Dakota College at Bottineau
Emergency Procedures

Using the Telephone

- If dialing an on-campus number from a campus phone, dial the last 3 digits of the extension. For example, 459 for the Student Center.
- If using a campus phone, dial "9" before the phone number to get off-campus. For example 9-701-321-4321.
- For emergencies, 911 can be dialed from any campus phone with or without the preceding "9". For example, 9-911 or 911.
- If dialing an on campus number from an off campus phone, the 228 prefix must be used along with the four digits following the prefix that identify the office or individual. For example, 701-228-5459 for the Student Center.
- To be consistent and to avoid the need to list when area codes need to be used and when they do not, they have been listed for all seven digit numbers.

Disclaimer

These procedures are published to provide direction during emergencies and are intended only as a GUIDE. Each emergency is different and it’s not possible for one reference document to cover every circumstance. We expect all employees to do their utmost to provide for the safety of students and colleagues and use good judgment and common sense in handling emergency situations.

Purpose

The purpose of these procedures is to assist the DCB community during an emergency. If you experience an emergency, and as a result, have suggestions for making these procedures more useful, please call the Risk Management Office at 701-228-5621 (office), 701-480-9262 (cell), or ext. 621. The safety and security of the DCB campus is everybodys’ business. Review this document periodically for the benefit of you and your colleagues.
Responding to an Emergency

When emergency situations arise, immediately call 9-911 and then contact one of the following people in the order listed.

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<tr>
<th></th>
<th>Cell</th>
<th>Office</th>
<th>Ext.</th>
<th>Home</th>
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<tbody>
<tr>
<td>1. Risk Management Officer</td>
<td>701-480-9262</td>
<td>701-228-5621</td>
<td>621</td>
<td>701-771-8628</td>
</tr>
<tr>
<td>2. A Member of the Emergency Management Team, as follows:</td>
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<tr>
<td>• Campus Dean</td>
<td>701-228-5431</td>
<td></td>
<td>431</td>
<td>701-228-2716</td>
</tr>
<tr>
<td>• Associate Dean of Student Affairs</td>
<td>701-228-5451</td>
<td></td>
<td>451</td>
<td>570-418-5033</td>
</tr>
<tr>
<td>• Director of Fiscal Affairs</td>
<td>701-228-5432</td>
<td></td>
<td>432</td>
<td>701-871-1415</td>
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<tr>
<td>• Physical Plant Supervisor</td>
<td>701-228-5461</td>
<td>701-228-5640</td>
<td>441</td>
<td>640</td>
</tr>
<tr>
<td>• Campus Nurse</td>
<td>701-228-5640</td>
<td></td>
<td>640</td>
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</tr>
<tr>
<td>• Mental Health Counselor</td>
<td>701-228-5673</td>
<td></td>
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Emergency/Referral Numbers

When using the on-campus phone system, any emergency requiring immediate POLICE, AMBULANCE, or FIRE department service: DIAL 9-911 or 911.

Associate Dean for Student Affairs | 701-228-5451 or ext. 451
Campus Health Services | 701-228-5460 or ext. 460
Campus Medical Response | 701-480-9275 (business hours only)
Campus Security | 701-480-9262 (cell) or 701-228-5621 (office) or ext. 621
Director of Fiscal Affairs | 701-228-5432 or ext. 432
Residence Halls/Housing | 701-201-0350
St. Andrews Health Center (Hospital) | 701-228-9300
St. Andrew's Clinic | 701-228-9400
Family Crisis Center Crisis | 701-228-2028
National Suicide Prevention Hotline | 800-273-8255
Or | 9-211
| 9-511
ND Road Report | 800-222-1222
ND Poison Control Center |          |
Campus Mental Health Counselor | 701-228-5673 or ext. 673
Sexual Assault/Title IX Coordinator | 701-228-5454 or ext. 454
Emergency Management Team

After contact is made with one of the designated officials, the official is responsible for assembling the emergency management team.

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<td>573</td>
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This group will handle all communication with students, faculty, staff, media and the public. They will coordinate with appropriate law/emergency personnel and will also assist with the institution’s response.

Emergency Defined:
An emergency is any unplanned event that requires immediate and coordinated action and could have significant impact on the operation of the college, for example injury/death of an employee, student, or guest; fire; environmental catastrophe/natural disaster; plane crash; or sexual assault.

