

Presentation College - Fairmont Campus
2019 Annual Security and Fire Safety Report

Introduction

At Presentation College the safety and security of our students, faculty, staff and guests are of upmost importance. The safety of everyone on our campus requires the involvement and cooperation of all members of our campus community. In accordance with the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, Presentation College Campus Safety Office prepares this report annually with the cooperation of law enforcement agencies who surround our campus and alternate sites, Housing, Student Affairs, and Facilities Departments. These entities also provide updated information regarding their efforts to comply with the Act.

This report is provided on our website or by request in the Campus Safety Office.

Annual Security Report

The Offices Responsible for Campus Safety

The Fairmont Campus is located on property controlled by the City of Fairmont, MN. The Fairmont Police Department is responsible for all safety and security aspects of the building.

Reporting Crimes

All campus community members and guests are strongly encouraged to report all crimes or other safety concerns to either a Fairmont Campus Official or the Fairmont Police Department at 507-238-4481 in a timely manner. Crimes can be reported anonymously and can be reported through the use of the online form on the Health & Wellbeing webpage. Crimes such as murder, rape, robbery, aggravated assault or motor vehicle thefts should be reported to the Fairmont Police Department, 507-238-4481 or 911.

Federal Law requires the College to disclose statistics concerning the occurrence of certain crimes which are reported to Campus Safety Authorities (CSA's). CSA's are College officials who have significant responsibility for student and campus activities. Presentation College has identified the following as CSA at the Fairmont Campus:

- Fairmont Campus Director
- Admissions Counselor
- Office Coordinator

Professional counselors when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure for crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedure to report crimes on a voluntary basis for inclusion into the annual crime statistics

Security Considerations Pertaining to Facilities

Presentation College defers to the City of Fairmont regarding all safety concerns such as lighting and landscaping concerns.

Access to Facilities

The Fairmont Campus is open Monday through Friday from 8:00am to 5:00pm. Hours are dictated by the City of Fairmont. Access may be granted at other times through college administrators.

There are no housing facilities at the Fairmont Campus.

Emergency Notifications and Timely Warnings

Presentation College utilizes School Reach as well as campus-wide email in order to inform students, faculty and staff of situations or incidents that may pose a threat to the safety and security of its campus.

Timely warnings and emergency notifications are issued through, and at the discretion of the Vice President of Student Affairs.

How We Educate Safety on Campus

There are many things each person can do, which when everyone cooperates and takes these steps will enhance their personal safety and the safety of their campus.

During orientation students are informed of services offered by both Presentation College and the Fairmont Police Department. Information is made available regarding the crime on-campus and its surrounding area. Like information is made available to employees upon hire.

Throughout the year Fairmont campus and the division of Student Affairs make information available to students on ways to protect themselves from a variety of crimes including sexual assaults. The College also provides an online training program for students, faculty, and staff.

Campus Safety

- Report safety concerns to your instructor or a campus administrator.
- If there is a stranger on campus, stop them and find out why they are there. Who are they visiting, for how long, etc.
- Report suspicious people to a campus administrator or to the Fairmont Police. Be as specific as possible about clothing and other identifying features.
- Lock your doors. This includes the doors to offices, and vehicles.
- Do not duplicate, lend out or give away your keys or student ID Cards.
- Do not leave large amounts of cash or other valuables out in the open. Secure jewelry, high value items and cash in lock boxes or locked drawers. Do not leave back packs unattended.
- Mark your items with your name. A High Value Item form is available in the Campus Safety office to register your valuables such as electronics.
- Report the loss or theft of items as soon as possible to a campus administrator.
- Do not bring high valuable items to campus if at all possible.

Personal Safety

- Do not share identifying information about yourself on social media
- Do not walk or run alone at night. Take someone with you and provide information about your route and expected time of return.
- Do not share your passwords to your phone or other on-line accounts.
- Keep the doors to your home/apartment, offices, and vehicles locked.
- Do not keep high value items in plain view of passersby.

Monitoring Crimes Off-Campus

Presentation College does not recognize any off-campus sorority or fraternity organizations. Therefore, Campus Safety does not monitor or provide any services to any off-campus activity or non-recognized organization.

Alcohol and Drug Policy

Presentation College has a zero tolerance policy as it relates to alcohol, illegal drugs and narcotics or the misuse of prescription medications.

