

# **University Center Rochester**

*Rochester Community and  
Technical College  
University of Minnesota Rochester  
Winona State University –  
Rochester Center*

# **CRITICAL INCIDENT RESPONSE PLAN**

*Third Draft – Third Edition*

**CRITICAL INCIDENT RESPONSE PLAN  
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**CAMPUS EMERGENCY GUIDELINES  
EMERGENCY TELEPHONE NUMBERS OFF-CAMPUS**

		<b>Non-Emergency Number</b>
<b>Ambulance</b>	<b>9-911*</b>	
<b>Fire</b>	<b>9-911*</b>	<b>285-8963</b>
<b>Police</b>	<b>9-911*</b>	<b>285-8580</b>
<b>Hospitals – Emergency Rooms</b>		
<b>Olmsted Medical Center</b>		<b>285-8468</b>
<b>Mayo (St. Mary’s Hospital)</b>		<b>255-5591</b>
<b>Olmsted County Sheriff’s Department</b>		<b>285-8580</b>
<b>Minnesota State Patrol</b>		<b>285-7410</b>
<b>Minnesota Duty Office</b>		<b>1-800-422-0798</b>
*any situation which needs State level assistance		
<b>Olmsted County Public Health</b>		<b>285-8370</b>
<b>Olmsted County Highway Department</b>		<b>285-8240</b>
<b>Minnesota Poison Control System</b>		<b>1-800-764-7661</b>
<b>Sexual Assault Program</b>		<b>289-0636</b>
<b>American Red Cross</b>		<b>287-2200</b>
<b>Salvation Army</b>		<b>288-5191</b>

**\*If using campus phone dial 9-911, otherwise dial 911.**

**CAMPUS EMERGENCY GUIDELINES  
EMERGENCY TELEPHONE NUMBERS ON-CAMPUS**

*Rochester Community and Technical College*

President:	Office – 285-7215
Vice President of Academic Affairs:	Office – 285-7256
Vice President of Student Services:	Office – 280-3133
Director of Institutional Services:	Office – 285-7214
Human Resources:	Office – 285-7183
Maintenance Engineer:	Radio – 285-7262
Safety Officer:	Office – 285-7509
Security Officer:	Radio – 285-7262

*University of Minnesota Rochester*

Provost:	Office – 281-7792
Associate to the Provost:	Office – 292-5114
Interim Director of Academic Affairs:	Office – 280-2821

*Winona State University – Rochester Center*

Assoc. Vice President Academic Affairs:	Office – 285-7134
Director:	Office – 285-7153
Associate Director:	Office – 285-7148

## **CAMPUS EMERGENCY GUIDELINES**

This section contains the recommended procedures to be followed during specific types of emergencies

### **CRISIS COMMAND POST**

Each campus will have a specified command post where campus administrators, maintenance supervisors, security, police, fire, and sheriff officials can assemble in event of a crisis situation.

The command post for the UCR main campus will be the rock sculpture in front of the atrium entrance. The command post for the Heintz Center campus will be the pond on the northwest side.

If you know the location of a handicapped individual who is unable to evacuate the building unassisted, go to the command post and give the name of the individual and the specific location to emergency personnel. Once the information has been transmitted to emergency personnel, go to a safe area at least 500 feet from the building (see Appendix A).

## **EVACUATION WARDENS**

### **What evacuation wardens have to know:**

- The building emergency plan
- The workplace layout
- The various alternative escape routes out of the area
- The hazardous areas to be avoided in an emergency
- The evacuation signals
- Who is in the area they are responsible for
- Handicapped employees in their area who may need extra assistance
- The locations of designated shelter areas for those unable to evacuate
- The specific rendezvous location for the persons evacuating their area of responsibility
- Who to report employees' status to upon completion of the evacuation to the designated rendezvous location

**Evacuation Wardens continued on next page.**

## **CAMPUS EMERGENCY GUIDELINES**

### **Page 2 OF EVACUATION WARDENS**

#### **What evacuation wardens do:**

- Attend training sessions
- Ensure that persons in the area are aware of an emergency and the requirement to evacuate
- Assist in the safe and orderly evacuation of employees from their area of responsibility
- Check rooms and other enclosed spaces in the workplace for employees who are unable to evacuate the area
- Close doors of evacuated rooms and areas
- Account for and verify that employees have been evacuated
- Report that employees from their area of responsibility are safe, in a refuge area, trapped, or unaccounted for to the designated authority at the crisis command post

#### **What evacuation wardens do not do:**

- Fight fires
- Endanger themselves

## **CAMPUS EMERGENCY GUIDELINES AIRCRAFT DOWN (CRASH) ON CAMPUS**

In the event that an aircraft crashes on campus take the following action:

1. Take cover under tables, desks and other objects which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire has subsided notify Campus Maintenance/Security at 7262. Give your name and describe the location and nature of the emergency. Stay on the line until told to hang up.
3. If necessary, activate the building fire alarm.
4. When the fire alarm is sounded or when told to leave by UCR officials, walk quickly to the nearest exit and ask others to do the same.
5. **Do Not Use Elevators In Case Of Fire. Do Not Panic.** Disabled persons should move to the nearest stairwell. Rescue personnel should be informed of any persons remaining in the building.
6. Once outside move to a clear area that is at least 500 feet (see Appendix A) away from the affected area. Keep streets and walkways clear for emergency vehicle and crews. Know your area assembly points.
7. If requested, assist Emergency crews as necessary.
8. Keep clear of the Command Post unless you have official business.
9. **Do Not** return to an evacuated building until the all clear is given by emergency services.

## **CAMPUS EMERGENCY GUIDELINES**

### **BOMB THREAT**

1. If you observe a suspicious object or potential bomb on campus **DO NOT HANDLE THE OBJECT**. Remain calm, **evacuate the area**, do not panic others and immediately call Campus Maintenance/Security at 7262.
2. Campus Maintenance/Security will contact administrators and law enforcement using 9-911. Building evacuation may be conducted. The crisis management team will assemble at the appropriate command post.
3. If a written message is received, keep track of the following information:
  - Who found the message
  - Who else was present
  - Where was it found or how was it delivered
  - Who touched it
  - Have any previous threats been received.
4. If the threat is received by telephone, in a calm voice, try to obtain as much information as possible about the bomb and the caller. **(Keep a Bomb Threat Card under your Phone and use it if a call comes to you!)** Complete a **Bomb Threat Data Card** asking the following questions of the caller:
  - Date and exact time of call.
  - What is the caller's name?
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?
5. Keep talking to the caller as long as possible and record the following:
  - Time of call.
  - Name, age, and sex of caller.
  - Speech pattern, accent, possible nationality, etc.
  - Emotional state of caller: agitated, calm, excited.
  - Background noises: traffic, music, voices, silence.
6. Immediately after hanging up from caller, pick up the phone and press \*57. Listen to the recording, which will indicate if it has been traced. Record the time. Report it to 7262. Maintenance/Security will call the appropriate administrators.
7. If it is determined that an emergency does exist, the building will be evacuated. Campus Security/Administrators will evacuate the building by a room-to-room notification.
8. If the building is to be evacuated **Do Not Use The Fire Alarm**. It could set off the bomb. Do not use two way radios or cell phones in the immediate area of the suspected bomb location.
9. Faculty and staff will require students to take bookbags, purses, and coats with them. Before leaving room, take a quick look around to see if there is anything suspicious looking. If nothing looks or is found suspicious, write O.K. on the blackboard or whiteboard located in the room.

