

Concordia College Emergency Response Plan

In the event of an emergency affecting campus check:

E-mail: any correspondence from **emergency@cord.edu**

Web site: updates on **www.ConcordiaEmergency.com**

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I. Introduction

This document outlines the Emergency Response Plan for Concordia College, detailing the college community response to various emergency situations. The plan is designed to operate in any type of emergency or disaster, whether natural or man-made, operational or technological.

Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of Concordia College's resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the president, or her/his designee may declare a state of emergency. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate emergencies of various types and magnitudes.

The purpose of the plan is to provide information that will prevent injury, save lives, and protect property during emergency events. **An effective response depends upon an informed campus community that is familiar with basic procedures and is able to respond to an emergency.**

Emergency planning and response typically incorporates four phases. This plan is intended as a tool that can be utilized throughout any of the four phases.

1. **Mitigation phase-** Evaluate hazards and risks and provide for the development of risk mitigation, contingency and response plans. This should be done both at an institutional and departmental as well as a campus-wide level.
2. **Preparedness phase-** Identify and carry out actions that will increase emergency preparedness. This includes testing of alert and notification systems, training, public awareness efforts, and emergency exercises.
3. **Response phase-** Respond to events appropriately, as set out in the plan.
4. **Recovery phase-** Follow necessary procedures to restore College functions to pre-event conditions.

These procedures apply to all Concordia College personnel, as well as all facilities and properties owned and operated by Concordia College.

Three levels of emergency/incident are recognized within the Plan.

Level 1- A minor, localized incident confined to a single office, building, floor or laboratory that can be resolved with existing College resources or with limited outside help. Examples of this type of incident are water leaks, power outages, small chemical spills, minor accidents, etc. Major response procedures would not be activated for a Level 1 event.

Level 2- Larger in scope and size, this is an event or emergency that disrupts a sizable portion of the campus community or affects a significant number of people. A Level 2 incident may require assistance from external organizations such as the Moorhead Fire Department, Moorhead Police Department, FM Ambulance or Clay County HazMat. These types of incidents may have the potential to escalate and have serious life safety and operational impact. Examples of this type of incident include: building fire, large scale/dangerous chemical spill, extensive power or utility outage, flooding, etc. The Emergency Response Plan may be fully or partially implemented as required.

Level 3-This is a campus-wide event causing widespread damage and injuries, or has the immediate potential to cause widespread damage, injuries or loss of life. Normal College operations may be suspended. Level 3 incidents would require College-wide cooperation and extensive coordination with external organizations such as the Moorhead Fire Department, Moorhead Police Department, SWAT Team, FM Ambulance, or Clay County HazMat. Examples of this type of incident include: tornadoes affecting campus or the immediate Moorhead vicinity, severe flooding, terrorist activity, explosions or armed assailant(s) on campus. The Emergency Response Plan would be fully implemented.

II. Plan Overview

The simple and basic design of this plan is intended to be easily understood and incorporated by every member of the campus community. By becoming familiar with the plan, it is hoped that individuals and departments/offices on campus will have a degree of confidence and certainty in executing a quick, organized response to any level of incident. It is intended that College departments/offices may perform functions during an emergency related to those that they perform on a day-to-day basis. Each department/office should make sure that all individuals are familiar with departmental operating procedures as well as the procedures outlined in the plan. Implementation of the Emergency Response Plan insures that the following priorities will occur:

Save Lives

Required Actions- Building evacuations, fire suppression, hazardous materials release response, medical aid. Proper communication and notification and training will be necessary to accomplish these actions.

Protect College Property

Required Actions- Perform building and campus grounds inspections, establish facilities security plans.

Restore Operations

Required Actions-Secure vital College records, reoccupy or relocate space, recover supplies, recover lost utility functioning.

Meet Community Needs

Required Actions- Provide available space to the campus community and to the community at large, fulfill mutual aid agreements, mobilize campus support to meet community emergency needs

This document contains overall organizational and operational concepts, summarizes the roles and responsibilities of departments, and provides details on the proper immediate response to specific incidents/emergencies. College departments play a key response role as outlined in the Critical Functions/Responsible Units section of the plan. Each member of the campus community should take responsibility to familiarize himself/herself with the plan.

III. Emergency Preparedness and Training

Training sufficient to ensure the preparedness of the campus community in dealing with emergency situations shall be conducted annually under the direction of the Director of Security/Public Safety. This training will include work such as a table top exercise or other appropriate training. Preparedness and training for emergency media communications procedures will be conducted under the Director of Communications.