The sale, use or possession of any alcoholic beverage or any alcoholic beverage containers is strictly prohibited on campus or on any property controlled by Presentation College. The sale, use or possession of an illegal drug or substance is strictly prohibited on campus or on any property controlled by Presentation College. The misuse of any prescription medications is strictly prohibited on campus or on any property controlled by Presentation College.

Being present while alcohol, or any illegal drug or substance is being used on campus or while it is brought onto campus or any property controlled by Presentation College is prohibited.

The possession, sale or furnishing alcohol on the Presentation College Campus is governed by College alcohol policy and the laws of the State of Minnesota. However, enforcement of the laws on campus are primarily the responsibility of campus administration. In some instances enforcement will be deferred to the Fairmont Police Department or other local law enforcement agencies.

The use, possession, manufacturing, sale or furnishing of drugs or any controlled substance is illegal under both state and federal laws. All suspected violations are referred to the Fairmont Police Department or other local law enforcement agencies for investigation and enforcement.

Violators are subject to College disciplinary action and possibly criminal prosecution which could include fines and imprisonment. Organizations in violation of this policy could face sanctions by the College.

Substance Abuse Education

Information to educate students, faculty and staff on the prevention of abuse of alcohol and use of illicit drugs is available through student services. Students, faculty and staff may have information disseminated through educational programs, informational materials, counseling services or College disciplinary actions.

Counseling services are available to students. Faculty and staff have employee assistance programs available.

Disclosures to Alleged Victims of Crimes of Violence

Presentation College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Presentation College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Information Concerning Sex Offenses

Each year Presentation College provides workshops to promote the awareness of rape, acquaintance rape and other non-forcible sex offenses. Further, students are required to participate in the educational tool through online training. Brochures and other informational items are available in the Student Affairs Office.

The FBI defines a sex offense as *“any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.”*

Presentation College also looks to Minnesota Codified Law 609 for guidance.

Presentation College prohibits sexual acts or contact with others which can involve compelling one to submit to sexual acts or contacts by force or threat of force, use of intoxicants to substantially impair one's power to give consent, engaging in acts when there is reasonable cause to believe one suffers from a mental state which renders him or her incapable of understanding the nature of the contact or where one is under 16 years of age. The abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. Examples of prohibited behavior include, but are not limited to the following:

- Acquaintance Rape
- Stranger Rape
- Indecent Exposure
- Sexual Contact
- Attempted sexual acts through verbal and non-verbal threats
- Sexual Acts with someone incapable of consent due to influence of alcohol or other intoxicants

A victim of a sexual assault on campus should make their first priority getting to a place of safety and then obtaining medical treatment. The Campus Safety office strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to Campus Safety or to a campus administrator.

A student reporting a sexual assault or CSA with knowledge that a sexual assault/rape has occurred may report it by notifying

- The Director of Human Resources/Title IX Coordinator
605-229-8350
- Fairmont Campus Administrator
507-235-4658

- Director of Student Life
605-229-8366
- Campus Counselor
605-229-8524

The student will be provided information on the option to notify local law enforcement to include Campus Safety 605-290-1024, the Fairmont Police Department 507-238-4481. If the student chooses to make a notification to local law enforcement, College personnel will assist in the notification process if requested by the student. Filing a report with the police will ensure that a victim of a sexual assault receives medical treatment and tests at no expense to the victim. It will provide the opportunity to collect evidence helpful in a prosecution (ideally a victim will not wash, douche, use the toilet or change clothes prior to a medical exam). It will also assure the victim has access to free confidential counseling from counselors trained in the area of sexual assault crisis intervention.

College personnel will also advise students of counseling services available in Fairmont including, but not limited to the following entities:

- Campus Counselor
605-229-8524
- Eunoia Family Resource Center
507-235-6070
1420 North State Street
Fairmont, MN 56031
- Dr. Joseph Switras
507-235-5651
208 West 2nd Street Ste 116
Fairmont, MN 56031
- Southern Minnesota Crisis Support Center
507-238-2814
507-235-3456

Presentation College will adapt the academic situation for any student involved in a sexual assault upon request and provide other courses or classrooms when they are reasonable available.

The accused and complainant may choose to have separate hearings conducted by the Office of Student Rights & Responsibilities and may have a support person present for all proceedings. Both the accused and the complainant will be informed of the outcome of the hearing. A student found guilty of the sexual misconduct policy could face discipline up to and including expulsion from Presentation College.