**Bomb Threats continue on the next page**

## **CAMPUS EMERGENCY GUIDELINES**

### **Page 2 of BOMB THREAT**

10. Leave by the nearest marked exit and alert others to do the same.
11. Once outside, proceed to a clear area that is at least 500 feet away from the affected building (see Appendix A). Avoid standing in front of windows or other potentially hazardous areas. Do not restrict sidewalks or streets to be used by emergency officials. Keep streets, firelanes, hydrant areas and walkways clear for emergency vehicles and personnel.
12. **Do Not** return to an evacuated building until the all clear is given by emergency services.

### **Bomb Threat: Identifying Suspicious Items**

1. Look closely around work area when you arrive for work. This will help you if you are called on to identify unusual or suspicious items later.
2. Report potential safety or security problems to Campus Maintenance/Security at 7262.
3. Be on the lookout for anything unusual, particularly packages or large items seemingly left behind or thrown out. Note time and location of anything odd.
4. Do not touch anything you suspect.

### **Identifying Suspicious Mail Packages**

- ◇ No return address
- ◇ Insufficient postage
- ◇ Is addressee familiar with name and address of sender?
- ◇ Return address and postmark are not from same area.
- ◇ Wrapped in brown paper with twine
- ◇ Grease stains or discoloration on paper
- ◇ Strange odors
- ◇ Foreign mail, Air Mail, and Special Delivery
- ◇ Restrictive markings such as Confidential, Personal, etc.
- ◇ Excessive postage
- ◇ Hand written or poorly typed addresses
- ◇ Incorrect titles
- ◇ Titles but no names
- ◇ Misspellings of common words
- ◇ Excessive weight
- ◇ Rigid envelope
- ◇ Lopsided or uneven envelope
- ◇ Protruding wires or tinfoil
- ◇ Excessive securing materials such as masking tape, string, etc.
- ◇ Visual distractions

## **CAMPUS EMERGENCY GUIDELINES CHEMICAL/HAZARDOUS SUBSTANCE SPILL**

### 1. Hazardous Spill Assessment:

#### A. In the following situations call 9-911:

- For spills that involve injury requiring medical treatment,
- For spills that involve fire or explosion hazards,
- For spills which are potentially life threatening and
- For all chemical spills after work hours (4:30 PM – 8:00 AM)

#### B. In these situations, call the safety officer at 7509 (hours: 7:30 a. m. to 4:00 p. m.)

- For chemical spill situations which do not require 9-911 assistance,
- For spills of one pint (half liter) or more of a chemical, or any quantity of a highly reactive or toxic material,
- For metallic mercury spills,
- For spills of an unknown chemical,
- For spills you do not have proper training or proper protective equipment to do the cleanup, and
- For spills for which you have any questions or doubts about your ability to clean up the spill.

#### C. For any other spill situation, call Campus Maintenance/Security at 7262.

#### D. Information needed by Campus Maintenance/Security, 9-911, and Safety Officer:

- State that this is an emergency.
- Give your name, telephone number, and location.
- Tell the location of the incident.
- Give the name and quantity of material involved.
- Note the extent of injuries, if any.
- Explain the possible hazards to human health or the environment.
- Warn emergency responders of any other hazards they may encounter, such as large onsite quantities of stored chemicals, radioactive materials, biohazards, mechanical hazards, etc.
- Outline the safest route to approach the spill.

### 2. Evacuate and Secure

- Alert others in area and evacuate everyone from the spill area.
- Direct personnel to the nearest fire exit. Do not use elevators.
- Shut off electrical equipment as you leave the area.
- Attend to the victims.
  - First aid:
    - ✓ Remove the victims from the spill area to fresh air. Do not endanger your own life by entering areas with toxic gases.
    - ✓ Immediately remove contaminated clothing.

**Chemical Spills continue on the next page**

## **CAMPUS EMERGENCY GUIDELINES**

### **Page 2 of CHEMICAL/HAZARDOUS SUBSTANCE SPILL**

- ✓ Flush skin or eyes with running water for 15 minutes.
- ✓ Get medical attention for victims.
- ✓ Do not use neutralizing chemicals, unguents, creams, lotions or salves.

Chemical spills over large body areas:

- ✓ Remove contaminated clothing while under shower.
  - ✓ Flush affected body area with lukewarm water for at least 15 minutes.
  - ✓ Resume wash if pain returns.
- Isolate area.
  - Establish exhaust ventilation if possible.
  - Vent fumes only to outside of building.
  - Open windows, if possible, without exposing yourself to fumes.
  - If vapor or gases are in room that is not vented to outside of building, close off the room.
  - Make sure personnel understand exactly which chemicals are involved.

Until emergency responders arrive on the scene, you and your staff will have to block off the entrances to the spill site and prevent people from entering the contaminated area.

- Lock doors leading to the chemical spill and post signs on doors warning of the spill.
- Tape or rope off stairwells and elevators leading to the spill and hang signs on the tape.
- When chemical vapors or gases are being spread through the building's air handling system, call maintenance at 7262 to have the ventilation system shut off. Evacuate the building and secure the entire building from the outside.
- Post staff by commonly used entrances to the spill site, so they can warn people to use other routes.
- For large outdoor chemical spills, keep uphill, upstream, and upwind of the site.

### **3. Clean Up:**

Rochester Fire Department Hazardous Waste team will clean up or stabilize spills that are considered high hazard (fire, health, or reactivity hazard). You may be asked to act as a technical advisor to the emergency response personnel.

Based on the procedures in the Chemical Hygiene Plan, you will be expected to clean up low hazard spills for which you have proper training and proper protective equipment. The safety officer will advise you on what precautions and equipment to use.

## **CAMPUS EMERGENCY GUIDELINES CIVIL PROTEST**

In many cases, campus protests such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A protest should not be disrupted unless one or more of the following conditions exists as a result of the demonstration.