IV. Incident Management

All emergencies will be managed in accordance with the National Inter-Agency Incident Management System's (NIMS) Incident Command System (ICS). ICS should be used on every Level 2 or Level 3 incident. It provides a common framework under which different agencies can function effectively during an emergency. ICS operates under the direction of one Incident Commander.

V. Command and Control

A. Policy Directors – The Policy Directors shall determine all campus-wide policy matters as they relate to the campus emergency or disaster. All decisions, which reference campus evacuations, campus closure or restrictions, postponements and resumptions, and special circumstance personnel policies, are the responsibility of the Policy Directors in consultation with the Emergency Response Team members. Policy Directors shall maintain liaison with the College's Board of Regents.

The Policy Directors shall be comprised of the following individuals:

1. President
2. Vice President for Academic Affairs
3. Vice President for Finance/Treasurer
4. Vice President for Enrollment
5. Vice President for Advancement
6. Vice President for International Development

B. Emergency Response Team (ERT) – The Emergency Response Team (ERT) shall serve in a direct support capacity to the Policy Directors. The Emergency Response Team (ERT) shall include, but is not limited to the following individuals:

- Director of Security/Public Safety (chief liaison to Policy Directors)
- Director of Facilities Management
- Dean of Student Life
- Associate Vice President/Chief Information Officer
- Senior Director of Communications and Marketing
- Director of Risk Management
- Assistant Treasurer
- CEMRT Coordinator

VI. Command Personnel

1. Incident Commander (IC) – Manages the incident and develops strategic decisions. There must be an IC at every incident.

2. Safety Officer – Ensures safe working conditions for personnel. Notifies the IC of unsafe conditions.

3. Communications Officer – Makes provision for equipment and support for telephone, e-mail, radio, cellular phone, messenger services and other means of communications during the major emergency or disaster situation. Coordinates provision of communications services during a disaster situation including appropriate links with off-campus responders.

4. Public Information Officer - Releases accurate and timely information concerning the incident to the media. Controls the location of media personnel. Helps the public understand the incident and provides estimates for incident duration.

5. Liaison Officer – Coordinates the involvement of multiple agencies. Identifies representatives from each agency and notifies the agency of their assigned task.

6. Operations Officer – Directs the prime tactical activities in small incidents the IC may manage the operations section. In larger incidents, the IC will appoint an operations chief to oversee the operations section.

7. Planning Officer – Responsible for the collection, evaluation, dissemination, and use of information about the incident, and also monitors the status of resources used or needed.

8. Logistics Officer – Provides services, facilities and material for the incident.

9. Finance Officer – Responsible for tracking all incident costs and evaluating financial considerations of the incident.

VII. Emergency Response Team (ERT) Duties and Responsibilities

The Emergency Response Team will assist in the implementation of the strategies developed to mitigate the effects of the emergency or disaster. **If an office/department is cited as involved, and its director is not available, appropriate designated staff should assume the responsibilities outlined below.** The following list of functions to be undertaken by members of the College Emergency Response Team. It is not intended to be all encompassing. This should be used as a checklist during the response and recovery phase of an event as well as a planning tool during mitigation and preparedness phases

Director of Security/Public Safety

The Director of Security/Public Safety shall normally serve as IC and is responsible for the overall coordination of the College's emergency response:

- A. Determines the type and magnitude of the emergency.
- B. Establishes the appropriate emergency command post.
- C. Initiates immediate contact with Concordia's President or designee.
- D. Notifies and utilizes College Public Safety & Security personnel, outside law enforcement agency assistance, and/or other available resources in order to maintain safety and order.
- E. Notifies the members of the ERT and advises them of the nature of the emergency.
- F. Notifies and conducts liaison activities with outside organizations such as law enforcement, fire department, and disaster and emergency services personnel.
- G. Insures that appropriate notification is made to off-campus staff when necessary.
- H. Performs other related duties as may be directed by the nature of the emergency.
- I. Acts as Operations Officer if appropriate or assigns an operations chief when appropriate to a member of the EMT.
- J. In conjunction with the Risk Manager and Environmental Safety Coordinator, prepares and submits a report to the President appraising the final outcome of the emergency.

Director of Facilities Management

The Director of Facilities Management shall normally serve as Logistics Officer.

- A. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- B. Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles.
- C. Obtains the assistance of utility companies as required for emergency operations.
- D. Furnishes emergency power and lighting as required.
- E. Surveys habitable space and relocates essential services and functions.
- F. Provides portable emergency generators and fuel supply during actual emergency or disaster periods.
- G. Provides for storage of vital record at an alternate site.

Dean of Student Life

The Dean of Student life shall normally serve in the area of Planning.