The Minnesota Department of Corrections is responsible for maintaining the sex offender registry. A list of all registered sex offenders can be obtained at <https://coms.doc.state.mn.us/Level3/search.asp> Presentation College is located in Martin County, MN and the zip code is 56031.

Crime Statistics

Criminal Offenses --- On Campus

Numbers indicate total occurrences on campus per year

Criminal Offense	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses- Forcible	0	0	0
Sex Offenses- Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Criminal Offenses – Public Property

Numbers indicate total occurrences on public property per year

Criminal Offense	2016	2017	2018
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses- Forcible	0	0	0
Sex Offenses- Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Hate Crimes – On Campus

Numbers indicate occurrences of hate crimes per year; categories of bias are for crimes reported in 2016-18

Criminal Offense 2016	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses- Forcible	0	0	0	0	0	0
Sex Offenses- non forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Simple Assault	0	0	0	0	0	0
Larceny- Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Dest./Damage/Vandalism of Property	0	0	0	0	0	0

Criminal Offense 2017	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses- Forcible	0	0	0	0	0	0
Sex Offenses- non forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny- Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Dest./Damage/Vandalism of Property	0	0	0	0	0	0

Criminal Offense 2018	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses- Forcible	0	0	0	0	0	0
Sex Offenses- non forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny- Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Dest./Damage/Vandalism of Property	0	0	0	0	0	0

Hate Crimes – Public Property

Numbers indicate Occurrences of hate crimes per year; categories of bias are for crimes reported in 2016-18

Criminal Offense 2016	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses- Forcible	0	0	0	0	0	0
Sex Offenses- non forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0

Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny- Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Dest./Damage/Vandalism of Property	0	0	0	0	0	0

Criminal Offense 2017	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses- Forcible	0	0	0	0	0	0
Sex Offenses- non forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny- Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Dest./Damage/Vandalism of Property	0	0	0	0	0	0

Criminal Offense 2018	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses- Forcible	0	0	0	0	0	0
Sex Offenses- non forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny- Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Dest./Damage/Vandalism of Property	0	0	0	0	0	0

Arrests – On-Campus

Numbers indicate arrests per year

Crime	2016	2017	2018
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Arrests – Public Property

Numbers indicate arrests per year

Crime	2016	2017	2018
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions – On Campus

Numbers indicate persons referred for disciplinary action per year

Crime	2016	2017	2018
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Action – Public Property

Numbers indicate persons referred for disciplinary action per year

Crime	2016	2017	2018
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

VAWA Offenses – On Campus

Crime	2016	2017	2018
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

VAWA Offenses – Public Property

Crime	2016	2017	2018
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Annual Fire Report

The Fairmont Campus has no student housing facilities.

Presentation College

Emergency Preparedness Plan

Expectations:

In order for the Emergency Preparedness Plan to work, it takes the cooperative effort of all members of Presentation College. Faculty and staff are leaders and will be looked upon by students and visitors for guidance in the event of an emergency.

In most cases, the members of the Crisis Management Team will respond to emergency situations. However, in order for the plan to work as effectively as possible:

- All employees and faculty are expected to be familiar with, and follow the emergency preparedness plan.
- All employees and faculty are expected to participate in drills and training when required.
- Know where hazardous conditions may be more likely to occur. This would include areas with flammable, biological, chemical or other hazardous materials.
- Know and be familiar with evacuation routes, emergency exits, and shelter areas.
- Know the locations of fire extinguishers, AEDs and know how to use them.
- Be able to inform and orient students and visitors to the procedures to be followed in an emergency event.

Crisis Management Team:

The Crisis Management Team is the core group from the College and Convent that will respond to all major emergencies and disasters. This team is responsible for response, determining resource needs and for notification of appropriate College and Convent personnel for each incident. This group plans responses, conducts after action debriefs as appropriate and provides after action reports.

The Crisis Management team consists of:

- Vice President of Student Affairs
- Director of Human Resources
- Director of Student Life
- Campus Counselor
- Campus Safety Coordinator
- Faculty Representative
- Student Government Representative
- Fairmont Campus Representative
- Convent Representative

Emergencies and Declarations of Emergencies

The Crisis Management Team has identified several possible emergencies. It recognizes that emergency situations are all different in type and scope and are rapidly evolving events. In an effort to ensure the safety of students, faculty and staff, the Crisis Management Team has assessed and anticipated for a variety of

situations. In order to best serve the needs of the College and its members, the Crisis Management Team has defined the following types of incidents.

