

COLLEGE OF MENOMINEE NATION

EMERGENCY PROCEDURES

ALCOHOL AND DRUGS

PROCEDURES:

STAFF/FACULTY

1. If a staff/faculty member suspects a person on campus is under the influence or in possession of a controlled substance notify the Administrator In-charge immediately.
2. File an incident report with the Human Resources Office within 24 hours.

ADMINISTRATION

1. Assess the seriousness of the incident and determine the level of assistance needed (i.e. police/ERT/counselors).
2. Determine what follow up/intervention is needed (i.e. secure transportation from college, detain if need be, CMN counselor referrals).
3. If the person is an employee, follow the Drug-free Workplace policy of the Personnel Procedures.
4. File an incident report with the Human Resources Office within 24 hours.

EMERGENCY RESPONSE TEAM (ERT)

1. Assist in detaining, if needed.

BLOOD BORNE PATHOGENS

DEFINITION:

Blood borne pathogens- are microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to Hepatitis B virus (HBV) and human immunodeficiency virus (HIV). All blood or any body fluids including vomit that could potentially contain blood should be considered to be infectious.

Exposure incident- is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact (piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions) with blood or other infectious materials.

PROCEDURES:

EMERGENCY RESPONSE TEAM (ERT)/FIRST RESPONDERS

1. Disposable gloves will be worn where it is reasonably anticipated that employees will have an exposure incident as defined above. The gloves are available in the emergency response kit.
2. CPR responders should use mouth shields to administer CPR.
3. Gloves should be properly removed after use so that potentially contaminated surfaces do not touch any skin area. Disposable gloves are not to be washed or decontaminated for reuse.
4. Gloves and shields can be disposed of in regular trash bins with plastic liners.
5. Other contaminated materials, such as paper towels, gauze squares or clothing that contain blood or any body fluids should be designated as a biohazard and disposed of in a biohazard bag available in the emergency response kit.
6. Employees shall wash their hands and any other potentially contaminated skin area with soap and running water immediately or as soon as feasible after removal of gloves or other personal protective equipment.
7. Eye-wash stations are available in the science labs: GMH108, SDH 122 and SDH 124.
8. If you have an exposure incident and have not had Hepatitis B vaccination, a medical evaluation and procedures including the Hepatitis B vaccine series can be given within 24 hours of the exposure at no cost to the employee.
9. All exposure incidents immediately report to Human Resources and follow-up within 24 hours.
10. If necessary, quarantine contaminated area until it is cleaned and disinfected by professional cleaners.

BOMB THREAT

DO NOT USE CELLURAL PHONES, RADIOS OR OTHER ELECTRONIC DEVICES

PROCEDURES:

STAFF/FACULTY

1. Take all threats seriously
2. Write down exact statements. Try to engage assistance while on the phone. Do not interrupt the caller except to ask the following questions:
 - a. When is the bomb going to explode?
 - b. Where is the bomb?
 - c. What does it look like?
 - d. What will cause the bomb to explode?
 - e. Where are you calling from?
 - f. Who are you?
3. Leave the phone off the hook. **DO NOT HANG UP.**
4. Notify the receptionist.
5. Receptionist notifies 911, the ERT, and the Administrator In-charge.
6. Note the following information about the origin of the call:
 - a. Local Distant Phone Booth Internal Cellular
 - b. Description of callers voice Male/Female? Other _____
 - c. Did the caller seem familiar with the facility?
 - d. Was there any background noise?
 - e. Anything else noticed?
7. File an incident report with the Human Resources Office within 24 hours.

EMERGENCY RESPONSE TEAM (ERT)

1. Assist the Administrator In-charge with appropriate actions.
2. File an incident report with Human Resources Office.

ADMINISTRATION

1. Confirm that 911 has been called and knows that a bomb threat has been received.
2. Confirm notification of the ERT.
3. Assess the situation and the seriousness of the call.
4. If it is determined an evacuation is necessary, follow Evacuation Procedures.
5. If the building is not to be evacuated, activate lockdown code.
6. After a careful search of the building, if no bomb or foreign objects are found, school will continue as usual. In the event any such objects are discovered, immediate plans for evacuation will go into effect.
7. File an incident report with the Human Resources Office within 24 hours.