- A. Assists in the dissemination of all information and directives intended for the on-campus student population.
- B. Provides temporary or alternate housing and food service facilities for on-campus student population affected by the disaster or emergency.
- C. Provides temporary housing and food service for off-campus students who have been directed to remain on campus or who are unable to leave campus.
- D. Provides for temporary housing and food service for emergency response personnel and College staff directed to remain on campus for extended periods of time.
- E. Provides for temporary bedding, food, water or other resources necessary as indicated by the disaster or emergency.
- F. Contacts counseling/mental health professional when appropriate to provide necessary counseling during and after emergency.

Associate Vice President/Chief Information Officer

The Associate Vice President/Chief Information Officer shall serve in the area of Communications Officer.

- A. Provides the personnel and expertise necessary to maintain or establish telephone and or/emergency communications services.
- B. Provides for the security and protection of computer and information systems.
- C. Provides for temporary computer and information services which may be necessary to facilitate business procedures necessary and related to emergency purchases, personnel services and accounting.
- D. Maintains liaison with Moorhead Community for telecommunications support if necessary.

Senior Director of Communications and Marketing

The Senior Director of Communications and Marketing shall serve in the area of Public Information Officer. His/her responsibility is to ensure all departments and appropriate staffs are informed of the proper media procedures. He/she will serve as the chief spokesperson for the College and/or will prepare talking points for other designated College officials who may engage with the media/public. This will be critical to successful implementation of the Plan in the event of an emergency. Effective response will also depend on the following:

- A. Develops timely responses to media requests.
- B. Effectively utilizes available resources, both internal and external.
- C. Clearly defines the roles and responsibilities of individual staff members and departments.
- D. Responds to media inquires and schedules news conferences as necessary and appropriate.
- E. Carefully plans communications with all interested parties.

Director of Risk Management

The Director of Risk Management shall serve as the Safety Officer.

- A. Coordinates with other ERT members as necessary.
- B. Ensures that rescue and clean-up operations are conducted in as safe a manner as possible to minimize the potential for injury to rescue and clean-up personnel. In addition, these efforts will lessen the opportunity for further injury to possible victims.
- C. Coordinates rescue and clean-up operations to conform to applicable safety, health and environmental regulations.
- D. Coordinates with appropriate authorities and personnel to ensure the safe and successful clean-up and disposal of hazardous material.

Assistant Treasurer

The Assistant Treasurer shall serve as Finance Officer.

- A. Provides an accounting summary of financial impact of emergency response, clean-up, and recovery.
- B. Coordinates and supervises the activities of outside regulatory, investigative or insurance-related agencies.
- C. Contacts Concordia's legal counsel.
- D. Initiates the request for spending necessary for emergency operations.
- E. Obtains all available funding provided for clean-up and recovery expenses.

Concordia Emergency Medical Response Team (CEMRT) Director

The CEMRT Director will serve as liaison officer together with the IC and is responsible for coordination of and delivery of emergency medical services on the Concordia College campus and associated properties. His/her duties shall include:

- A. Coordinates treatment and triage of casualties with responding Emergency Medical Services agencies.
- B. Provides and coordinates care of Delayed and Non-Urgent tagged casualties on campus grounds.
- C. Directs and coordinates care provided by campus healthcare providers during a campus emergency. This would include CEMRT team, nursing instructors, nursing students, athletic trainers, recreational sports personnel trained in first aid.
- D. Coordinates with community medical staff at FM Ambulance, MeritCare and/or Innovis Hospitals.
- E. Provides training for CPR/AED and initial first responders.
- F. Acts as a resource for medical concerns on campus.

VIII. Communications

Emergency Notification

The Concordia Emergency Notification System (ENS) is activated upon the direct order of the Director of Security/Public Safety. Once the ENS has been activated, the Public Safety & Security dispatch will contact all ERT members and provide them with the instructions for reporting to the appropriate Emergency Operations Center. ERT personnel are listed in Appendix 2. Depending on the origin and nature of a campus-wide (Level 2 or Level 3) emergency, the campus community will be alerted by one or more of the following methods:

- **Text Messaging (e2Campus):** Students, faculty and staff sign up for text messaging through e2Campus. In the event of a Level 2 or 3 emergencies, a text message notification will appear on cell phones that are registered in the system. To sign up, go to <http://www.e2campus.com/my/cord/> and click on "I need to create an account."
- **E-mail:** Any correspondence from emergency@cord.edu should be opened immediately. This address is reserved exclusively for emergency information.
- **Web site-** In the event of an ongoing campus emergency, regular updates will be provided on the following web site: www.ConcordiaEmergency.com. This will help ensure access to online emergency information, even if the College server is not operational.

