

# EMERGENCY MANAGEMENT & DISASTER PREPAREDNESS PLAN

*November 2009*



*[www.anokatech.edu/hlc](http://www.anokatech.edu/hlc)*

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Attachments: A. Incident Report (page 9)  
B. ANTHRAX - Frequently Asked Questions (page 10)

## **Important Telephone Numbers**

**Local Police/Fire/Ambulance (Emergency) – 9-911**

### **Emergency Contact Persons -**

**Day:** Contact Security at 9-612/819-4585. For information on duty administrator assignments, contact Carol Larson at x4710.

**Evenings:** Contact Security at 9-612/819-4585. Monday evenings (before 6 p.m.), call Jim Bernstein at x4908; Tuesday-Thursday (before 7 p.m.), and Saturday (8 a.m.-Noon) contact Bjorn Skogquist at x4846.

### **Plant Operations –**

**Day:** 9-612/802-4613

**Evening Lead Custodian:** 9-612/802-4613

**Weekend Custodian:** 9-612/802-4613

**Security – Days & Evenings:** 9-612/819-4585

**Switchboard/Receptionist – 4700** (from off-campus 763/576-4700); evenings – 4700 or 4714

***Door E-2: INCIDENT CENTRAL COMMAND AREA***

## **Introduction**

It is imperative that Anoka Technical College employees and students be protected in case of an emergency. The information provided should help determine the course of action needed. However, situations cannot always be defined into a category for which hard and fast guidelines can be drawn. Common sense should dictate the reaction of all college staff to emergency situations with individual judgment exercised in given situations.

Emergency procedures are designed to provide guidance to those having responsibility for the safety of students and staff at this facility. Administrators and faculty have the primary responsibility for dissemination of emergency procedures to staff and students. In addition, clearly defined chains of command must be determined in each department so that safety procedures can be carried out in case of absences from the building. The administrative chain of command can be found on page 4.

In the event of a major incident, the City of Anoka's Emergency Management Plan will be implemented. Please contact Police Captain Scott Nolan (763/576-2832) for information regarding that plan.

Anoka-Hennepin STEP administration must also be notified. Ginny Karbowski can be reached at 9-763-433-4001; Steve Bouchard can be reached at 9-763/433-4021.

**The Incident Command Center will be located in the proximity of Door E-2 (east end of building).**

***Immediately after any evacuation or critical incident on campus, report to your supervisor for an accountability check. Any personnel not accounted for should be reported to the duty administrator and the 9-911 Incident Command Center as soon as possible.***

### **Accident or Illness**

If a person is injured in the college building or on the campus grounds, or if a person experiences severe illness or medical problems, the following guidelines are suggested:

- **Daytime:** Call Security at 9-612-819-4585 and Wendy Meyer at 9-612-803-3123.
- **Evening:** Call Security at 9-612-819-4585 and the evening emergency contact person at their direct extension.
- DO NOT transport the injured person.
- If student/staff person is conscious, get their permission to call an ambulance (9-911). If they wish to have family or a friend notified, do so. In emergency situations, the emergency personnel (police, EMTs, etc.) will follow up with family members.
- Contact Pam Mogensen at x4785 to complete an incident report.

### **Assault or Rape**

If a person is assaulted or raped in a college building or on the campus grounds, the following guidelines are suggested:

- Call for police assistance 9-911 (advise of door emergency personnel are to use).
- **Daytime:** Call Security at 9-612-819-4585 and Wendy Meyer at 9-612-803-3123.
- **Evening:** Call Security at 9-612-819-4585 and the evening emergency contact person at their direct extension.
- Preserve the crime scene. Request that the victim NOT shower or clean up to preserve needed evidence.
- Police officers will obtain as much information about the assailant and incident as possible.
- Do not transport the victim to the hospital.
- Contact Pam Mogensen at x4785 to complete an incident report.

### **Bioterrorism Attack**

*(see Terrorism Attacks, pages 6-7)*

### **Bomb Threat**

*(see Terrorism Attacks, pages 6-7)*

### **Chain of Command**

1. President – Anne Weyandt (x4709); cellular 612/812-5759
2. Vice President for Academic & Student Affairs – John Cacich (x4707); cellular 612/839-2766
3. Vice President for Community & Economic Development and CIO - David Jeffrey (x4725); cellular 612/961-5485
4. Chief Finance & Facilities Officer – Wendy Meyer (x4799); cellular 612/803-3123
5. Academic Dean - Kathy Doty (x4911); cellular 612/616-8669
6. Director of Human Resources – Marybeth Christenson (x4706); cellular 612/325-5444

The Chain of Command is to be implemented in those instances when an emergency exists. As stated in the introduction, each individual department should establish a clearly defined Chain of Command within their respective departments.