1. **Interference** with the normal operations of University Center Rochester.
2. **Prevention** of access to offices, buildings, or other UCR facilities.
3. **Threat** of physical harm to persons or damage to UCR facilities.

If any of these conditions exist, Campus Maintenance/Security at 7262 should be notified and will be responsible for contacting and informing the Rochester Community and Technical College (RCTC) President, University of Minnesota Rochester (UMR) Provost, and Winona State University – Rochester Center (WSU-RC) Director. Depending on the nature of the protest, the appropriate procedures listed below should be followed:

### **1. Peaceful, Non-Obstructive Protest**

- A. Generally, protests of this kind should not be interrupted. Protests should not be obstructed or provoked and efforts should be made to conduct UCR business as normally as possible.
- B. If protesters are asked, at the request of the UCR partners administration, to leave but refuse to leave by regular facility closing time:
  - Arrangements will be made by the UCR partners administration to monitor the situation during non-business hours, or
  - Determination will be made to treat the violation of regular closing hours as a disruptive protest. (see section 2)

### **2. Non-Violent, Disruptive Protest**

In the event that a protest blocks access to UCR facilities or interferes with the operation of University Center Rochester:

- A. Protesters will be asked to terminate the disruptive activity by the UCR partners administration or their designee.
- B. The administrator will consider having a photographer or videotaper available.
- C. Key UCR personnel and student leaders will go to the area and persuade the protesters to desist.
- D. The administration or designee will go to the area and ask the protesters to leave or to discontinue the disruptive activities.

**See Civil Protest continued on the next page**

**CAMPUS EMERGENCY GUIDELINES**  
**Page 2 of CIVIL PROTEST**

- E. If the protesters persist in disruptive activity, they will be appraised that failure to discontinue the specified action within a determined amount of time may result in disciplinary action including suspension or expulsion or possible intervention by civil authorities. Except in extreme emergencies, the RCTC President, the UMR Provost and the WSU-RC Director or their designees will be consulted before such disciplinary actions take place.
- F. Efforts should be made to secure positive identification of protestors in violation to facilitate later testimony, including photographs is deemed advisable.
- G. After consultation with the UCR administrators, the need for an injunction and intervention of civil authorities will be determined.
- H. If determination is made to seek the intervention of civil authorities, the protesters should be so informed. UCR administrators should contact the Rochester Police Department. Upon arrival of the police department, the remaining protesters will be warned of the intention to arrest.

**3. Violent, Disruptive Protests**

In the event that a violent protest in which injury to persons or property occurs or appears eminent, the UCR administrators will be notified:

- A. During Business Hours
  - 1) The UCR administrators will contact the Rochester Police Department.
  - 2) If advisable, administration may ask a photographer or videotaper to report to an advantageous location for photographing or taping the protesters.
  - 3) The UCR administrators will determine the possible need for an injunction.
  - 4) Campus Maintenance/Security will provide the police department with a radio for communication between UCR and the Rochester Police Department as necessary.

**See Civil Protest continued on the next page**

## **CAMPUS EMERGENCY GUIDELINES**

### **Page 3 of CIVIL PROTEST**

#### **B. After Business Hours**

- 1) Campus Maintenance/Security at 7262 should be immediately notified of the disturbance.
- 2) Campus Maintenance/Security will investigate the disruption and report and notify the RCTC President who will contact the other UCR administrators.
- 3) The UCR administrators will:
  - Notify key administrators
  - Arrange for a photographer or videotaper.
  - If necessary, call for assistance from the Rochester Police Department.

**Note:** The Maintenance Supervisor and/or Campus Security Officer are authorized to call for Police assistance without counsel from others if it is deemed to be of importance to the safety of persons involved.

#### **DIRECTIVE TO TERMINATE PROTEST**

(Identify Self) Then say “This assembly and the conduct of each participant is seriously disrupting the operations of the University Center Rochester and is in clear violation of the rules of the UCR Partners. You have been called upon to disperse and terminate the demonstration. [Optional directives: a) You will be given the opportunity to discuss your grievances in the manner appropriate to the University Center Rochester. b) In no event will the UCR Administration accede to demands backed by force.] Accordingly, you are directed to terminate this protest. If you have not done so within 15 minutes, UCR Administration will take whatever measures are necessary to restore order – including calling the police for assistance. Any person who continues to participate in this protest is subject to possible arrest, criminal prosecution, and/or suspension from college.”

#### **DIRECTIVE TO TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF THE POLICE**

(Identify Self) Then say “You have previously been directed to terminate this protest and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the University Center Rochester each of you is hereby suspended, subject to later review. The police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.”

## **CAMPUS EMERGENCY GUIDELINES CRIMINAL OR VIOLENT BEHAVIOR**

**In a life-threatening emergency dial 9-911.**

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a victim or a witness to any on-campus offense, **avoid risks!**
3. Promptly notify the UCR Facilities Office at 7214 or Campus Maintenance/Security at 7262 as soon as possible and report the incident. Be sure to include the following information:
  - Nature of the incident.
  - Location of the incident.
  - Description of the person(s) involved.
  - Description of the property involved.
4. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Maintenance/Security and report the incident. If you are located in a Student Service area where under counter alarms have been installed, press the alarm if possible.
5. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
6. Should you hear gunfire or discharged explosives, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

Practice crime prevention and learn self-defense techniques. If you do so, the likelihood of being involved as a victim of violent or criminal behavior may be reduced. Don't just leave the job of preventing crime to others; you can be your own best security.

### **Preventive Measures**

1. Protect yourself. Be aware of your surroundings. Walk in well lit areas. Do not walk alone. Request an escort from Campus Security at 7262. Learn self-defense techniques.
2. Lock your doors.
3. Always keep your keys, purse, wallet, etc. with you.
4. Keep an inventory of your valuables and engrave them with a personal identification number.
5. Register your bike with the City of Rochester Police Department and use a good lock to protect your bicycle.
6. Lock your vehicle and do not leave valuables inside of it in plain sight.

## **CAMPUS EMERGENCY GUIDELINES DEATH ON CAMPUS**

1. Notify Administrator on Duty (7262) and/or the Rochester Police Department immediately.
2. Administrator on Duty will notify appropriate personnel.
3. The room or area where the death occurred should be secured pending the arrival of the police department personnel. No one should enter the area.
  - a) Nothing should be moved or removed.
  - b) Witnesses should remain in the area. They may be located in another room.
  - c) Administrator on Duty will coordinate the response and ensure that the following occurs:
    - 1) Secure the area.
    - 2) Identify the people who discovered or have information about the incident.
    - 3) Contact appropriate administrators.

It is the policy of University Center Rochester that no information will be released without consultation with the Rochester Police Department personnel.

## **CAMPUS EMERGENCY GUIDELINES EARTHQUAKE**

Although earthquakes are not prevalent in this area, they may occur. During an earthquake remain calm and quickly follow the steps outlined below.