IX. Emergency Operations Center (EOC)

The main Emergency Operations Center is located in the Mugaas Plant Operations Center, large conference room. The Campus Emergency Response Team will gather in this location, either in person or through other communication vehicles. The team will provide updated information and assistance to one another; deploy resources as necessary, and to coordinate responses to campus-wide emergencies.

If the Mugaas Plant Operations Center is not available to be used, Riverside Center will serve as the alternate EOC site.

X. Chain of Command Notification (See Appendix 1)

XI. Emergency Notification Information (See Appendix 2)

XII. Declaration of State of Emergency

The authority to declare a campus State of Emergency rests with the president or his/her designee as follows:

During the period of any Level 2 or Level 3 campus major emergency, the incident commander shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. When they consider a situation to be a Level 2 or Level 3 emergency, the incident commander advises the president to declare a campus State of Emergency.

A campus State of Emergency means:

- Only registered students (if classes are in session), current faculty and staff are authorized to be on campus. Visitors and guests will be asked to leave as safety permits.
- The president may dismiss employees, or may declare the campus closed in advance of the normal opening of the workday. Wage compensation will be adjusted according to contractual agreements.
- Only faculty or staff members with emergency response duties will be allowed to enter the immediate emergency site.
- Employees with emergency response duties will be asked to report to campus, or remain on campus, to fulfill responsibilities. Accommodations and meals will be provided to emergency personnel if necessary.

XIII. General Response Procedures

While these procedures may not be appropriate in every emergency situation, they provide guidelines to follow and may be modified according to circumstances.

All emergencies on Concordia's campus shall be reported immediately by calling 911 and Public Safety & Security. Until outside assistance arrives, Public Safety & Security shall have the responsibility to initiate the following chronology of events:

A. Assure Human Safety

1. Public Safety & Security shall be dispatched to the scene to confirm the emergency or disaster conditions.
2. Public Safety & Security dispatch shall request the appropriate assistance from fire department or emergency services personnel to assure human safety.
3. The Public Safety & Security dispatch will immediately contact the Public Safety & Security Director or the next highest-ranking Public Safety & Security official.
4. The Director of Security/Public Safety or a designated member of the ERT shall immediately contact **at least one** of the Policy Directors in the following order:
 - (a) President
 - (b) Vice President for Academic Affairs
 - (c) Vice President for Finance/Treasurer
 - (d) Vice President for Enrollment
 - (e) Vice President for Advancement
 - (f) Vice President for International Development
5. In consultation with the Policy Directors and ERT members contacted, the Incident Commander will assign one of the following Emergency Status with respect to the campus conditions and status of the College and in turn shall activate the Emergency Notification System (ENS).
 - A. NORMAL CAMPUS CONDITION** – ENS not activated.
 - B. LEVEL 1 Emergency** – ENS *may be* activated. ERT members may not meet as a group but will be apprised of conditions. An Emergency Operations Center may be established.
 - C. LEVEL 2 Emergency** – ENS *will be* activated. ERT members will report as directed by the Incident Commander. An Emergency Operations Center will be established in the location determined by the Incident commander.
 - D. LEVEL 3 Disaster** – ENS will be activated. **All** ERT members will report to the Emergency Operations Center. ERT members should report, bringing appropriate emergency items as needed for an extended period of time.
6. Before 911 or security personnel arrive, assure safety of people in building if possible. Coordinate evacuation if situation is life threatening.

B. Minimize Damage to Facility

1. Under supervision of 911 or Security/Public Safety personnel, contact Facilities Management.
2. Remove valuable records and equipment, if you are able to do so safely.

c. Coordinate Communications

1. After notification from Incident Commander, the Director of Communications and Marketing prepares internal and external statements.
2. The Director of Communications and Marketing contacts external media to alert the community about the emergency situation as appropriate
3. The Director of Communications and Marketing coordinates notices to students, faculty, staff, and their families with the appropriate department/office. For students; Student Affairs Deans; for employees: Human Resources.
4. Emergency Response Team engages in debriefing, post-crisis review.

D. Minimize Legal and Financial Risks

The Director of Risk Management contacts College legal counsel and appropriate insurance companies to establish procedures to archive all activities and expenditures associated with the emergency.

XIV. Evacuation Procedures

A. Building Evacuations

Evacuation Coordinators. The primary role of Evacuation Coordinators is to assist in building evacuations and account for people. They are familiar with evacuation routes in their building and have received training in evacuation and basic emergency procedures. During an emergency or drill, Evacuation Coordinators will be visible by wearing lime green vests.

1. Building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by 911 personnel, Public Safety & Security or emergency evacuation coordinators.
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Assist others in exiting the building, especially people with physical challenges. If elevators exist in a building, they are reserved for people with physical challenges. **OTHERWISE, DO NOT USE THE ELEVATORS IN THE EVENT OF FIRE.**
4. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
5. **DO NOT** return to an evacuated building unless told to do so by 911 personnel, Public Safety & Security or emergency coordinators.