CAMPUS INTRUDER

PROCEDURES:

STAFF/FACULTY

1. Report the suspicious person to the receptionist, give description, location, and describe the activity the person is involved in.
2. Receptionist notifies the ERT and Administrator In-charge.
3. File an incident report with the Human Resources Office within 24 hours.

EMERGENCY RESPONSE TEAM (ERT)

1. Locate and monitor the threatening person.
2. Determine the level of response.
3. If a lockdown code is given, secure the building(s).
4. Direct police to a specific entrance to building.
5. Meet police and direct them to the individual.
6. File an incident report with the Human Resources Office within 24 hours.

ADMINISTRATION

1. Determine the level of response.
2. If a threatening situation:
 - a) Announce the lockdown code over the P.A. system
 - b) Call 911
 - c) Notify when the building is secure with an "all clear" notice over the P.A. system.
3. File an incident report with the Human Resources Office within 24 hours.

CHEMICAL SPILL

PROCEDURES:

STAFF/FACULTY

1. Avoid direct contact with chemical.
2. If chemical has contacted skin or eyes flush with water for at least 15 minutes. Eye wash stations are located in the Biology Lab (SDH-124), Chemistry Lab (SDH-222) and in classroom/lab (GMH108).
3. Evaluate the level of hazardous exposure using the Material Safety Data Sheet (MSDS) and follow instructions. MSDS sheets are located in Biology Lab (SDH-124), Chemistry Lab (SDH-222), the Housekeeping Department (GMH-002) and a master copy at the reception desk.
4. Notify the receptionist. The receptionist will contact ERT, Administrator In-charge, and 911 if appropriate.
5. Keep students and staff away from the area. Evacuate the area, if necessary.
6. File an incident report with the Human Resource Office within 24 hours.

EMERGENCY RESPONSE TEAM (ERT)

1. Evaluate the level of hazardous exposure using MSDS sheets and evacuate the building if necessary.
2. Keep students and staff away from spill.
3. Call 911 and/or Hazmat Coordinator at 799-3096, as appropriate.
4. File an incident report with the Human Resource Office within 24 hours.

ADMINISTRATION

1. Verify any hazardous conditions.
2. Verify that 911 and/or Hazmat Coordinator has been called, as appropriate.
3. Make P.A. announcements as needed.
4. Authorize clean-up and disposal following MSDS and utilizing proper protective equipment.
5. Address alternate building usage plans.
6. File reports as needed.

CHILDREN ON CAMPUS

The CMN campus is a public facility and should not be considered a safe environment for unsupervised children.

STAFF/FACULTY PROCEDURES:

1. All visitors to the CMN campus must register with the receptionist upon arrival.
2. All children visiting the CMN campus must be kept under direct supervision at all times by a responsible adult.
3. Any disturbances caused by children on campus are to be reported to the receptionist who will contact the Administrator in charge or designee.
4. If you observe an unsupervised child please contact the receptionist who will notify the Administrator in charge or designee.
5. If possible, stay with child. If not, seat them in Atrium within view of receptionist until Administrator or designee arrive.

ADMINISTRATOR:

1. Locate the "responsible" adult.
2. Return the unsupervised child or child causing disturbance to them.
3. Inform them of CMN policies regarding children.

FIRE

PROCEDURES:

STAFF/FACULTY

1. Activate the fire alarm.
2. If safe, use fire extinguisher.
3. Proceed immediately to the parking lots.
4. Report any missing students or staff.
5. Await further instructions.
6. Reoccupy building only after being given the "All-Clear"
7. File an incident report with the Human Resources Office within 24 hours.

EMERGENCY RESPONSE TEAM (ERT)

1. Promptly assess the fire hazard, maintaining personal safety.
2. Evacuate the building and check elevators.
3. Maintain crowd control, keeping a safe distance from potential hazards.
4. Verify any persons unaccounted for.
5. File an incident report with the Human Resources Office within 24 hours.

ADMINISTRATION

1. Verify any hazardous conditions.
2. Take command of communications.
3. Authorize the "all clear" signal and the re-occupation of the building only when cleared.
4. Address alternate building usage plans.
5. Report to insurance company or public safety agency as required.

FLASH FLOOD

DEFINITIONS:

Watch – Heavy rains are occurring or expected to occur that may cause flash flooding in certain areas. Everyone should be alert to the possibility of a flood emergency which will require immediate action.