Minor Emergency:

Minor emergencies disrupt only a portion of campus and are limited in scope and severity. Minor emergencies do not seriously affect the overall functioning of the College and can normally be resolved with existing resources or limited outside aid.

A minor emergency involves only the local area affected and does not require the Crisis Management Team to convene. The Campus Director or designee will work directly with the impacted area and personnel to address and resolve the situation. Examples of minor emergencies may include, but are not limited to: odors, local chemical spills, plumbing leaks, or temporary power outages.

Major Emergency:

Major emergencies disrupt, or have the potential to disrupt, a significant portion of the College and can disrupt the overall functioning of the College. Major emergencies are much larger in scope and severity and will require the aid of outside resources.

Major emergencies will require the activation of the Crisis Management Team. An incident command post will be activated and an incident commander will take charge to address the situation and activate the appropriate resources while major policy and administrative decisions will be made by College administration.

Major emergencies could have serious consequences to critical functions of the College and loss of property, as well as the possibility of serious injury or loss of life exists. Major emergencies can include severe crimes on campus, fires, infrastructure failure, shootings or flooding.

Disasters:

Disasters involve the entire campus and portions of the surrounding community. Disasters will severely alter or halt the regular functioning of the College. Disasters are extremely wide in severity and scope and most likely would require the aid of several outside agencies.

Disasters cause, or have the potential for mass casualties and severe property damage.

Disasters will require the activation of the Crisis Management Team. An incident command post will be activated and an incident commander will take charge to address the situation, make decisions regarding the response of resources and a course of actions. College administration will consider and make policy decisions regarding the operations of the College.

Disasters include major flooding, tornados and other natural disasters, acts of terrorism or widespread acts of violence, and quickly spreading disease.

Activation of Emergency Response Plan

Any member of the Presentation College campus community who has information regarding an emergency should contact the Campus Director at 507-235-4668. In all life-threatening emergencies, 911 should be contacted immediately with follow-up phone calls to the Campus Director.

The Campus Director may asses the information and choose to notify emergency responders.

If the incident is a minor emergency, The Campus Director will notify the appropriate staff and faculty. The Campus Director and the departments involved will take appropriate steps to resolve the situation.

If the incident involves a major emergency or disaster, The Campus Director will contact the appropriate responding agencies through use of Fairmont Police Department and the 911 system. Additionally, members of the Crisis Management Team will be notified and the emergency response plans will be utilized.

Notifications of any emergency will follow Presentation College policy and information may be disseminated through the use of School Reach, emails, text messages, postings across campus and social media.

Declaration of an Emergency

The authority to declare a campus emergency rests with the College President or designee.

The President will be briefed on the type and scope of the emergency. Factors that will be considered are:

- The safety of students, faculty and staff
- Threat to the structural integrity of any structure on the grounds
- The ability of College Personnel to mitigate the emergency as well as the possibility of compromising mitigation

Once the President or designee declares an emergency, the Crisis Management Team will be notified/activated. An emergency operations center will be activated also. Once this happens the Crisis Management Team will have flexibility to respond operationally to the situation as they deem appropriate based on the unique aspects of that situation.

Upon declaration of an emergency, access to the College, its grounds, buildings and technology, may be limited. Those unable to provide proof of identity and who do not have a legitimate reason for their presence on the grounds at that time, may be asked to leave campus. Unauthorized persons on the grounds may be subject to arrest.

Emergency Operations Center

In the event the emergency situation calls for the activation of the Emergency Operations Center (EOC) it is to be set up in a "To Be Determined" location on Campus. In the event the emergency calls for the closure of campus, the EOC may be moved to an off-campus location.

If needed, there may be a separate area designated for outside media and/or emergency response personnel.

The Emergency Operations Center will allow the following people:

- Incident Commander- this person will not necessarily be a member of College administration. The Incident Commander sets the incident objectives, strategies and priorities and has overall responsibility for the incident. The main priority of any incident is the overall safety of the members of the College community. The Incident Commander may appoint deputies as needed.
- Operations Chief- Conducts operations to reach incident objectives by establishing tactics and directing operational resources.
- Planning Chief- Supports the incident action planning by tracking resources, collecting and analyzing information and maintaining documentation.