B. Campus Evacuation

1. Evacuation of all or part of the campus grounds will be announced by the emergency director, emergency coordinator, 911 personnel, Public Safety & Security or emergency coordinators.
2. Everyone must immediately leave the area of campus in question and relocate to another part of the campus grounds as directed.

C. Relocation of People with Physical Challenges

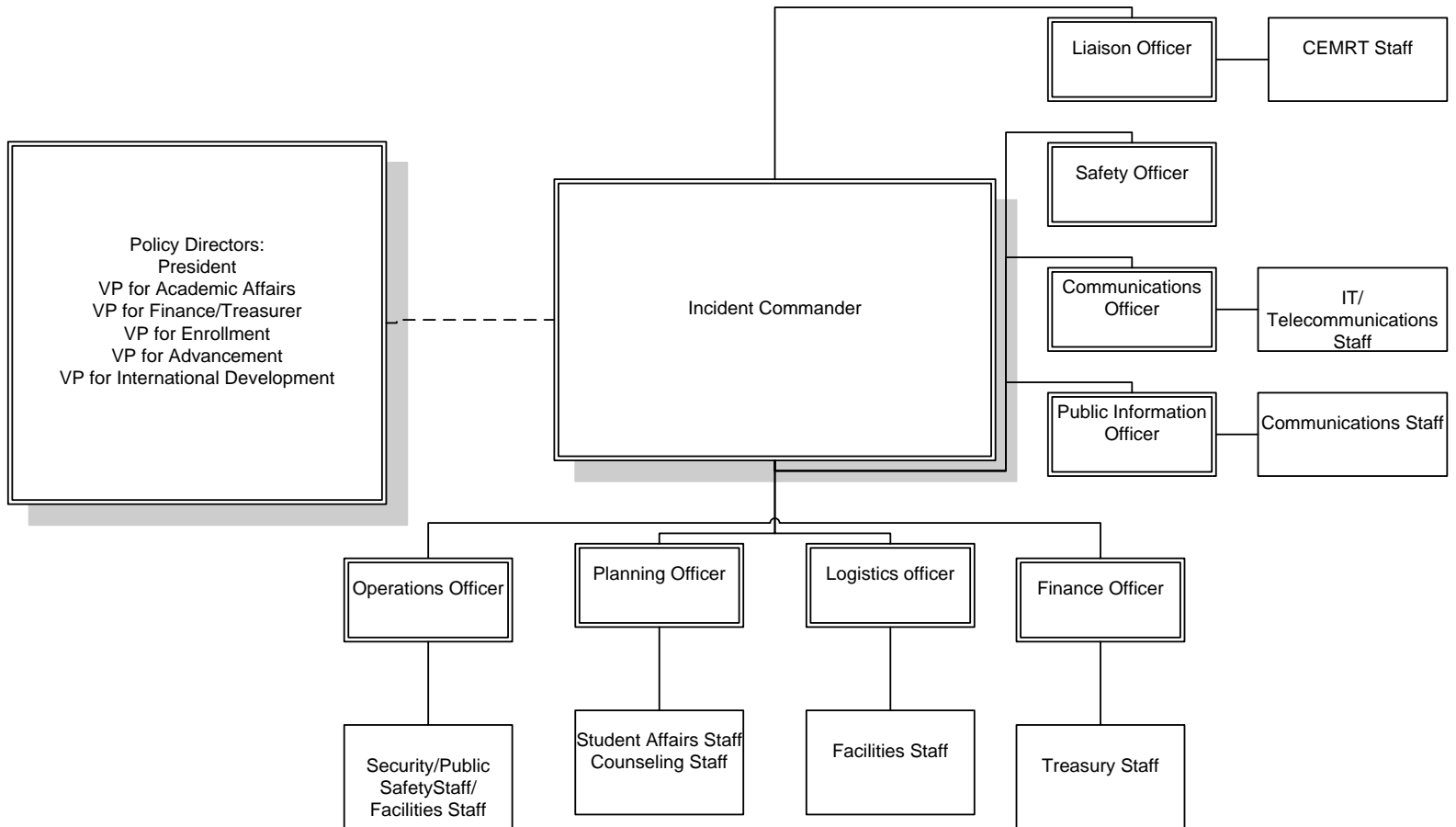
1. In the event of an emergency, people with physical challenges should observe the following procedures:
 - Move towards an exit.
 - As a first choice, use the building elevator, **BUT NEVER IN THE EVENT OF A FIRE.**
 - If assistance is not immediately available, stay in the exit corridor or the stairway landing. Call for help until rescued. People who cannot speak loudly should carry a whistle or have another way of attracting the attention of others.
 - 911 personnel, Public Safety & Security, or emergency coordinators, will first check exit corridors and exit stairwells for trapped persons

- Students with physical challenges should file a class schedule with Student Affairs. Faculty and staff with physical challenges should notify their department of their schedules.