Warning – Flash flood is occurring or imminent on certain streams or designated areas and those threatened should take immediate precautions.

PROCEDURES:

STAFF/FACULTY

Warning

1. An evacuation announcement will be made over the P.A. system.
2. **Immediately** move to the nearest designated shelter area and follow the directions of the Emergency Response Team.
3. Remain at the shelter area until an “all clear” signal is given over the P.A. system.

EMERGENCY RESPONSE TEAM (ERT)

Watch

1. Lead person of ERT is responsible to monitor weather conditions.
2. Notify the Administrator In-charge and discuss situation, along with the Emergency Response Team.
3. If there is a flash flood watch gather Emergency Response Team.
4. Alert designated team members to be ready to evacuate everyone to the designated shelter areas. Take assigned positions in vests with walkie-talkies and flashlights.
5. Notify local authorities.
6. Wait for the evacuation announcement from the Lead Person.

Warning

1. Lead person notifies ERT and receptionist who will broadcast the evacuation announcement.
2. Evacuate everyone to the designated shelter areas following pre-arranged routes. Show an attitude that expresses the seriousness of the situation.
3. Close the doors as you vacate each room.
4. Team members shall notify the team leader when their section/area(s) are clear.
5. Lead person along Administrator In-charge will continue to monitor weather conditions.
6. When the warning has been lifted, the Lead Person will notify the facilities with the “all clear” notice with the P.A. system.

FLOODING IN THE BUILDING

PROCEDURES:

STAFF/FACULTY

1. When flooding is noticed notify the receptionist.
2. The receptionist will notify Maintenance and the Administrator In-charge.
3. Evacuate the flooded area.
4. Do not re-enter until an "all clear" signal is announced.

EMERGENCY RESPONSE TEAM (ERT)

2. Notify Maintenance and the Administrator In-charge.
3. Maintenance will inspect area (w/rubber boots on).
4. Shut-off water.
5. Turn electrical breaker and power off if needed.
6. Determine if the area/building needs to be evacuated.
7. Lead person notifies ERT and receptionist who will broadcast the evacuation announcement.
8. Evacuate everyone to a safe area.
9. Notify the utility companies as necessary:
24 Hr. Alliant Emergency or Outage at 1-800-862-6261
Menominee Tribal Utility Commission at 799-3587
10. If necessary notify the Tribal Fire Department at 799-3881.
11. Keep unauthorized persons out of the wet areas until they are dry.
12. Lead person will give the "all clear" signal when it is safe to return.

GAS LEAK

DO NOT USE ANY ELECTRICAL SWITCHES, FIRE ALARMS OR CELLULAR PHONES. DO NOT SMOKE OR START ANY VEHICLES.

PROCEDURES:

STAFF/FACULTY

1. If gas leak is in a science lab, turn off the main valve.
2. Evacuate the immediate area.
3. Report gas leak to receptionist.
4. Receptionist notifies ERT, the Administrator In-charge and 911 if appropriate.
5. File an incident report with the Human Resources Office within 24 hours.

EMERGENCY RESPONSE TEAM (ERT)

1. Shut off main gas lines and the electric power.
2. Locate the source of the leak and ventilate the area if you are able to do so.
3. Notify Administrator In-charge.
4. Evacuate the building if necessary. Utilize door-to-door evacuation procedures if P.A. is not operable. Check elevators. Direct people to the Student Parking Lot.
5. Supervise the evacuees and wait for further instruction.
6. Notify the gas company.
7. File an incident report with the Human Resources Office within 24 hours.

ADMINISTRATION

1. Verify any hazardous conditions.
2. Verify that 911 has been called.
3. Make P.A. announcements as needed.
4. Authorize the re-occupation of the building only when cleared by authorities.
5. Address alternate building usage plans.
6. Report to insurance company or public safety agency as required.

HARASSMENT/STALKING

PROCEDURES:

STAFF/FACULTY

1. Report incident to Administrator In-charge immediately.
2. File an incident report with the Human Resources Office within 24 hours.

