</p> <p>Response to a threat on campus</p> <ul style="list-style-type: none"> • Take shelter in any room, close and lock doors if possible. • Close blinds/stay away from windows. • Remain quiet and in place – silence cell phones. • Remain in secured room until notified that the Lockdown has been lifted.

Sign up to receive College emergency STAR ALERTS at: <https://htc.bbportal.com/Entry>

Emergency - Police/Fire/EMS – 911
Campus Security – 4141 or 763-488-2655(desk) or 763-354-4168(cell)