1. **If indoors** seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. **If outdoors** move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energized. Know your assembly points.
3. **If in an automobile**, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation and if emergency help is necessary call Campus Maintenance/Security at 7262 on campus. Protect yourself at all times and be prepared for after-shocks.
5. Damaged facilities should be reported to campus maintenance. **Note:** Gas leak and power failures create special hazards. Wait for specific instructions in these situations.
6. If a fire emergency exists, activate the building fire alarm.
7. When the building fire alarm is sounded, walk to the nearest marked exit and ask others to do the same.
8. **Do not use elevators in case of fire. Do not panic.** Disabled persons should be moved to the nearest stairwell. Rescue personnel should be notified of any persons remaining in the building.
9. Once outside, move to a clear area at least 500 feet away (see Appendix A) from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
10. If requested, assist emergency crews as necessary.
11. Keep clear of the Crisis Command Post unless you have official business.
12. **Do not** return to an evacuated building until the all clear is given by emergency personnel.

## **CAMPUS EMERGENCY GUIDELINES EVACUATION PROCEDURES:**

### **In An Emergency - - - Police/Fire/Ambulance - - - Dial 9-911**

In a non-emergency, dial 7262 for Campus Maintenance/Security. If Campus Maintenance/Security **cannot** be reached, dial 9-911.

#### 1. Building Evacuation

Pre-planning – All buildings should have an evacuation area designated before an evacuation occurs. Persons should stay there until an accurate headcount is taken. Attendance should be taken to assist in the accounting for all building occupants. Exterior evacuation areas should not be used in case of tornadoes. See Appendix A for evacuation areas.

- A. All building evacuations will occur when a steady alarm sounds and/or upon notification from Campus Maintenance/Security or Administration.
- B. When the building evacuations alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- C. **Do Not Use Elevators In Case of Fire, Tornado, or Earthquake.**
- D. Once outside, proceed to a clear area that is at least 500 feet away (see Appendix A) from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- E. **Do not** return to an evacuated building until all clear is given by emergency services.

#### 2. Campus Evacuation

- Evacuation of all or part of the campus grounds will be announced and directed by Campus Maintenance/Security and/or Administration. All persons (student and staff) may be asked to immediately vacate the site in question and relocate to another part of the campus grounds as directed. Take wallet, purse, bookbag, jackets, etc. with you.

#### 3. Handicapped Evacuation Procedures

- A. Individuals should be advised to wait until most of the population of the building has exited before proceeding to the nearest operable stairwell.
- B. The individual should have someone immediately notify rescue personnel at the crisis command post of his/her location in the building.

## **CAMPUS EMERGENCY GUIDELINES EXPLOSION ON CAMPUS**

1. Report any explosion by calling 9-911 immediately.
2. If necessary, or when directed to do so, activate the building fire alarm.
3. Contact Campus Maintenance/Security at 7262.
4. **During and/or after a building explosion:**
  - A. **Do not use the elevators.**
  - B. Stay low to the floor and exit the building as quickly as possible.
  - C. Cover nose and mouth with a wet cloth.
  - D. When approaching a closed door, use the palm of your hand and forearm to feel the lower, middle and upper parts of the door. If it is not hot, brace yourself against the door and open it slowly. If it is hot to the touch, do not open the door – seek an alternate escape route.
  - E. Stay below the smoke at all times.
  - F. Assist the disabled to an enclosed stairwell landing and notify police and/or fire personnel of their location.

After the explosion:

If you are trapped in debris:

- Stay in your area so that you don't kick up dust. Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort – shouting can cause a person to inhale dangerous amounts of dust.

**Important:** Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

## CAMPUS EMERGENCY GUIDELINES FIRE PROCEDURES

1. Know the location of fire alarm pull stations, fire extinguishers and exits.
2. Should you see or smell smoke you should immediately pull the nearest fire alarm, leave the building and contact Campus Maintenance/Security at 7262 from another building. Be prepared to give the following information:
  - We have a fire in \_\_\_\_\_ Hall/Center/Building
  - It is on the \_\_\_\_\_ floor (Give room number if possible)
  - My name is \_\_\_\_\_, title \_\_\_\_\_, telephone number \_\_\_\_\_
3. Stay on the line until Campus Maintenance/Security tells you it is OK to hang up.
4. Fire alarms are always to be taken seriously. **When a fire alarm has been activated, everyone is to evacuate the building immediately.**
5. Evacuate all rooms, closing all doors to confine the fire. Do not lock doors. Check doors for heat before opening. Open the door slowly and check for smoke.
6. Do not attempt to put out a fire if you are endangering your own safety or the safety of others. Fire extinguisher training and information are available through staff development.
7. **Do not use elevators.** Power may fail causing elevators to stop between floors or elevator doors may open onto the fire floor.
8. Disabled persons who are unable to move down the stairwells should move to a stairwell. Caution should be used as to not block traffic. The disabled person should designate someone to immediately notify rescue personnel at the crisis command post of his/her location in the building.
9. Fire doors leading into the stairwell landing should be closed.
10. **Caution:** Building fire alarms may stop ringing. If they stop, **do not return to the building** unless notified by campus administration.
11. Only campus administration or the Rochester Fire Department can authorize an alarm to be reset and the building to be reentered.
12. Anyone who does not leave the building in the event of a fire alarm is subject to disciplinary action and possible criminal charges.
13. After the fire has been extinguished, the area should be kept secure until the Rochester Fire Department authorizes clean-up.
14. The person reporting the fire should go to the crisis command post outside the building to volunteer information to the Rochester Fire Department.

**Note:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for the rescue personnel. If there is no window, stay near the floor where the air will be less toxic. Seal up the cracks around the door using pieces of clothing or whatever is handy. Shout at regular intervals to alert emergency personnel of your location.

## **CAMPUS EMERGENCY GUIDELINES FLOOD**

### **Building:**

1. Notify Maintenance/Security (7262).
2. After hours and on weekends, notify maintenance, engineer on call or administrator on duty (7262).
3. Please provide sufficient information as to building, floor, room, degree of flooding, or potential damage due to the flooding.

### **Campus:**

1. Preplanning (For maintenance/security and administrators)
  - A. A battery operated, weather band radio is located in the business office.
  - B. Be familiar with where electrical panels, gas mains and water mains are located.
2. During a Flood Watch (For maintenance/security)
  - A. Listen to the radio for latest storm information.
  - B. Move people and valuable records to upper floors or safe ground, if time permits.
  - C. Be prepared to evacuate.
3. During a Flood
  - If Indoors
    - A. Listen to radio for community instructions.
    - B. If told to evacuate:
      - Exit using the stairwells. Elevators may not work due to utility shut down.
      - Disabled persons who are unable to move down the stairwells should move to a stairwell. Caution should be used as to not block traffic. Rescue personnel should be notified of any persons remaining in the building.
  - If Outdoors
    - A. Climb to high ground. **Stay There.**
    - B. Avoid walking through flood waters. As little as 6 inches can have enough force to cause loss of balance. Water may also carry electrical current.
  - If in a Car
    - A. If you come to a flooded area, turn around and go another way.
    - B. If your car should stall, immediately abandon the vehicle and climb to higher ground.