ADMINISTRATION

1. Administrator In-charge and/or the Director of Human Resources meet with victim immediately take a written statement.
2. Administrator In-charge and/or the Director of Human Resources meet with suspected individual, if appropriate.
3. Assess the situation and determine an appropriate plan of action.
4. Take reasonable precautions to ensure the safety of victim while on campus.
5. Notify the police if necessary.
6. Determine appropriate consequences.
7. File an incident report with the Human Resources Office within 24 hours.

KIDNAPPING/MISSING PERSON

PROCEDURES:

STAFF/FACULTY

Missing Persons

1. If information is obtained of a missing person, contact the Administrator In-charge.
2. File an incident report with the Human Resources Office within 24 hours.

Kidnapping

1. If person is taken from building against their free will contact receptionist immediately.
2. Receptionist will contact 911 and the Administrator In-charge.
3. Note as much information for police as possible. Example; description of assailant (i.e. height, weight, ethnicity, clothing, hair color, etc.), type of vehicle driven, direction of travel, description of kidnapped person obtain a photo if possible.
4. File an incident report with Human Resources Office within 24 hours.

EMERGENCY RESPONSE TEAM (ERT)

1. Establish and maintain control of the situation.
2. Isolate witnesses for police questioning.
3. If needed activate lockdown code.
4. Assist in search of the campus for the missing person, if necessary.
5. File an incident report with the Human Resources Office within 24 hours.

ADMINISTRATION

Missing Persons

1. Seek information from staff and students to determine if the person is missing.
2. If student under the age of 18, contact the Youth Program Coordinator.
3. Announce the missing person statement over the P.A. system “_____ report to the reception desk.”
4. Initiate a search of the campus.
5. Notify 911 if necessary.
6. Obtain list of missing person’s contact numbers and have available for the police.
7. File an incident report with the Human Resources Office within 24 hours.

Kidnapping

1. Assess the situation.
2. Verify that 911 has been contacted.
3. Isolate witnesses of the incident for police questioning.
4. Obtain list of missing person’s contact numbers and have available for the police.
5. File an incident report with the Human Resources Office within 24 hours.

MEDICAL EMERGENCY – BIRTH

PROCEDURES:

STAFF/FACULTY

1. Notify the receptionist of the medical emergency in room ____.
2. The receptionist will notify the Emergency Response Team and the Administrator In-charge.
3. Confirm that 911 has been called (if appropriate).
4. File an incident report with the Human Resources Office within 24 hours.

EMERGENCY RESPONSE TEAM (ERT)

1. Evaluate the situation.
2. If scene is safe, proceed to the victim and assess the severity of the situation (utilize Blood-borne Pathogens Procedure).
3. If the mother is mobile, move her to the designated room (utilize Blood-borne Pathogens Procedure).
4. Call 911 (or have someone call).
5. Stabilize mother until CMN Emergency Response Team Member or emergency medical personnel arrive.
6. Confirm notification of the Administrator In-charge.
7. Assist emergency personnel by clearing away bystanders.

ADMINISTRATION

1. Notify the person listed as emergency contact.

MEDICAL EMERGENCY – DEATH

PROCEDURES:

STAFF/FACULTY

1. Notify the receptionist of the medical emergency in room ____.
2. The receptionist will notify the Emergency Response Team and the Administrator In-charge.
3. Confirm that 911 has been called (if appropriate).
4. File an incident report with the Human Resources Office within 24 hours.

EMERGENCY RESPONSE TEAM (ERT)

1. Assess the situation.
2. If scene is safe, proceed to the victim and assess the severity of the situation (utilize Blood-borne Pathogens Procedure).
3. Call 911 (or have someone call).
4. Secure the area, remove and isolate witnesses.
5. Confirm notification of the Administrator In-charge.
6. Assist emergency personnel by clearing away bystanders.

ADMINISTRATION

1. Notify the person listed as emergency contact.
2. Begin the crisis counseling process.

MEDICAL EMERGENCY – FIRST AID

PROCEDURES:

STAFF/FACULTY

1. Notify the receptionist of the medical emergency in room ____.
2. The receptionist will notify the Emergency Response Team and the Administrator In-charge.
3. Confirm that 911 has been called (if appropriate).
4. Assist with first aid/CPR procedures if trained to do so.
5. File an incident report with the Human Resources Office within 24 hours.

