# 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

<table>
<thead>
<tr>
<th>EPC Public Safety Desk</th>
<th>EPC Public Safety Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>952-995-1433</td>
<td>952-995-1433</td>
</tr>
</tbody>
</table>

| PUBLIC SAFETY - 5151 |

### EVENT DESCRIPTION RESPONSE STEPS

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DESCRIPTION</th>
<th>RESPONSE STEPS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRE</strong></td>
<td>Observation of smoke or flames, fire alarm activation</td>
<td>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.</td>
</tr>
<tr>
<td><strong>SEVERE WEATHER</strong></td>
<td>Severe Thunderstorm or Tornado Watch/Warning</td>
<td>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.</td>
</tr>
<tr>
<td><strong>MEDICAL EMERGENCY or INJURY</strong></td>
<td>Accident or illness resulting in a medical emergency or injury on campus</td>
<td>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.</td>
</tr>
<tr>
<td><strong>POWER FAILURE</strong></td>
<td>Loss of electricity and lights to any part of the campus</td>
<td>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.</td>
</tr>
<tr>
<td><strong>HAZARDOUS SPILL</strong></td>
<td>Accidental release of any substance that may present a hazard to persons / environment</td>
<td>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.</td>
</tr>
<tr>
<td><strong>BOMB THREAT SUSPICIOUS ITEM</strong></td>
<td>Discovery of a suspicious item, note/message or phone threat of a bomb on campus</td>
<td>Phone Threat Gather as much information as possible from the caller. Discovery of note/message or verbal Threat</td>
</tr>
<tr>
<td><strong>CAMPUS LOCKDOWN</strong></td>
<td>requiring students/faculty/staff to take shelter to minimize danger</td>
<td>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.</td>
</tr>
<tr>
<td><strong>BEHAVIOR CONCERN</strong></td>
<td>Person exhibits troubling/disruptive or threatening behavior</td>
<td>Imminent threat to self or others – call 911 and Public Safety.</td>
</tr>
</tbody>
</table>

### 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

Remain in a designated severe weather shelter area until the ALL CLEAR is announced.

### PUBLIC SAFETY

- **Public Safety** will immediately respond, gather information and coordinate a referral to the HTC CARE (Campus Assessment, Referral & Education) Team.

### CONTACTS

- **Public Safety**
  - 911
  - 952-995-1433
  - 952-995-5151
- **Maintenance**
  - 952-995-1433
- **Campus Administration**
  - 952-995-1433
- **Campus Medical Services**
  - 952-995-1433
- **Risk Management**
  - 952-995-1433
- **SDS**
  - 952-995-1433

### ADDITIONAL RESOURCES

- **Emergency Call Guide**
- **Campus Emergency Action Plan**
- **Emergency Smoke Detectors and Alarms**
- **Emergency Lighting**
- **Evacuation Plan**
- **Campus Security**

### SEE REVERSE FOR EDEN PRAIRIE CAMPUS SEVERE WEATHER SHELTER AREAS

2019