**See Flood continues on the next page**

## CAMPUS EMERGENCY GUIDELINES

### Page 2 of FLOOD

#### 4. During an Evacuation

- A. If advised to evacuate, do so **immediately**. Evacuation is much simpler and safer before floodwaters become too deep for ordinary vehicles to drive through.
- B. Listen to a battery operated radio for evacuation instructions.
- C. Follow recommended evacuation routes – shortcuts may be blocked.
- D. Leave early enough to avoid being marooned by flooded roads.

#### 5. After the Flood Has Occurred

Flood dangers **do not** end when the water begins to recede. Listen to a radio or television and do not return to campus until authorities indicate it is safe to do so.

- A. Inspect foundations for cracks or other damage.
- B. Stay out of buildings if floodwaters remain around or within the building.
- C. When entering buildings, use extreme caution:
  - **All utilities** should be turned off before entering a building. Maintenance will give authorization to enter a building.
  - Wear sturdy shoes and use battery powered lanterns or flashlights when examining buildings.
  - Examine walls, floors, doors, and windows to make sure that the building is not in danger of collapsing.
  - Watch for loose plaster and ceilings that could fall.
- D. Look for fire hazards
  - Broken or leaking gas lines.
  - Flooded electrical circuits.
  - Submerged electrical appliances.
  - Flammable or explosive materials coming from upstream.
- E. Sewage
  - A TD (tetanus/diphtheria) shot is needed by anyone who comes into contact with sewage.

Special caution should be used by anyone entering a basement or low lying area because of the possibility of sewage exposure.

## **CAMPUS EMERGENCY GUIDELINES**

### **GAS LEAKS**

Gas leaks are very serious.

1. Leave the area immediately leaving the doors open.
2. Notify Campus Maintenance/Security (7262) to take action.
3. Do not smoke in the area.
4. Do not use any electrical devices such as flashlights, radios, telephone.
5. Do not turn on lights or turn on/off electrical appliances.
6. Do not use the fire alarm.
7. Do not use the telephone or radios in the area. They can cause electrical sparks that could ignite the gas.
8. Keep people out of the area.
9. If necessary, evacuate the area. **Do Not Use The Fire Alarm Or Elevators.**

## **CAMPUS EMERGENCY GUIDELINES HOSTAGE SITUATION**

### **What to Do If Taken Hostage**

1. Be patient. Time is on your side. Avoid drastic action.
2. Follow instructions, be alert and stay alive. Don't make mistakes that could endanger your well-being.
3. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile.
4. Try to rest. Avoid speculation. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected.
5. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
6. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so.

## CAMPUS EMERGENCY GUIDELINES MEDICAL AND FIRST AID

1. If there is any indication of a life-threatening situation, immediately dial 9-911 and yell for help. Examples include, but are not limited to:  
**Choking, uncontrolled bleeding, loss of consciousness, severe chest pain, difficulty breathing, immobilizing injuries.**
2. Give your name, describe the nature and severity of the medical problem and the campus location of the victim. Also notify Campus Maintenance/Security at 7262. Explain the situation and tell them what has been done. They will dispatch a staff member to the scene and meet emergency responder escorting them to the scene.
3. Provide appropriate care. **Only trained personnel should provide first aid treatment (i.e. First Aid, CPR).** First Aid and CPR training are available through the local American Red Cross and the American Heart Association.
4. Trained personnel (see above) should quickly perform the following steps:
  - Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
  - Ask the victim, “Are you okay?” and “What is wrong?”
  - Check breathing and give artificial respiration if necessary.
  - Control serious bleeding by direct pressure to the wound using sterile first aid materials
  - Continue to assist the victim until help arrives.
  - Look for emergency medical ID, question witness(es) and give all information to the paramedics.
5. Personal safety is your first priority. Use protective equipment when in contact with a victim’s blood or bodily fluids.
6. Student Health Service is open the following hours on days classes are in session:

Monday, Tuesday, Wednesday	8:00 am – 3:00 pm
Thursday	9:00 am – 5:00 pm
Friday	9:00 am – 1:00 pm

A professional staff person is available by phone (7261) for supportive advice while awaiting the arrival of the ambulance. **NOTE:** There may be some occasions when the Health Center is closed.
7. The Student Health Service is established as a **non-emergent**, ambulatory care center. Services are not available to meet the requirements for severe life- or function-threatening conditions.
8. **Ambulance costs** are the patient responsibility. If the person refuses transport, there is no charge for the ambulance. There may be charges for services rendered at the scene. There is no charge to a third party calling for the ambulance.
9. **Incident Report forms** must be completed in the department in which the injury occurs. The UCR Facilities Office supplies the forms and offers assistance with this procedure.

**See Medical and First Aid continued on the next page**  
**CAMPUS EMERGENCY GUIDELINES**  
**Page 2 of MEDICAL AND FIRST AID**

## **Communicable Disease and Illness**

A communicable disease is an illness due to a specific infectious agent or its toxic products that arises through transmission of that agent or its products from an infected person, animal, or inanimate reservoir to a susceptible host, either directly or indirectly through an intermediate plant or animal host, vector or the inanimate environment.

## **UNIVERSAL PRECAUTIONS**

“Universal precautions” as defined by the Center for Disease Control, are a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne pathogens when providing first aid or health care. Under universal precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV, and other bloodborne pathogens. Extraordinary care shall be taken to avoid accidental exposure to potentially infectious material.

Universal precautions are intended to supplement rather than replace careful techniques of hand washing and using gloves to prevent gross microbial contamination of the hands. Human blood, saliva, tissue and body fluids like semen and vaginal secretions are considered infectious and need universal precautions.

Protective barriers reduce the risk of exposure to blood, body fluids containing visible blood, and other fluids to which Universal Precautions apply. These include gloves, gowns, masks, and protective eyewear.