## **Communications Policy**

It is always ATC's intent to be forthright and timely in its communications with the college community, the media and the public at large.

Decisions regarding this communication will be guided by due concern for the right to privacy, personal security, legal liability and the public's legitimate right to be informed. All media and public inquiries will be referred without comment to the President. **Only the President or the President's designee will articulate the college's position.**

## **Fire or Explosion**

A fire or explosion in a college building represents an immediate threat to students and staff.

- Sound the fire alarm. Initiate regular fire drill procedures posted in each room.
- Call the fire department at 9-911 and relay the following information:
  - 1) Your name
  - 2) Location of fire
  - 3) Door/location firefighters are to use upon arrival.
- **Daytime:** Call Security at 9-612-819-4585 and Wendy Meyer at 9-612-803-3123 or Greg Kimball at 612/839-9826.
- **Evening:** Call Security at 9-612-819-4585 and the evening emergency contact person at their direct extension.
- Evacuate the building. Assist in the evacuation of persons with disabilities.
- Be available when firefighters arrive to direct them to the appropriate location.
- Contact Pam Mogensen at x4785 to complete an incident report.

If you have been trained in the use of fire extinguishers, and the fire was contained and you were able to extinguish it, please notify ATC security and report the details of the incident.

## **Hazardous Materials Spills**

In the event of an environmental spill involving hazardous chemicals or other materials, the following guidelines are suggested:

- Evacuate the area of the spill. Assist in the evacuation of persons with disabilities. Use judgment depending on the nature and quantity of spilled material. If there is danger of fire and/or an explosion, evacuate the building. **If in doubt, EVACUATE THE BUILDING BY PULLING THE FIRE ALARM.** Initiate regular fire drill procedures posted in each room.
- Notify the fire department at 9-911 and relay the following information:
  - 1) Your name
  - 2) Location of the spill
  - 3) Type of material involved and quantity

- 4) Number of injured persons and nature of injuries
- 5) Door/location emergency personnel are to use upon arrival
- **Daytime:** Call Security at 9-612-819-4585 and Wendy Meyer at 9-612-803-3123 or Greg Kimball at 612/839-9826.
- **Evening:** Call Security at 9-612-819-4585 and the evening emergency contact person at their direct extension.
- Consult MSDS book (Wendy Meyer, x4799 or cell: 612/803-3123) for additional information.
- Contact Pam Mogensen at x4785 to complete an incident report.

## **Public Demonstrations or Riots**

If a group is disruptive or poses a direct threat to students or staff:

- Call for police assistance by dialing 9-911.
- **Daytime:** Call Security at 9-612-819-4585 and Wendy Meyer at 9-612-803-3123.
- **Evening:** Call Security at 9-612-819-4585 and the evening emergency contact person at their direct extension.
- Stay calm.
- Isolate additional students from disruption.
- Contact Pam Mogensen at x4785 to complete an incident report.

## **Terrorism Attacks**

### **-Anthrax Incidents**

*See Attachment B. Suggested Information for Anthrax Incidents (October, 2001)*

### **-Bioterrorism**

**(Small pox, plague, botulism, tularemia, etc.)**

Upon report of a biochemical attack or suspected exposure to the above:

- Contact the police at 9-911.
- **Daytime:** Call Security at 9-612-819-4585 and Wendy Meyer at 9-612-803-3123.
- **Evening:** Call Security at 9-612-819-4585 and the evening emergency contact person at their direct extension.
- Any personnel experiencing unexplained illness, flu-like symptoms, skin lesions, etc., should report their condition and seek medical attention.

### **-Bomb Threat**

If you observe a suspicious object or potential bomb on college property, **DO NOT HANDLE THE OBJECT! DO NOT USE RADIO OR CELL PHONE;**

- Immediately call the police at 9-911.
- Identify the door location that police are to use.
- Clear the area.
- Staff familiar with affected areas need to be available to work with the police.

Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ask the caller:

- Who is calling?
- 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?
- Is there a connection to ATC?
- Keep talking to the caller for as long as possible and record the following:
  - Time of the call
  - Length of the call
  - Number at which the call was received
  - Age and gender of the caller
  - Speech pattern, accent
  - Emotional state
  - Background noise observed
  - Name of any person(s) they may reference
- Immediately call the police at 9-911 and supply them with all the information above.