- Logistics Chief- Arranges resources and services needed to support the achievement of the incident objectives
- Finance and Administration Chief- Monitors costs related to the incident by providing documentation of accounting, procurement of resources, time recording and analysis of costs.

All incidents will have an Incident Commander. Depending on the scope and severity of the emergency, the incident commander may appoint the deputy commanders, chiefs and other positions as needed. These members will be taken from the Crisis Management Team.

Priorities of Responses

All emergencies are different. However, in every situation there are tasks that must be accomplished in order for an emergency to be resolved with limited loss. At all times, the safety of both the responders and the members of the college community will take precedence over any property loss.

Immediate Priority (site of the incident)

- Insure the safety of staff, students, faculty and visitors to the college. This should take place first in the immediate vicinity and then move outward. Provide medical aid.
- Determine the nature and severity of the situation
- Shutdown any dangerous utilities such as electrical, gas or shut fire doors
- Notify emergency responders if needed
- Apply fire suppression measures if safe enough to do so
- Control any hazardous substances if needed and if safe enough to do so
- Notify college administrators for emergency notifications
- Initiate Search and Rescue if safe

Secondary Priority (through the determination of the EOC)

- Dissemination of information
- Determine extent of suspension of business
- Survey of facilities and utilities
- Establish liaisons with outside agencies which may include hospitals, health departments, and local governments
- Need of media notification and to who
- Control of access to campus
- Provisions of psychological assistance

Tertiary Priorities (determined at EOC in order to close EOC)

- Survey of valuable materials
- Survey of records, documents and data collected during the event
- Survey of departmental needs
- Determination and consideration of financial concerns
- Determination and consideration of legal and liability concerns
- Acquisition of replacement supplies and equipment
- Determination of resumption of normal schedule
- Any notifications needed

General Emergency Procedures

Each incident is unique and may require flexibility depending on the nature of the incident as well as other factors such as weather. People will evacuate when an alarm sounds, through an emergency notification expressing the need for evacuation or through the order of emergency personnel.

Evacuation

Upon alarm or notification:

- Walk quickly to the nearest exit. Do not use elevators and do not take the time to shut down computers, pack and carry backpacks or other property. Close doors and leave lights on.
- Move clear of the building. Do not stand in roadways or other areas that would compromise the response of emergency responders and their equipment (fire trucks, ambulance, police)
- Do not return to an evacuated building until told to do so by Fairmont Police or the Campus Director
- Be ready and provide assistance to those that may have difficulty evacuating (sick, injured or disabled)
- Follow all the instructions of college officials or emergency personnel

Lockdown

Some emergencies may require students, faculty, staff and visitors to take shelter inside buildings. These emergencies may include hostile intruders, shootings, or severe weather. Lockdowns are a necessary and effective way to ensure safety.

If necessary, the lockdown will be initiated through the Crisis Management Team and/or the President's Office. College administration will notify the campus community through the use of School Reach.

- Communication is key in any lockdown situation. Therefore, do not use and silence cell phones unless you are in direct communication with emergency personnel.
- Close and lock windows and doors. Pull down blinds and close them.
- Turn off lighting and if possible any ventilation.
- Stay away from windows in order to minimize your exposure.
- Move to a corner of the room that cannot be seen from the hallway door.

In the event a fire alarm would sound during a lockdown, the lockdown will continue. The Campus Director or other responding personnel will assess the situation and determine if evacuation is necessary. If there is an actual fire, evacuation will take place following normal procedures and the evacuated people are secured elsewhere.

A lockdown will be lifted once it is deemed safe. The Campus Director or members of the Crisis Management Team will take the necessary steps to communicate that the lockdown is over and normal operations may resume.

The people responsible for locking down exterior doors are:

- **Administration Building:** The Campus Director/Facilities Staff

The Campus Director will assist in the locking of doors throughout campus depending on the situation and their availability.

Event Specific Procedures

FIRE

KNOW THE LOCATION OF THE NEAREST FIRE EXTINGUISHERS, FIRE EXITS, AND ALARM SYSTEM PULLS IN YOUR AREA AND HOW TO USE THEM.

According to the US Fire Administration there are approximately 3,800 fires on college and university campuses each year. Cooking is the cause of 88% of these fires with arson, careless smoking, unattended candles and overloaded outlets, power strips and extension cords following behind.