News Media Communication

All inquiries by news media relating to campus emergencies should be directed to the Campus Dean.

If you are contacted directly by a media representative regarding an emergency, refer him or her immediately to the Campus Dean or take a name and number and pass the message along to the Campus Dean. The Campus Dean and/or an appropriate representative will respond. DCB employees are asked not to make statements to the media unless requested to do so by the Campus Dean or his or her designated representative.
Fallen Aircraft

Dakota College is located just one-half mile from the Bottineau Municipal Airport, thus the inclusion of this section. If an aircraft falls near the college, follow these procedures:

1. Call 9-911 or 911 and notify emergency personnel of the situation.
2. Evacuate buildings, if necessary, by using the fire drill procedure.
3. Stay a safe distance and stay upwind in case of an explosion.

Hazardous Material Spills

Chemical accidents of disaster magnitude could include such things as truck or railway accidents involving large quantities of toxic fumes and gases. There is also the possibility of exposure to toxic fumes and gases in DCB classrooms from spills and explosions.

1. Call 9-911 or 911 and notify emergency personnel of the situation.
2. Notify the Risk Management Officer of the situation at 701-228-5621 (office), at 701-480-9262 (cell) or at ext. 621.
3. If evacuation is necessary, use fire drill procedures. In some cases, staying in the building (shelter in place) may be more appropriate. In such situations, close all doors and windows and shut down ventilation systems.
4. If leaving a building, stay up wind of fumes and avoid stepping in any spilled material.
5. Individuals who come in bodily contact with a chemical should remove contaminated clothing and flush the body area with cold water for 15 minutes.
6. Employees and students should not return to buildings until officials deem the area to be safe.
Fire

Fire Emergency Evacuation Procedure and Policy

1. Anyone discovering a fire should activate the fire alarm and call 9-911 or 911 immediately.
2. When the fire alarm sounds, evacuate the facility immediately.
3. Instruct occupants in the building to leave books and other materials in the room and to close the door before leaving the room.
4. Proceed to the designated EXIT as quickly as possible. Walk, do not run - if the designated exit is blocked, proceed to an alternate exit.
5. Building occupants should be instructed to stay a minimum of 150 feet from the building and not hamper fire department operations.
6. Do not attempt to re-enter the building until the fire department allows re-entry.
7. The elevator in Thatcher Hall should not be used in the event of an evacuation.

Armed Intruder

1. Call 9-911 or 911 to report an Active Shooter on the DCB campus. Give as much detail as you have at that time; include details about location, number of shooters, physical description, number and type of weapons and the number of potential victims at the location.
2. Notify the Risk Management Office at 701-228-5621 (office), or 701-480-9262 (cell) or ext. 621; the Campus Dean at 701-228-5431; or ext. 431, and the Director of Fiscal Affairs at 701-228-5432 or ext. 432. Tell them there is a report of an active shooter on campus and ask them to trigger the necessary alerts.
3. Quickly determine the most reasonable way to protect your own life. Students and visitors are likely to follow the lead of employees during an active shooter situation.
4. EVACUATE—HIDE OUT—TAKE ACTION.

Evacuate
*Have an escape route
*Leave your belongings behind
*Keep your hands visible

Hide Out
*Hide in an area out of the active shooter’s view
*Block entry to your hiding place and lock the doors

Take Action
*As a last resort and only when your life is in danger
*Attempt to incapacitate the active shooter
*Act with physical aggression and use anything available as a weapon.

When Law Enforcement Arrives:
*Remain calm and follow officer’s instructions
*Immediately raise hands and spread fingers
*Keep hands visible at all times
*Avoid making quick movements
*Avoid pointing, screaming or yelling
*Do not stop to ask officers for help or direction when evacuating, proceed in the direction from which officers are entering the premises.
Threatening Calls/Bomb Threats

1. **DO NOT HANG UP.** Alert someone of the situation and have that person call law enforcement at 9-911 or 911, campus security at 701-228-5621 (office), or 701-480-9262 (cell) or ext. 621, ; and the dean’s office at 701-228-5431, or ext. 431.

2. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Do your best to record every word spoken by the person(s).

3. If the caller does not indicate the location of the bomb or the time of a possible detonation, ask the caller for this information.

4. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.