NOTE: It is suggested that people with physical challenges prepare ahead of time for an emergency by instructing faculty, staff or classmates on how to provide assistance in an emergency.

XV. Reporting Emergencies

1. Call 911 (cell phones) or 9-911 (campus landline phones) followed by Public Safety & Security (218-299-3123 cell phones or 3123 campus landline)
2. Stay calm. Stay on the line until you are told to hang up. Be prepared to provide the dispatcher the following information:
 - Type of emergency
 - Location of the emergency
 - Types of injuries, if any
 - Number of people involved (victims and suspects)
 - Your name
 - The phone number of the phone you are using and your cell phone number



Concordia College

Emergency Response Plan

Chain of Command Notification

Concordia College Emergency Specific Response Information

- I. Introduction
- II. Reporting an Emergency
- III. Chemical spills
- IV. Criminal activity
 - A. Acts of Violence
 - B. Bomb, biological, chemical threats
 - C. Hostile person
 - D. Suspicious person/Illegal Activity
 - E. Weapons
- V. Fire
- VI. Medical
 - A. Injury or illness
 - B. Suicide
- VII. Utility failure
 - A. Gas Leaks
 - B. Plumbing problems/flooding
 - C. Power Outages
- VIII. Weather
 - A. Blizzard
 - B. Flooding
 - C. Tornado
- IX. Procedures
 - A. Evacuation
 - B. Lockdown

I. INTRODUCTION

This guide was developed by members of Concordia's Emergency Response Team. It provides vital information concerning emergency response practices and procedures at Concordia College. All members of the campus community should familiarize themselves with the contents of this document and keep it easily accessible at all times.

II. REPORTING AN EMERGENCY

All campus emergencies should be reported to Public Safety & Security (218-299-3123 or 3123 on campus landline) and 911 (cell phones) or 9-911 (campus landline).

III. CHEMICAL SPILLS

Chemical spills, which do not pose an obvious threat:

Attempt to confine the spill IF you have been trained and it is safe to do so. If you have contact with the spilled material, remove contaminated clothing immediately and flush all affected areas of the body affected with large amounts of water for at least 15 minutes. Get away from the spill area to fresh air.

Notify Public Safety & Security (218-299-3123 on cell phones) or (3123 on campus landline) and report the following:

1. Building name
2. Floor and room number
3. Type of accident
4. Chemicals and quantities involved

Chemical spills, which pose an obvious threat:

Notify 911 on cell phones, or 9-911 on campus landline phones, Public Safety & Security (218-299-3123 on cell phones) or (3123 on campus landline) and the building emergency coordinator and report the following:

1. Building name
2. Floor and room number
3. Type of accident
4. Chemicals and quantities involved

See Evacuation Procedures.

IV. CRIMINAL ACTIVITY

A. All Acts of Violence

After first making sure that you are safe, call 911 (cell phone) or 9-911 (campus landline) immediately. Be prepared to provide the following information:

1. Location of the incident
2. Location of any victims
3. Number of suspects involved
4. Description of suspects—sex, race, height, weight, hair color, age, clothing
5. Direction of travel of suspects and how they fled the scene—on foot or in a vehicle
6. Vehicle description—car, pick-up, SUV, make, model, color, license plate number
7. Types of weapons used
8. Your name, current location and telephone number

Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

A1. Acts of Violence - Sexual Assault

After first making sure that you are safe, call 911 (cell phone) or 9-911 (campus landline) immediately. Be prepared to provide information as noted in the previous section on *All Acts of Violence*. In addition:

1. Get medical treatment promptly.
2. Do not shower or change clothing – important physical evidence can be gathered after an assault.
3. Seek support and counseling from the Concordia Counseling Center (218-299-3514 cell phone or 3514 from campus landline) and/or the Rape and Abuse Crisis Center of Fargo-Moorhead (701-293-7273 cell phone or 9-701-293-7273 campus landline).

B. Bomb/Biological/Chemical Threats

If the threat is contained in a written message, do not throw it away. Keep the message and any envelopes, and call someone. Limit handling of the message and envelope. Keep track of the following information:

1. To whom in particular, if anyone, was the message sent?
2. How was the message sent (campus mail, U.S. mail, e-mail)?
3. Have previous threats been made?