The National Institute of Standards Technology point out the following facts:

Fire Is Hot: Fire can reach temperatures over 600° C (1112°F) at which point surfaces that are exposed to fire gasses reach ignition temperature simultaneously. In perspective, human skin will suffer first degree burns at 48° C (118°F) and will be instantly destroyed at 72° C (162°F).

Fire is Fast: Although each fire is unique based on the location, fuels available, and response time, a general rule of thumb is that a fire can double in intensity every minute.

Fire is Deadly: The heat alone from a fire can kill. The smoke and poisonous gasses given off by a fire can scorch lungs or cause death. It is estimated by the NFPA that each year more children are killed by fire than by firearms.

In the event of a fire alarm sounding, regardless of the presence of an actual fire, the following steps and action must be taken:

SMEC:

All persons will exit the building using the doors closest to their location. If not safe to use the closest exit, persons will exit on the secondary route. At some locations, the secondary route may be a window.

- If the fire appears uncontrollable, contact 911 immediately and then contact the Campus Director. Provide as detailed information as possible providing the location of the fire, and, if known the cause.
- In a small, controllable fire, use the fire extinguisher directing the retardant at the base of the flame. Do this only if safe.
- Close doors to confine the fire and reduce oxygen. Do not lock the doors.
- Assist the disabled, injured and sick. Use the stairways; do not use elevators.
- Move at least 300 feet away from the building. Exits and locations will need to be flexible based on the severity and location of the fire as well as weather conditions. In all instances, make sure that you locate your faculty or designated staff person to ensure that everyone has left the building and is accounted for. Do not leave the area until told to do so by the Campus Director or a member of the Crisis Management Team.
- Move as far away from the building as possible, keeping your safety in mind at all times. Take care to not stand in the way of emergency response units or block their ability to perform their job functions.

In the event a student is trapped in a room, close the doors and put wet towels at the base of the door. Stay near the floor to avoid the hazardous heat and fumes. Hang a blanket or other object from the window to indicate to fire response personnel your location.

Keep in mind not to block or hinder the response of emergency responders. This includes not standing in roadways, in front of exits, on walkways or near fire hydrants/hoses.

In the event of an actual fire and/or conditions do not allow to remain outside for longer than a short period of time, The Campus Director or members of the Crisis Management Team will determine secondary evacuation and check in points. This will be communicated to faculty and staff and it is important to follow these directions closely.

HOSTILE INTRUDER/ACTIVE SHOOTER

These situations require a police response. It is important to understand that while the Campus Director or other staff, may attempt to intervene, the Campus Director may not be trained or equipped to confront an armed intruder. The Campus Director will make every attempt to help with the response of local law enforcement.

In the instance an intruder is actively causing death or serious bodily injury to those on campus or provide the threat of immediate death or serious bodily injury, Presentation College provides the following information and considerations. Each situation is different and these considerations cannot provide a response for every situation.

- **RUN** away from the threat as fast you can. Do not crowd against the walls of any concrete bricked hallway. Leave your belongings behind and keep your hands visible.
- Dial 911 and notify law enforcement of the danger. Warn others if possible. **DO NOT SOUND THE FIRE ALARMS**
- If possible, use objects as cover. It is important to understand that there are very few objects that will stop bullets. However, the use of cover is useful and comes in many different forms such as vehicles, bushes or trees.
- If you choose to **HIDE** and stay in a room, lock doors, cover windows and take cover in a corner away from the doorway and windows.
- If you decide to hide, take into consideration the area in which you are hiding. For example, how easy could you be found, do you have an escape route and do you really want to stay hidden here?
- If you are caught in a hallway and cannot run, take shelter in a room that can be secured.
- If you hide or take shelter in a room, be prepared to break windows which can provide escape. In life threatening situations you may need to jump.
- If you choose to **FIGHT**, do so as a last resort or if your life is in imminent danger. Fight with conviction and active physical aggression. Attempt to incapacitate the shooter, yell loudly or throw objects. Moving targets are harder to hit.
- Once law enforcement arrives, obey their commands. This may mean that you are ordered to put your hands in the air, ordered to the ground and even handcuffed. This is done for your safety, the safety of the officers, and the safety of the rest of the college community.