5. Pay particular attention to peculiar background noises such as motors running, background music, and any other noise which may give a clue as to from where the call is being made.

6. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

7. Report this information immediately to the authorities. Since the police will want to talk with the person who received the call, make yourself available when police arrive.

8. Fill out the bomb threat call checklist on the back page of this reference.

9. Do not make any calls from the phone on which the bomb threat was received.

**Instructions to Administrator in Charge (Threatening Calls/Bomb Threats)**

1. Notify the Bottineau County Sheriff’s Office at 9-911 or 911.

2. Notify the Risk Management Officer of the situation at 701-228-5621 (office), or 701-480-9262 (cell) or ext. 621.

3. Follow the recommendations of the Bottineau County Sheriff’s Office.

4. Fill out the Bomb Threat Call Checklist included on the back page of this reference.
Medical Emergency

Emergency First Aid

1. Dial 9-911 or 911.
2. Notify the Risk Management officer at 701-228-5621 (office), or 701-480-9275 (cell) or ext. 621.
3. Call the campus 1st Responder at 701-480-9275 who is on call during business hours (8am-4pm)
4. Provide First Aid/CPR as you are able or stay with the person until assistance arrives.

Non-Emergency Situations

1. Make the individual as comfortable as possible.
2. Provide First Aid/CPR as you are able.
3. Call the campus 1st Responder at 701-480-9275 who is on call during business hours (8am-4pm)
4. Notify the Risk Management Officer of the situation at 701-228-5621 (office), or 701-480-9262 (cell) or ext. 621.

Location of First Aid Kits: Large Portable Kit—Student Services Storage; Small Storage Kit—Campus Risk Management Office; Large Wall Mounted Kits—R.A. Offices in each residence hall and in the maintenance shop; Medium Wall Mounted Units—Boiler Room and Green House; Small Wall Mounted Units—Molberg Center; Arntzen IVN Building; and in Nelson Science Center; Library, Rooms 121, 103, and 128A; Band Aid Kits—Library, Students Services, Business Office

Location of AED Units: Nelson Science Center—by Atrium; Gross Hall/Student Center—Between buildings in breezeway; Milligan Hall—Front Entrance; Mead Hall—First Floor Lobby; Molberg Center—Front Entrance; Thatcher Hall by Trophy Case; Athletic Trainer Office—First Floor Thatcher

The AED is ready for use at all times; this is indicated with a green checkmark on the AED unit.

Please report all incidents and accidents by completing a hard copy of the Incident Report form found on the DCB web-site under “Forms.”

Closing the College Because of Weather Conditions

The decision to close Dakota College at Bottineau because of a weather-related event rests with the campus dean or dean’s designee.

1. The decision to not open the college will be made as soon as possible, generally prior to 7:00 A.M.
2. The campus dean or the dean’s designee will notify the news media that the “campus is closed” and only key employees are to report for work.
3. A message regarding campus closure will also be sent to students and employees via NOTIFIND
4. Students and employees are encouraged to regularly check the contact information listed for them in Campus Connection to verify its accuracy.
Tornado Watch/Warning

A tornado WATCH means that the weather conditions are right for the development of tornadoes. If a tornado WATCH is broadcast by your local radio or television station, stay tuned for further advisories and be prepared to take cover.

If a tornado WARNING is issued, it means a tornado has actually been sighted. WARNINGS are issued for individual counties and include the tornado’s location, directions, and speed. If you are in or near its path, take cover immediately.

Both tornado WATCHES and WARNINGS are issued by the National Weather Service through local radio and television stations. Bottineau also has special warning systems such as sirens. Be alert to weather advisories and be prepared to take immediate action.

- Go at once to a windowless, interior room; storm cellar; basement; or lowest level of the building.
- Get away from windows.
- If there is no basement, go to an inner hallway or a smaller inner room without windows, such as a bathroom or closet.
- Go to the center of the room. Stay away from corners because they tend to attract debris.
- Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- Use arms to protect head and neck.

Behavior Intervention Team (BIT)

Team members provide additional eyes and ears to help identify individuals within the campus community whose behavior indicates that they may harm themselves or others in some way. Problem behaviors may be rooted in psychological, academic, relationship, or social difficulties that exceed one’s ability to cope. Anxiety, fear, suicidal thoughts, and violent acting out are all problem behaviors that might be displayed. The BIT’s responsibility is to personify DCB’s care and concern for students and for each other by being especially alert to personal behaviors that might be harmful. Faculty, students, and staff are asked to report individuals who display these behaviors to the team leader who is also the campus risk management officer—228-5621 (office), or 480-9262 (cell) or ext. 621.