1. All persons handling blood and body fluids should wear gloves. Disposable gloves should be changed and hands washed after contact with blood or body fluids. Gowns or other protective clothing shall be worn if mucous membrane contact with blood or body fluids is anticipated. Contaminated gloves and other waste will be disposed of in labeled biohazard containers according to the UCR Bloodborne Pathogen Exposure Plan. Filled biohazard containers will be hauled and destroyed by a contracted biohazard service.
2. Use of needles and syringes should be limited to situations in which there is no alternative. Do not attempt to recap or bend used needles. After use, the needle and syringe should not be separated or broken, but dropped complete into a biohazard container. If one is not immediately available, a puncture resistant container such as a milk jug or detergent bottle and labeled “**BIOHAZARD: SHARPS**” should be used. These containers will be disposed of following UCR biohazard policy.
3. Equipment, work surfaces, and floors that have been contaminated with blood or other body fluid should be decontaminated with 10% bleach solution or other appropriate chemical germicide and then cleaned with detergent and water.

**See Medical and First Aid continued on the next page**

**CAMPUS EMERGENCY GUIDELINES**

**Page 3 of MEDICAL AND FIRST AID**

## **Post Exposure Management**

Immediately after exposure:

1. Wash hands or other exposed skin surface with soap and running water.
2. Flush mucous membrane (eyes, mouth) with running water or normal saline.
3. Change contaminated clothing.
4. Notify personal physician or health care provider promptly for clinical evaluation and recommendation.
5. Obtain consent, when possible, to test the potential carrier for appropriate infection(s).
6. Complete the First Report of Injury Form which is available from the UCR facilities offices and promptly route appropriately.
7. Obtain counseling if desired. Department of Human Resources will assist upon request.

**CAMPUS EMERGENCY GUIDELINES**  
**OFF CAMPUS EMERGENCY INCIDENTS (Authorized Student Travel)**  
**RCTC ONLY**

Whenever a student or group of students are traveling under the authority of Rochester Community and Technical College, the following procedures should be followed:

1. At least three (3) days prior to travel a list of those individuals taking part in the activity should be sent to the Director of Student Life. The list should contain
  - Names of individuals
  - Name of College escort accompanying the group.
  - Name of College contact on campus.
  - Itinerary, including names and dates and times of arriving and departing cities, hotels, etc. being visited. Include appropriate telephone numbers.
2. Upon arrival in Rochester, the College escort should call the Student Life Office and notify them of the group's return.

**OFF CAMPUS EMERGENCY INCIDENTS (Authorized Student Travel)**  
**Stranded**

1. If the group is stranded, the College escort should notify the Student Life Office of the situation. Be sure to include where the group is staying, a telephone number where they can be reached, and approximately how long they will be there.
2. The Student Life Office will notify the appropriate institution's administration and the College contact of the situation.
3. The Student Life Office will provide the telephone number provided by the group to any callers attempting to reach an individual in the group.
4. Group members should be encouraged to contact family and friends on their own.

**Injury**

1. If a member of the group should be injured the University/College escort should notify the Facilities Office of the situation. Be sure to include:
  - Who was injured.
  - The extent of the injury.
  - Where the injured person was taken, include a telephone number.
  - Where the College escort may be reached, include appropriate telephone numbers.
  - Will the group's travel plans be altered? How?
  - Where is the group staying?
  - A telephone number that they can be reached at and approximately how long they will be there.

**See Off Campus Emergencies continued on the next page**

## **CAMPUS EMERGENCY GUIDELINES**

### **Page 2 of OFF CAMPUS EMERGENCY INCIDENTS (Authorized Student Travel)**

#### ***RCTC ONLY***

#### **Injury continued**

2. The Student Life Office will notify administration and the College contact of the situation.
3. The Student Life Office will provide the telephone number provided by the group to any callers attempting to reach an individual in the group.
4. **The Student Life Office will not provide callers with any details but will refer requests for information to the appropriate administrator.**
5. Group members should be encouraged to contact family and friends on their own.

#### **Death**

1. If a member of the group should die, the College escort should notify the Student Life Office of the situation. Be sure to include:
  - Who is the victim.
  - The details of the accident.
  - Was anyone else injured?
  - Where the body has been taken, include a telephone number.
  - Where the injured person was taken, include a telephone number.
  - Where the University/College escort can be reached, include appropriate telephone numbers.
  - Will the group's travel plans be altered? How?
  - Where the group is staying.
  - A telephone number where they can be reached and approximately how long they will be there.
2. The Student Life Office will notify administration and the College contact of the situation.
3. The Student Life Office will provide the telephone number provided by the group to any callers attempting to reach an individual in the group.
4. **The Student Life Office will not provide callers with any details but will refer requests for information to the appropriate administrator.**
5. Group members should be encouraged to contact family and friends on their own.

## **CAMPUS EMERGENCY GUIDELINES REPORTING EMERGENCIES**

**In a life-threatening emergency dial 9-911.**

### **For non-life threatening emergencies:**

Campus Emergency Service ----- Campus Maintenance/Security 7262.

1. In an emergency in which Campus Maintenance/Security cannot be reached dial 7214 for the Facilities office or 9-911 for the Rochester Police Department.
2. When calling stay calm and carefully explain the problem and location to the Campus Maintenance/Security. **Do not hang up until told to do so.**

## **CAMPUS EMERGENCY GUIDELINES REPORTING SEXUAL ASSAULT**

Response for students reporting a sexual assault:

1. All reports or allegations of sexual assault (acquaintance rape, rape, attempted rape, etc.) shall be immediately reported to RCTC Vice President of Student Affairs office, UMR Provost office, or WSU-RC Director's office.
2. The contacted office will contact the Rochester Police if not done by caller and/or victim.
3. The Rochester Police will normally contact the Rape & Abuse Crisis Center.
4. If the victim declines Rochester Police involvement, the contacted office may call upon the counseling center or the Rape & Abuse Crisis Center to be available to support students during the campus reporting process. (In the event of a medical emergency, medical response personnel will be contacted by calling 9-911.)
5. The general procedure of the reporting process shall include the following information
  - Student may choose to report
  - Student may choose to not report
  - Explanation is given that the incident may be reportable in compliance with the Campus Security Act without identifiers (name, time, location of assault)
  - Explanation is given about the Campus Security Act requirement to investigate and possibly issue a "Timely Warning" for the safety of the campus community
6. Students have the right to refuse the involvement of support personnel in the process.

## **CAMPUS EMERGENCY GUIDELINES SEVERE WEATHER/TORNADO**

Severe Weather/Tornado Watch: A watch is an indication of where and when the probabilities are highest that severe weather and/or a tornado could occur. A watch is a statement that severe weather/tornado conditions are present and could occur. The National Weather Service will issue a watch bulletin to local authorities as well as to the local radio and TV stations.

Severe Weather/Tornado Warning: When a severe weather/tornado sighting occurs, the National Weather Service alerts all weather stations and local authorities. If severe weather or a tornado is approaching, a continuous sounding of the city's emergency sirens will signal the warning. Campus maintenance will sound the short, intermittent rings of bells to notify UCR personnel and others present on campus of the warning.