It is important to understand that these are guidelines. Each situation is different, each assailant is different and each situation will evolve differently. Essentially, each individual will have to decide for themselves what course of action to take. This may include running, hiding or fighting.

BOMB THREATS

Bomb Threats can come in a variety of forms: through standard mail, special delivery services such as UPS or FedEx, or via a phone call.

It is important for everyone to be aware of their surroundings. If something looks suspicious or out of place or has been left unattended for some time, report it to the Campus Director at 507-235-4668 immediately.

Be aware of suspicious packages. Suspicious packages come in many forms. Some things to look for are:

- No return address
- Excessive postage
- Stains
- Strange odors
- Strange sounds
- Unexpected Delivery
- Poorly handwritten
- Misspelled words
- Incorrect Titles
- Foreign Postage
- Restrictive Notes

It is important that if you are aware of a suspicious package, do not handle it. Notify the Campus Director immediately and keep people away from it as much as possible.

If you are aware of a threat or are the recipient of a threat, **remain calm**.

If you receive a threat via telephone, refer to the bomb threat checklist and:

- Remain calm
- Try to get as much information as possible by asking questions. Sample questions may be:
 - Where is the bomb located?
 - When will it go off?
 - What type of explosive is used?
 - What does the bomb look like? What is it in?
 - Why are you calling me- specifically?
 - Why did you set the bomb?
 - What is your name?
 - Where are you?
- Other information that should be gathered:
 - Male/Female voice
 - Background noises
 - Specific wording of the threat
 - Any accents or odd words used
- Notify the Campus Director immediately and then call 911. Stay on campus, because you will be the first person law enforcement needs to talk to when they respond.

If you receive the threat via mail or other delivery means:

- Remain calm
- Once you realize what it is, do not continue to touch or manipulate the threat
- Do not continue to open the parcel/letter
- Contact the Campus Director
- Contact 911
- Leave the immediate area

HAZARDOUS LEAKS/SPILLS

Any hazardous chemical leak or spill should be reported immediately to the Campus Director 507-235-4668. This should happen no matter how small.

If the chemical/toxin touches the skin of a person, flush the affected area and remove clothing if needed. Any other first aid should be administered at once.

In the case of a larger spill instructors/faculty should supervise the evacuation of the immediate area. This will include closing doors and sealing the affected area to minimize contamination. The Campus Director should be notified and will take steps to notify responders.

If appropriate contact 911.

Always err on the side of caution and start evacuation procedures if appropriate.

In the case of a natural gas leak evacuate the area immediately. Do not use light switches or other electrical items that can cause a spark. Contact the Campus Director immediately.

Do not enter buildings until told to do so by members of the Campus Director or the Crisis Management Team.

SEVERE WEATHER

Severe weather is always a possibility in Minnesota. Severe Weather can include thunderstorms, flash floods, tornados or straight line winds, blizzards or ice storms.

A Severe Weather Watch occurs when conditions exist that have the potential for a specific type of severe weather.

A Severe Weather Warning occurs when severe weather is actually occurring in the area and danger is imminent.

In the case of a Severe Weather, the Crisis Management Team will monitor the weather. If a warning occurs during the academic year, the Crisis Management Team through College Administration will determine if notification needs to take place. This may include emails or text messages through School Reach.

In the case of a Tornado shelter should always be in the lowermost floor away from windows. Stay away from glass doors, exterior walls, or other walls with windows.

MEDICAL EMERGENCIES

For instances that are life threatening such as seizures, choking, difficulty breathing, serious bleeding or chest pain call 911 immediately. A follow up to the Campus Director is warranted.