If the threat is made by e-mail, do not delete the message — leave it open.

Read the e-mail threat to determine if you are in immediate danger. Call 911 (cell phones) or 9-911 (campus landline phones) and Public Safety & Security (218-299-3123 cell phones) or (3123 on campus landline). Follow police and Public Safety & Security instructions.

If the threat is received by telephone, remain calm and try to get as much information as possible about the threat and the caller. **Do not hang up the phone.** Ask someone else to call 911 (cell phones) or 9-911 (campus landline phones) and Public Safety & Security (218-299-3123 cell phones) or (3123 on campus landline) or have someone else make the emergency calls while you remain on the line with the person calling in the threat. Keep track of the following information:

1. Date and time of call
2. Time and location where the incident will occur (name of building, location in the building, location on campus grounds).
3. What type of bomb, biological agent or chemical will be used?
4. What is the reason for the threat?
5. Who is the target?
6. Who is responsible for the threat?
7. Who is the caller—sex, estimated age, emotional state (excited, calm, upset, etc.)?
8. Did the caller have a particular accent, voice pattern or unusual/distinct word usage?
9. Did you hear any background noises (music, traffic, trains, voices, etc.)?

Suspicious Items/Packages

Report any suspicious items/packages to 911 (cell phones) or 9-911 (campus landline phones) and Public Safety & Security (218-299-3123 cell phones) or (3123 on campus landline) from another location. Do not use cell phones or two way radios near the item/package. Tell others to stay away from the item or package. **Do not** investigate or touch the item/package.

C. Hostile Person (Inside building)

If a person in a campus building is posing a threat of or is causing serious bodily harm, get away or seek cover immediately and call 911 (cell phones) or 9-911 (campus landline phones) and Public Safety & Security (218-299-3123 cell phones) or (3123 on campus landline).

1. Consider if you would be safer by staying in the building or leaving the area.
2. **Do not** activate the fire alarms to evacuate the building. People attempting to evacuate may be put in harm's way.
3. Look for all possible exits if it becomes necessary to leave.
4. Go into a classroom, dorm room or office and lock the door.
5. Stay low, away from windows, and barricade the doors if possible.
6. Students and staff should not attempt to leave the building until told to do so by security or police personnel—unless it is clear that you are in more danger by staying in the building.

C1. Hostile Person (On Campus Grounds)

If a person is posing a threat of or is causing serious bodily harm on the campus grounds, act as follows:

1. Consider if you would be safer by staying in place or by leaving the area.
2. Get away from the threat as soon as possible
3. When you get away from the area, call 911 (cell phones) or 9-911 (campus landline phones) and Public Safety & Security (218-299-3123 cell phones) or (3123 on campus landline) and warn others not to go near the area.
4. If you decide it is too dangerous to run from the person(s) and you must hide, try to find a spot where you are concealed and that offers protection.

Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

D. Suspicious Person/ Illegal Activity

If you believe that a crime is being committed or that a person is acting suspiciously, trust your instincts and call 911 (cell phones) or 9-911 (campus landline phones) and Public Safety & Security (218-299-3123 cell phones) or (3123 on campus landline). Report everything you observed about the crime or suspicious person including:

1. Location of the suspected crime or person
2. What the person is doing
3. Description of the people involved
4. If you saw any weapons
5. Vehicle description and license plate number
6. Direction of travel of the people and vehicles involved

Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

E. Weapons

If you suspect that a person is carrying a weapon on campus, alert Public Safety & Security (218-299-3123 cell phones) or (3123 on campus landline). Report the following information:

1. Location of the person with the weapon
2. What the person is doing
3. Physical and clothing description of the person with the weapon
4. Type of weapon
5. Vehicle description and license plate number
6. Direction of travel of the people and vehicles involved

Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

V. FIRE

Familiarize yourself with the locations of fire extinguishers and all exits in your building.

If you see or smell smoke or fire, do the following:

1. Call 911 (cell phones) or 9-911 (campus landline) and activate the building's fire alarms at a red pull station.
2. Always assume that an emergency exists if fire alarms are sounded.
3. Get out of the building. All rooms must be evacuated. Walk quickly to the nearest exit. Do not use elevators.
4. Test doors to see if they are hot. If they are hot, the fire may be blocking your exit. Seal the crack under the door with clothing or towels, preferably wet.
5. Open a door or window in the room and hang clothing, a sheet or a towel outside to attract the attention of emergency rescue personnel.
6. If possible, wait for emergency personnel to come and get you.
7. Shout at regular intervals to alert emergency personnel of your location.
8. If smoke is present—stay close to the floor to avoid the smoke.
9. Once outside, stay at least 500 feet from the building and out of the way of emergency personnel.