EMERGENCY RESPONSE TEAM (ERT)

1. Evaluate the emergency.
2. If scene is safe, proceed to the victim and assess the severity of the injury (utilize Blood-borne Pathogens Procedure).
3. Call 911 (or have someone call) if condition is serious.
4. Stabilize victim in position found until emergency medical personnel arrive.
Administer first-aid/CPR if trained to do so.
5. Confirm notification of the Administrator In-charge.
6. Assist emergency personnel by clearing away bystanders.

ADMINISTRATION

1. Notify the person listed as emergency contact.

PHYSICAL FIGHTS/AGGRESSION

PROCEDURES:

STAFF/FACULTY

1. Assess the seriousness of the situation.
2. Notify the receptionist of the fight in room ____ and call 911, if appropriate.
3. Receptionist will notify the ERT and Administrator In-charge.
4. Use best judgment to diffuse the situation.
5. File an incident report with the Human Resources Office within 24 hours.

EMERGENCY RESPONSE TEAM (ERT)

1. Assess the seriousness of the incident.
2. Confirm that 911 has been called, if appropriate.
3. Use best judgment to separate the parties involved.
4. Determine if medical assistance is needed (follow Medical Emergency Procedures).
5. Secure the area, remove and isolate witnesses.
6. Confirm notification of the Administrator In-charge.
7. File an incident report with the Human Resources Office within 24 hours.

ADMINISTRATION

1. Determine disciplinary consequences.

SEXUAL ASSAULT

STAFF/FACULTY PROCEDURE

1. Report incident to Administrator In-charge immediately.
2. File incident report with Human Resources Office.

ADMINISTRATOR

1. Take precautions to ensure the safety of victim while on campus.
2. Provide medical attention if necessary. Call 911.
3. Follow lock down procedures if necessary.
4. File incident report with Human Resources Office.

SNOW DAY

GENERALLY, DECISIONS FOR CLOSING WILL BE MADE TWO TIMES A DAY: THE FIRST WILL BE MADE BY 6AM FOR MORNING CLOSINGS, THE SECOND WILL BE MADE BY 12PM NOON FOR AFTERNOON/EVENING CLOSINGS.

PROCEDURES:

STAFF/FACULTY

Morning Closing

1. Monitor the following TV/Radio stations for closing announcements: WTCH 9.60 AM; WIXX 101.1 FM; WBAY Channel 2; or WLUK Channel 11, or call (715) 799-5600 after 6:30 a.m. for a recorded message.
2. During a campus closing no additional activities or classes will be held.

Closing during the Day

1. Notifications of closing will be made on campus, via the PA system and e-mail.
2. Announcements will also be made on the TV/Radio stations.
3. Must leave the campus within 30 minutes of closing.

ADMINISTRATION

1. The decision is made by the VP of Academic Affairs in consult with the, VP of Operations, Dean of Instruction, or Dean of Students depending on the situation.
2. Once a decision is made: The VP of Academic Affairs will contact the Radio and TV stations and the VP of Operations will contact the Maintenance and IT Directors.
3. If closing during the day, the campus will be notified via the P.A. system and e-mail.

SUICIDE THREAT

DEFINITION:

Minimum Threat - Second or third hand information about a potential suicide threat. The information may be in the form of a rumor or hearsay.

Moderate Threat – First hand information which comes directly from the person threatening suicide. This can include statements referencing suicide as a possible alternative. The person is in need of psychological consultation within a reasonable amount of time.

Immediate Threat – Someone has stated that they are going to commit suicide soon. They may exhibit a weapon, pills or describe another means. The person is in immediate danger of injuring self.

PROCEDURES:

STAFF/FACULTY

1. Take all threats seriously and report them to the Administrator In-charge or Dean of Students immediately.
2. If immediate threat, ensure the safety of the individual in question and notify the receptionist immediately.
3. If immediate threat, receptionist calls Student Services Counselor or if a weapon is involved utilize the Weapons procedure and call 911.
4. File an incident report with the Human Resources Office within 24 hours.

ADMINISTRATION

Minimum threat (rumor or hearsay)

1. Administrator In-charge or Dean of Students immediately interviews individual(s) who have information.
2. Person who made threat should be referred to Student Services Counselor.
3. File an incident report with the Human Resources Office within 24 hours.