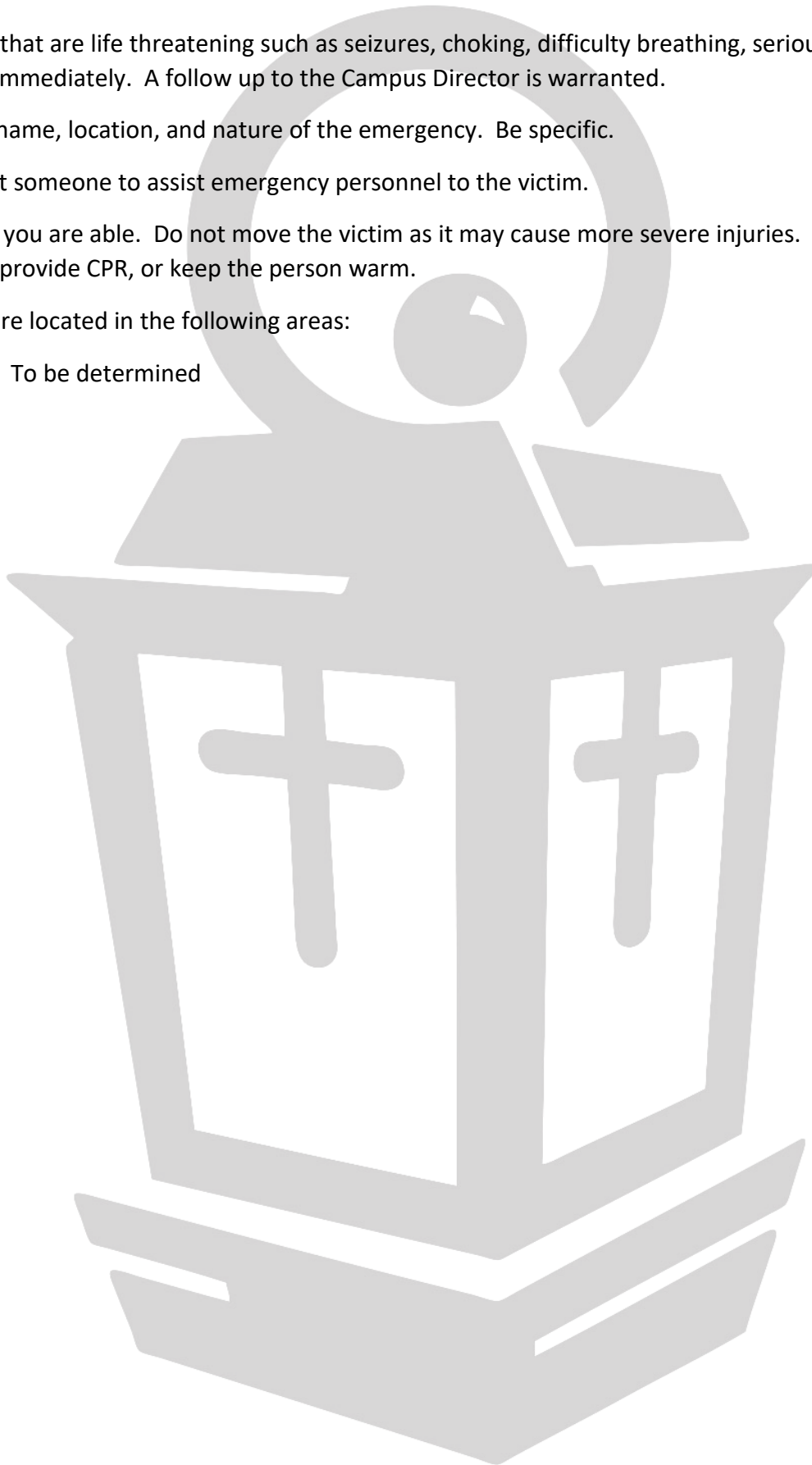
Provide your name, location, and nature of the emergency. Be specific.

If possible, get someone to assist emergency personnel to the victim.

Render aid as you are able. Do not move the victim as it may cause more severe injuries. If you can, staunch the bleeding, provide CPR, or keep the person warm.

AED devices are located in the following areas:

- To be determined



Bomb Threat Checklist

When a bomb threat is made by telephone remain calm and gather as much information as possible. Record as many details as you can using this checklist for guidance. Once the call is completed, contact Campus Safety immediately at 605-290-1024.

Time of Call: _____ **Date of Call:** _____ **Number on Caller ID:** _____

The exact wording of the threat:

Questions to ask:

- When will it go off?
- Where is it located?
- What type of bomb is it?
- What type of explosive is it?
- Did you place the bomb?
- Why are you doing this?
- What does it look like?

Was the voice: Male Female Adult Child **Accent:** Yes No **What Kind:** _____

Speech Observations:

Slow Rapid	Accented	Angry	Lisp
Normal	Intoxicated	Throaty	Nasal
Excited	Impeded	Coughing	Ragged
Loud	Soft Pitched	Cracked Voice	Raspy
Foul	High Pitched	Deep Breathing	Slurred
Broken	Deep	Disguised	Stutter
Sincere	Calm		