VI. MEDICAL

A. Injury

If a person is seriously injured, call 911 (cell phones) or 9-911 (campus landline) and Public Safety & Security (218-299-3123 cell phones) or (3123 on campus landline). Be prepared to provide the following information:

1. Location of the injured person
2. Condition of the injured person—level of consciousness, breathing, blood loss, legal or illegal drug and alcohol use, type of injuries.
3. Name, address, phone number(s) of the injured person.
4. Your name, address, phone number.

B. Suicide Attempt

If someone is threatening suicide, call 911 (cell phones) or 9-911 (campus landline) and Public Safety & Security (218-299-3123 cell phones) or (3123 on campus landline). Be prepared to provide the following information:

1. Location of the suicidal person.
2. Suicidal person's name, address, and phone number.
3. Your name, current location, address and phone number(s).
4. Your relationship to the suicidal person.
5. What the suicidal person said or did to make you think she/he is suicidal.
6. Are you aware of the suicidal person's plan?
7. Does the suicidal person have any weapons?
8. Has the suicidal person threatened anyone?

Suicide prevention assistance is also available from the Concordia Counseling Center (218-299-3514 cell phones or 3514 campus landline) and the Suicide Hotline (701-232-4357 cell phones or 9-232-4357 campus landline).

VII. UTILITY FAILURE

A. Gas Leaks

1. Stop what you are doing and evacuate the area.
2. Do not switch on any electrical equipment this could cause an explosion.
3. Call 911 (cell phones) or 9-911 (campus building) and Public Safety & Security (218-299-3123 cell phones) or (3123 on campus landline) immediately.

B. Plumbing problems/Flooding

1. Do not use any electrical equipment
2. If the leak is a small plumbing problem, call Facilities Management (218-299-3362 cell phone or 3362 campus landline) for assistance.
3. If a pipe has burst or rainfall is causing building flooding, Public Safety & Security (218-299-3123 cell phones) or (3123 on campus landline) and vacate the area if necessary.

C. Power Failure

Report power failures to Facilities Management (218-299-3362 cell phone or 3362 campus landline) during regular business hours and to Public Safety & Security (218-299-3123 cell phones) or (3123 on campus landline) after hours.

IX. WEATHER

A. Blizzard

Weather-related updates, including any announcements about cancelled classes or closing the campus will be posted on our emergency site www.ConcordiaEmergency.com

B. Flooding

1. Remove belongings from the floor if possible.
2. Small items of value may be taken with you if you must leave.
3. Move to a higher floor.
4. If sidewalks and streets are overcome with water, do not evacuate the building. Move to a higher floor.

C. Tornado

If the National Weather Service issues a tornado warning for the Fargo-Moorhead area, the citywide Civil Defense Sirens will sound (These sirens are tested the first Wednesday of each month at 1 p.m.). If the sirens sound during the non-testing time:

1. Go to the lowest level of the building you are in and stay away from windows and exterior doors.
2. Monitor emergency weather statements and developments on a battery-operated radio since violent storms can often lead to power outages.
3. If power remains available, monitor emergency weather radar statements on a radio, TV or computer.

X. PROCEDURES

A. Evacuation

911 personnel, Public Safety & Security or emergency coordinators may instruct you to evacuate or to remain in place depending on the type of emergency.

Evacuation procedures may vary depending on the nature of the emergency. Buildings will be evacuated when an alarm sounds or upon notification by emergency personnel. Be prepared to do the following:

1. Activate the building's alarm if emergency personnel tell you to do so, or if it is apparent that people will be harmed if they do not leave (i.e. fire).
2. When the building evacuation alarm is sounded or when you are told to leave by emergency personnel, walk quickly to the nearest exit. **Do not use elevators. Do not take time to shut down computers.**
3. Once outside, leave the immediate area.
4. Do not return to the evacuated area until advised that it is safe to do so by emergency personnel.
5. Be ready to assist people with physical challenges.

B. Securing Areas

Some emergencies may require that you take shelter inside buildings. Incidents such as a hostile person, severe weather or a hazardous material release are examples of times when you may be asked to stay in a specific area.

Public Safety & Security or law enforcement and emergency personnel will instruct you to evacuate or remain in place depending on the nature and context of the emergency.

If you are ordered to lock down an area:

1. Go to the closest building.
2. Close windows and doors and stay away from them.
3. Lock doors if possible.
4. Turn off air-conditioning, ventilation and lighting if possible.
5. Close window coverings.
6. Remain quiet and in place until notified by emergency personnel.
7. Silence phones and do not use them unless you are in contact with emergency personnel.
8. Barricade doors and take cover to protect yourself.