Moderate threat (person is in need of psychological consultation within a reasonable amount of time)

1. Ensure the safety of the individual in question.
2. Administrator In-charge or Dean of Students immediately interviews individual(s) who have information.
3. Person who made threat should be referred to Student Services Counselor.
4. File an incident report with the Human Resources Office within 24 hours.

Immediate threat (person in immediate danger of injuring self)

1. Ensure the safety of the individual in question and keep the individual supervised at all times.
2. Confirm that Student Services Counselor or 911 has been called, if appropriate.
3. Administrator In-charge or Dean of Students immediately interviews individual(s) who have information.
4. Student Services Counselor follows appropriate procedures.
5. File an incident report with the Human Resources Office within 24 hours.

THEFT

PROCEDURES:

STAFF/FACULTY

1. Take basic information from complainant.
2. Notify the Administrator In-charge.
3. File an incident report with the Human Resources Office within 24 hours.

ADMINISTRATION

1. Meet with complainant to determine the seriousness of the situation.
2. Take a written statement.
3. Notify the police if needed.
4. Notify the Vice President of Operations for insurance purposes.
5. Determine if campus attendees should be notified for security purposes.
6. File an incident report with the Human Resources Office within 24 hours.

THREAT INSIDE OF BUILDING

PROCEDURES:

STAFF/FACULTY

1. Report threatening person to the Person-In-Charge, give description, location, and describe the activity the threatening person is involved in.
2. Keep classroom/student secure.

ADMINISTRATION

1. Determine level of response.
2. During threatening situation, announce code _____ over the P.A. system.
3. Contact 911 and direct them to a specific entrance of the building.
4. Locate and monitor individual.
5. Designate person to meet police to give location.
6. Announce "all clear" when the building is secure.
7. File an incident report with the Human Resources Office.

THREAT OUTSIDE OF BUILDING

PROCEDURES:

INSTRUCTOR/STAFF

1. Determine the degree of the threat, contact Person-In-Charge, and give description and location of the threatening person.
2. Assess measures for student safety (i.e. move to alt. location, take cover).

ADMINISTRATION

1. Determine level of response.
2. Announce code _____ over the P.A. system.
3. Call 911 and give description and last location of the threatening person.
4. Announce "all clear" when the building is secure.
5. File an incident report with the Human Resources Office.

TORNADO/SEVERE WEATHER

DEFINITIONS:

Watch - Indicates a tornado is possible, conditions are more favorable than usual for its occurrence. A watch is recommended for planning, preparation and increased awareness.

Warning – Indicates a tornado is either imminent or has been reported. A warning indicates the need to take action to protect life.

PROCEDURES:

STAFF/FACULTY

Warning

1. An evacuation announcement will be made over the P.A. system.
2. **Immediately** move to the nearest designated shelter area and follow the directions of the Emergency Response Team.
3. Remain at the shelter area until an “all clear” signal is given over the P.A. system.

EMERGENCY RESPONSE TEAM (ERT)

Watch

1. Lead person of ERT is responsible to monitor weather conditions.
2. Notify the Administrator In-charge and discuss situation, along with the Emergency Response Team.
3. If there is a tornado watch gather Emergency Response Team.
4. Alert designated team members to be ready to evacuate everyone to the designated shelter areas. Take assigned positions in vests with walkie-talkies and flashlights.
5. Notify local authorities.
6. Wait for the evacuation announcement from the Lead Person.

Warning

1. Lead person notifies ERT and receptionist who will broadcast the evacuation announcement.
2. Evacuate everyone to the designated shelter areas following pre-arranged routes. Show an attitude that expresses the seriousness of the situation.
3. Close the doors as you vacate each room.
4. Team members shall notify the team leader when their section/area(s) are clear.
5. Lead person along with Administrator In-charge will continue to monitor weather conditions.
6. When the warning has been lifted, the Lead Person will notify the facilities with the “all clear” notice with the P.A. system.

UTILITY FAILURE: LOSS OF ELECTRICITY/WATER/GAS

PROCEDURES:

STAFF/FACULTY

1. Check your area: Are there any obvious safety risks or causes?
Is the utility loss only in your area?
2. Report localized outages to the receptionist.
3. Receptionist will notify Maintenance.
4. Remain in your area and await further instructions.