Title IX Taskforce

Sexual harassment, which includes acts of sexual violence such as rape, sexual battery and sexual coercion, is a form of sex discrimination prohibited by Title IX. It creates a hostile environment that has no place on the DCB campus. And it’s something DCB takes very seriously as we work to keep students safe and to respond effectively and immediately when they are in trouble. Reports of suspected sexual harassment or sexual violence should be reported to the coordinator of the Title IX Taskforce at 228-5454 or ext. 454.
Suicide and Suicide Attempts

For active suicide attempts, call 9-911 or 911 for immediate assistance.

If you suspect someone is suicidal, contact the campus Mental Health Counselor at 701-228-5673 or ext. 673. An alternative response is to call 800-273-8255, 9-211 or 911 for assistance.

Suspicious Package

1. Inform the risk management officer at 701-228-5621 (office), or 701-480-9262 (cell) or ext. 621 immediately.
2. Do not open the package.
3. Ask your co-workers if anyone can identify the package.
4. Contact the police by calling 9-911 or 911.
5. Give the dispatcher a description and location of the package.
6. Follow the instructions given by the police.
7. Instruct Staff to evacuate if an evacuation order has been given.

Explosives

If explosives are found on campus:
1. Call 9-911 or 911.
2. Call the risk management at 701-228-5621 (office), or 701-480-9262 (cell) or ext. 621.
3. Evacuate the building when the evacuation order has been given.

Violent Events

If you suspect a violent event such as a fight is about to happen:
1. Call the risk management officer at 701-228-5621 (office), or 701-480-9262 (cell) or ext. 621.
2. If a fight is about to occur and the individuals involved have not been in physical contact, you may step in to resolve the situation if you feel you will not be harmed.
3. If you feel at risk in a violent or volatile situation, wait for the risk management officer and be prepared to report all the parties involved and all known facts about the circumstances.

Miscellaneous

A. Wild Animals—Dakota College is located in a region of the state that is home to a wide variety of wildlife. At times, these creatures are spotted on campus. If a wild animal is present on campus, please proceed as follows:
1. Do not touch the animal.
2. If you suspect the animal may be rabid or is acting in an aggressive manner, contact the North Dakota Game and Fish Department at 701-201-0703.
Bomb Threat Call Checklist

☐ Tape Record Call (if possible)
☐ Write Down Caller ID, if available

☐ Time Call Received: ____________
☐ Time Call Ended: ____________
☐ Then Call 9-911

Questions to ask:

1. When is the bomb going to explode? _______________
2. Where is it right now? _______________
3. What does it look like? _______________
4. What kind of bomb is it? _______________
5. What will cause it to explode? _______________
6. Did you place the bomb? _______________
7. Why? _______________
8. Where are you calling from? _______________
9. What is your name and address? _______________

Exact Wording of the Threat:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Phone number at which call was received: __________________________
Who took the call: ________________________________________________

Caller’s Voice

☐ Calm
☐ Slow
☐ Loud
☐ Normal
☐ Nasal
☐ Raspy
☐ Cracked
☐ Clearing Throat
☐ Familiar? Who?

☐ Angry
☐ Rapid
☐ Laugh
☐ Distinct
☐ Stutter
☐ Deep
☐ Accent
☐ Whispered

☐ Excited
☐ Soft
☐ Crying
☐ Slurred
☐ Lisp
☐ Deep Breathing
☐ Disguised

Background Sounds:

☐ Street Noises
☐ House Noises
☐ Voices
☐ Crockery
☐ Music

☐ Motor
☐ Factory Machinery
☐ Animal Noises
☐ P.A. System
☐ Long Distance

☐ Local
☐ Clear
☐ Static
☐ Phone Booth

Threat Language:

☐ Well Spoken (educated)
☐ Foul Language
☐ Irrational

☐ Message Read by threat maker
☐ Tape Recorded
☐ Incoherent

Remarks: ____________________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Sex of the caller: ________ Accent: _______________
Age of Caller: ________ Date: _______________