### **In Case of Severe Weather/Tornado**

When the emergency warning sirens or short, intermittent rings of bells sound, it is YOUR responsibility to get to shelter. On the UCR campus, intermittent rings of class bells will sound. At Heinz Center an intermittent sounding of the horns will be used. Take a battery-operated radio with you to listen for the "all clear" signal. When the emergency sirens are sounded, all persons should immediately seek shelter in the nearest building. Go to the basement or interior walls of lower floors. Auditoriums, gymnasiums, and similar large rooms with wide roofs should be avoided. Stay away from all windows and exterior doors.

1. Move to the nearest building and locate a safe place to wait.
2. Move to, or stay on, the lowest floor of any building.
3. Stay in central corridors away from glass; cover your face with folded arms.
4. Stay away from windows.
5. Leave corridor doors open.
6. Do not use any elevator.
7. Types of areas considered to be the safest are:
  - Basements
  - Stairwells
  - Tunnel
  - Lower level rooms without any windows
  - Lower level hallways without any windows.
  - The field house is not considered to be a safe area during high winds.

**Severe Weather/Tornado continued on the next page.**

**CAMPUS EMERGENCY GUIDELINES**  
**Page 2 of SEVERE WEATHER/TORNADO**

**Areas That May Be Considered As Safe As Possible During Storms**  
**USE ONLY AREAS WITHOUT WINDOWS**

*UCR Main Campus*

- Science/Technology Building Lower Level (basement)
- Student Services Building interior offices
- Coffman Building Offices
- Gym locker rooms
- College Center building 1st floor
- Memorial Hall 2nd floor classrooms (south side only)
- Plaza Hall 2nd floor nursing lab
- East Building center classrooms and offices
- Tunnel
- 1<sup>st</sup> floor restrooms

*Heintz Center*

- Interior A-wing classrooms
- Interior A-wing office suite
- Interior B-wing hallways
- 1<sup>st</sup> floor restrooms
- Hallway by HC-118

HC-115

## **CAMPUS EMERGENCY GUIDELINES TERRORISTIC THREATS**

1. Keep talking to the caller on the line as long as possible and record the following:
  - Time of call.
  - Name of caller.
  - Age and sex of caller.
  - Speech pattern, accent, possible nationality, etc.
  - Emotional state of caller.
  - Background noise.
2. Immediately after hanging up from caller, pick up the phone and press \*57. Listen to the recording, which will indicate if it has been traced. Record the time. Report it to at Campus Maintenance/Security at 7262. Maintenance/Security will call the appropriate administrator and/or police.

**CAMPUS EMERGENCY GUIDELINES  
TRANSPORTING INDIVIDUALS IN A MEDICAL EMERGENCY**

Employees of the University Center Rochester should not transport colleagues or students to a medical care facility for a medical emergency. In a potentially life threatening situation or where handling by untrained individuals may cause further injury, 9-911 should be called.

## **CAMPUS EMERGENCY GUIDELINES UTILITY FAILURE**

1. In the event of a major utility failure occurring during regular business hours, immediately notify maintenance at 7262.
2. If telephone service is not available, go to the Maintenance office located at EH101.
3. If an emergency exists, evacuate the building.
4. If there is potential danger to the building(s) and/or its occupants, call 9-911 immediately.
5. Once outside move at least 500 feet away (see Appendix A) from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for emergency crews.
6. Disabled persons who are unable to move down the stairwells should move to a stairwell. Caution should be used as to not block traffic. Rescue personnel should be notified of any persons remaining in the building.
7. If requested, assist the emergency crews as necessary.
8. A Crisis Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
9. **Do not** return to an evacuated building until the all clear is given by emergency personnel.
10. Rochester Public Utilities can also be contacted to help shut down the electricity or water by calling 280-9191.
11. Peoples Natural Gas can also be contacted to help shut down the natural gas by calling 1-800-303-0357.

### **Additional Procedures:**

**Electrical Light Failure:** All stairwells and emergency corridors are equipped with emergency lighting with battery backup, for safe exiting of a building during a light failure.

**Elevator Failure:** If you are trapped in an elevator, use the emergency phone to notify Campus Maintenance. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel) which will signal for help.

**Plumbing Failure/Flooding:** Cease using all equipment. If necessary, vacate the area.

**Serious Oil Leak:** Cease all operations. Do not switch on lights or any electrical equipment.

**Steam Line Failure:** Immediately notify maintenance (7262). If necessary, evacuate the building.

**Ventilation Problem:** If smoke or odors come from the building ventilation system, immediately notify maintenance (7262). If necessary, evacuate the building.

## **CAMPUS EMERGENCY GUIDELINES WINTER STORMS**

### **Closing of the University Center Rochester or Cancellation of Classes or Activities Due to Inclement Weather or other Emergencies**

#### **1. PURPOSE:**

This policy articulates the procedures that are followed by Rochester Community and Technical College (RCTC), Winona State University - Rochester Center (WSU-RC), and University of Minnesota Rochester (UMR) when it becomes necessary to close the University Center Rochester or cancel academic or non-academic activities due to inclement weather or other emergency conditions. A second purpose is to describe MnSCU work conditions that prevail during the time that the University Center is closed. A third purpose is to describe procedures that are followed when a MnSCU employee is unable to meet work responsibilities because of inclement weather.

#### **2. DEFINITIONS:**

- a. **CLOSING THE UNIVERSITY CENTER:** Closing the University Center means to cease all operations for all three (3) institutions (RCTC, WSU-RC, UMR), other than those operations deemed essential to the protection of life and property. Closing the University Center results in the cancellation of classes, student and staff activities and meetings. All general offices are closed.
- b. **DELAYED OPENING:** Delayed opening refers to opening of all operations for all three (3) institutions at a later time, other than those operations essential to the protection of life and property.
- c. **CANCELLATION OF CLASSES:** Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes, of either a single institution, several of the institutions or all the institutions, in the absence of officially closing the entire University Center.
- d. **CANCELLATION OF NON-ACADEMIC ACTIVITIES:** Cancellation of non-academic activities refers to the cancellation of an event such as athletic events, theatrical productions, concerts, or workshops.

#### **3. AUTHORITY:**

- a. The decision to close the University Center Rochester or to have a delayed opening when severe weather conditions or other emergency exists shall be a collaborative decision between the Interim President of RCTC, the Director of WSU-RC (the designee of the President, WSU), the Interim Provost of UMR (the designee of the President, U of M).