EMERGENCY RESPONSE TEAM (ERT)

1. Determine the extent and loss of utilities.
2. Safety check: elevators, HVAC system, and security system, as appropriate.
Check for and monitor any hazards.
3. Notify the security and/or utility company.
4. Notify Administrator In-charge.
5. Evacuate, if necessary.
6. Once the utility failure is restored report to Administrator In-charge.

ADMINISTRATION

1. Verify any unusual or hazardous conditions.
2. Make PA announcements as needed.
3. Address alternate building usage plans during any long-term utility outage.
4. Report to insurance company or public safety agency as required.

VANDALISM

PROCEDURES:

STAFF/FACULTY

1. Assess the seriousness of the situation, determine the level of assistance needed and protect the scene.
2. Identify the parties involved, if possible.
3. Notify the receptionist.
4. The receptionist will notify the Administrator In-charge.
5. File an incident report with the Human Resources Office within 24 hours.

ADMINISTRATION

1. Assess the seriousness of the situation, determine the level of assistance needed and protect the scene.
2. Report to law enforcement, if necessary.
3. Determine disciplinary consequences and what follow-up is needed.
4. If student under the age of 18, notify the Youth Program Coordinator.
5. Notify the Vice President of Operations.
6. File an incident report with the Human Resources Office within 24 hours.

VEHICLE EMERGENCIES

STAFF/FACULTY PROCEDURES:

1. Evaluate the scene.
2. Call 911.
3. Stay clear of hazards
4. Administer first aid or CPR to the extent you are qualified.
5. Report accident to Receptionist.
6. Receptionist will notify the Emergency Response Team and the Administrator in-charge and 911 if appropriate.
7. If you are in an accident contact your supervisor as soon as possible.
8. File an incident report with Human Resources within 24 hours.

EMERGENCY RESPONSE TEAM (ERT):

1. Verify that administration and 911 have been called.
2. Assist with crowd control for on campus/site accidents.

ADMINISTRATIVE:

1. Verify 911 has been called.
2. Notify VP of Operations for insurance purposes.

WEAPONS

PROCEDURES:

STAFF/FACULTY

1. Assess the seriousness of the situation; determine the level of assistance needed.
Notify the person-In-Charge and/or call 911.
2. Determine the level of response which may include: isolate, separate, evacuation of room/building, or lockdown.
3. Do not approach individual.
4. Document actions taken.

ADMINISTRATION

1. Announce code _____ over the P.A.
2. Confirm that 911 has been called. Give specific entrance to building.
3. Assign someone to meet police to give location.
4. Announce "all clear" when building is secure.
5. File an incident report with the Human Resources Office.

WEAPONS/THREATS

DEFINITIONS:

Weapon - is defined as any object regardless of its original design or intent, which is used to cause harm through its inappropriate use. (i.e. firearm, knife, bat, club etc.)

Weapons- No Threat – Person has a weapon in his/her possession or on their person. Person is not showing intent or immediate threat to the safety of themselves or others.

Weapons- Threat – Person in possession of a weapon and exhibits intent or immediate threat to the safety of themselves or others.

PROCEDURES:

STAFF/FACULTY

1. Assess the seriousness of the situation; determine the level of threat.
2. If No-Threat contact the Administrator In-charge.
3. If Threat Inside or Outside of Building contact receptionist immediately.
4. Receptionist will notify the ERT, Administrator In-charge and 911.
5. If a lockdown code is activated, secure room.
6. File an incident report with Human Resources Office within 24 hours.

ADMINISTRATION

No Threat

1. Alert the ERT to standby as backup.
2. Isolate the individual and inform them of the No Weapons Policy of CMN. Be discrete as possible.
3. If failure to comply, request the individual leave CMN campus.
4. If the individual refuses to leave, consider this a threat and follow the Threat Procedure.
5. File an incident report with Human Resources Office within 24 hours.

Threat

1. Alert the ERT.
2. Verify that 911 has been contacted and direct them to the appropriate entrance/area.
3. Activate lockdown code if appropriate.
4. Designate individual to meet police at given location, if possible.
5. File an incident report with the Human Resources Office within 24 hours.

EMERGENCY RESPONSE TEAM (ERT)

1. Assess seriousness of situation.
2. If immediate threat exists, activate the lockdown code.
3. Locate and monitor the suspected individual, if possible. **DO NOT** approach the suspected individual.
4. File an incident report with Human Resources Office within 24 hours.