- b. The decision to cancel classes or other activities may occur either by individual institution, or collaboratively with all institutions. Individual institutional differences such as ITV or UNITE classes, commuting faculty, etc. may necessitate class cancellation for a single institution. The authority for cancellation of RCTC classes is the Interim President, RCTC, or designee. The authority for cancellation of WSU-RC classes is the Director, WSU-RC or designee. The authority for cancellation of UMR classes is the Interim Provost or Associate to the Interim Provost UMR.

The decision to cancel a non-academic event or activity, may be delegated to the director of that event or activity, in consultation with his/her supervisor.

#### **4. PROCEDURES AND NOTIFICATION:**

- a. In times of weather or other emergency conditions, assessment of conditions shall be the responsibility of the Interim President, RCTC, or his/her designee, in collaboration with the Director WSU-RC and Interim Provost or Associate to the Interim Provost UMR. Personnel at the regional office of the Minnesota State Patrol in Rochester and the Olmsted County Law Enforcement Center shall be consulted regarding existing travel and safety conditions prior to any decisions effecting cancellation and or closure.
- b. The Director, Institutional Services, RCTC is the official designee of the Interim President, RCTC for purposes of decision and/or actions required of RCTC in this policy.
- c. The RCTC, Human Resources Director shall identify and inform essential personnel who must report to work during the times the University Center is closed or there is a delayed opening due to an emergency situation, and must develop procedures for notification of such personnel at those times. No positions at WSU-RC or UMR are designed as essential under these definitions. RCTC Plant Maintenance Engineers are designated as essential for purposes of closing due to inclement weather or other emergencies.
- d. The RCTC Human Resources Director shall provide notification to RCTC employees on duty at the time the emergency closing is determined. RCTC students shall be notified through the appropriate student support offices and academic offices, i.e. Admissions and Records, Vice Presidents of Academic Affairs and Student Affairs. The Director WSU-RC shall be responsible for notification of WSU employees and students. The Associate to the Interim Provost UMR shall be responsible for notification of U of M employees and students.

### **CAMPUS EMERGENCY GUIDELINES**

#### **Page 3 of WINTER STORMS**

- e. Whenever possible, the decision to close the Center, have a delayed opening or cancel day classes will be made prior to 6:00 a.m. Special attention will be given to

night classes, many of these students travel considerable distances. Whenever possible the decision to cancel evening class will be made by 3:00 p.m.

- f. Notification to employees not on duty and students not at the Center will be made through the media. The Interim President, RCTC, or designee, will be responsible for notifying the media for situations involving closing the Center, delaying the opening and cancellation of classes for all the institutions. At a minimum the following radio and television media will be notified: KWEB, KRCH, KMFK, KOLM, KWWK, KLCX, KROC, KNXR, KLSE, KYBA, KTTC-TV, KSTP-TV, KXLT-TV, AND UCR Channel 20.
- g. The Director WSU-RC and Interim Provost or Associate to the Interim Provost UMR will be responsible for providing notification back to their respective main campuses in the above situations. In the case when class cancellation affects only a single institution, the Interim President, Director and/or Interim Provost of that institution will be responsible for notifying the media.

The Interim President of RCTC, Director of WSU-RC and Interim Provost of UMR will be responsible for dissemination of this policy throughout their respective institutions. Posting on bulletin boards, supervisors discussing this at staff meetings, providing information to student clubs and organizations, providing copies to local representatives of each bargaining unit, incorporating this in faculty and staff handbooks as well as any student handbooks are all appropriate methods of dissemination. All employees who are designated as essential will be provided a copy of this policy.

**5. MnSCU WORK RESPONSIBILITIES WHEN THE CENTER IS CLOSED OR CLASSES AND NON-ACADEMIC ACTIVITIES ARE CANCELED.**

- a. When the Center is closed due to an emergency which threatens the health and safety of individuals, employees not deemed essential for the safe operation of the Center may be excused from duty with full pay. In regard to such closure the following additional guidelines will prevail:
  - 1. When the Center is closed, MnSCU employees are excused from work with pay. The Center closure applies to all employees without regard to labor contract. Essential employees who are not excused from work will be paid their regular rate of pay, during the weather or other emergency situation.
- 1. Employees who reported to work and were sent home should not be paid for more than their regular scheduled hours. Employees shall not be enriched through additional

**CAMPUS EMERGENCY GUIDELINES**  
**Page 4 of WINTER STORMS**

compensation, including compensatory time, or increased benefits as a result of an emergency situation.

3. Employees who were required by their appointing authorities to remain at work should not be paid for more than their regular scheduled hours or the actual hours worked inclusive of any overtime.
  4. Employees on approved sick or pre-arranged vacation/leave shall not have such leave time restored to their balances.
  5. Employees on any approved leave without pay shall not be paid for this emergency leave time.
  6. Employees who are called in, on the day of an emergency, for vacation time, compensatory time or leave without pay will be credited with emergency leave from the point of the declaration of the emergency to end of the scheduled shift, if the appointing authority ceased operation during their regular shift.
  7. Employee uniform time reports should indicate the number of emergency hours utilized in the remarks section on their uniform time report.
- b. When classes are canceled but the Center is not closed, appropriate curricular adjustments shall be made by the faculty on an individual basis.
  - c. When non-academic activities are canceled, the activities shall be rescheduled when appropriate and possible.

**6. MnSCU WORK RESPONSIBILITIES DURING INCLEMENT WEATHER WHEN THE CENTER IS NOT CLOSED:**

Due to personal circumstance during inclement weather, such as place of residence, employees might find it necessary to leave work early even through the Center has not been closed. Further employees might be unable to get to work even through the Center is open. In such cases, emergency/personal leave or vacation leave may be granted or, if working conditions permit, the time may be made up.

**7. UNIVERSITY OF MINNESOTA ROCHESTER WORK RESPONSIBILITIES WHEN THE CENTER IS CLOSED OR CLASSES AND NON-ACADEMIC ACTIVITIES ARE CANCELED POLICY:**

University of Minnesota Rochester (UMR) personnel will be governed by the University of Minnesota Emergency Closing Policy and/or appropriate AFSCME, **CAMPUS EMERGENCY GUIDELINES**

**Page 5 of WINTER STORMS**

civil service, and other personnel policies with regards to their work responsibilities and pay status during emergency closings or class cancellation situations.

## APPENDIX A

**During evacuations be alert to traffic.  
Give emergency vehicles the right of way.**

**Exterior evacuation areas are:**

**UCR East Student Parking Lot** (back half): East Building, College Center,  
Student Services Building

**UCR North Parking Lot:** Science/Technology Building, Atrium,  
Goddard Library Building

**UCR West Parking Lot** (back half): Art, Plaza, Memorial, Coffman, Endicott,  
and Singley Buildings, Childcare

**Heintz Center East Parking Lot** (east half): A-Wing, B-Wing

**Heintz Center West Parking Lot** (southwest portion): C-Wing, Commons  
Area