#### **TO EVACUATE BUILDING -**

- Sound the fire alarm. Initiate regular fire drill procedures posted in each room.
- Call the police at 9-911 and relay the following information:
  - 1) Your name
  - 2) Door/location police are to use upon arrival.
- **Daytime:** Call Security at 9-612-819-4585 and Wendy Meyer at 9-612-803-3123.
- **Evening:** Call Security at 9-612-819-4585 and the evening emergency contact person at their direct extension.
- Assist those requiring help.
- Be available when police arrive to direct them to the appropriate location.

#### **-Gunshots, Weapons, Hostage Situation**

See below, *Violent or Criminal Behavior*

#### **Tornadoes and Severe Storms**

Watch: Conditions are favorable for a tornado or a severe storm.

Warning: A tornado or severe storm has been sighted in the area.

ATC will utilize the alarms to alert students and staff of warnings during the normal business day. Each classroom/area provides a map with directions to appropriate shelter within the building. Stay away from any outside windows and doors.

- **Daytime:** Call Security at 9-612-819-4585 and Wendy Meyer at 9-612-803-3123 or Greg Kimball at 612/839-9826.

- **Evening:** Call Security at 9-612-819-4585 and the evening emergency contact person at their direct extension.

### **Violent or Criminal Behavior (including Active Shooter/Gunshots)**

If you are the victim, or happen upon any on-campus violation of the law, such as gun fire, robbery, car theft or overt sexual behavior, **DO NOT TAKE ANY UNNECESSARY CHANCES.**

- Notify the police at 9-911 and provide the following information:
  - 1) Nature of incident
  - 2) Exact location of the incident
  - 3) Description of person(s) involved
  - 4) Description of property involved
- **Daytime:** Call Security at 9-612-819-4585 and Wendy Meyer at 9-612-803-3123.
- **Evening:** Call Security at 9-612-819-4585 and the evening emergency contact person at their direct extension.
- Stay calm and pay attention to details regarding the incident.
- Assist the police when they arrive and supply them with any additional information.

#### **If you feel threatened by the use of abusive language and/or irrational behavior:**

- **Daytime:** Call Security at 9-612-819-4585 and Wendy Meyer at 9-612-803-3123.
- **Evening:** Call Security at 9-612-819-4585 and the evening emergency contact person at their direct extension.
- Notify the police at 9-911.

#### **If a staff member or student hears gunshots or sees someone with a weapon in the building:**

- **DO NOT** investigate the matter – notify the police at 9-911 and provide the following information:
  - 1) Nature of incident
  - 2) Exact location of the incident
  - 3) Description of the person(s) involved
- **Daytime:** Call Security at 9-612-819-4585 and Wendy Meyer at 9-612-803-3123.
- **Evening:** Call Security at 9-612-819-4585 and the evening emergency contact person at their direct extension.
- Lock classroom and office doors.
- Keep students in the room and away from the door until given the all clear.
- If the situation warrants, evacuate the building via any safe means (pull fire alarm, etc.).

#### **Report of gunshots or weapon outside the building:**

Repeat the above.

***Immediately after any evacuation or critical incident on campus, report to your supervisor for an accountability check. Any personnel not accounted for should be reported to the duty administrator and the 9-911 Incident Command Center as soon as possible.***

**STATE OF MINNESOTA  
GENERAL LIABILITY INCIDENT REPORT**  
(To be completed by appropriate agency employees  
for cases **not involving an automobile**)

Name of Agency:		Name of contact Person: Phone Number:	
Date of Accident:	Time:	am/pm	Weather Conditions

Description of Incident (How, where, and why):

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Extent of Damage to Property

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Extent of Injury to Person(s)

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Person(s) Injured (Names, addresses and telephone number's)

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Witnesses (Names, addresses, and telephone numbers):

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Submit Claim to: Claims Department Risk Management Division 309 Administration Building 50 Sherburne Avenue St. Paul, MN 55155-1401	Name, Address, Phone of person completing form:
Emergency Reporting – After hours and weekends: Allied Adjusters: (612) 766-3700 or (800) 709-9509	Additional Comments:

## ANTHRAX - Frequently Asked Questions

### What is anthrax?

Anthrax is a disease that can strike animals and, in rare cases, humans. It is caused by the bacteria *Bacillus anthracis*, which can remain dormant in soil for decades. Anthrax has been reported in nearly every state and around the world.

### How does it cause problems?

Most animals, particularly cattle and sheep, are infected while grazing in previous infected anthrax sites. Flooding can contaminate low-lying areas and bring dormant bacteria to the surface. When flooding is followed by dry conditions, the bacteria can be inhaled by animals feeding close to the ground.

Ruminants, especially cattle, sheep and goats, are among the species most commonly affected by anthrax. Death may occur without warning, and in fact can be mistaken for a "lightning" death. Horses, pigs and dogs can also contract forms of the disease.

### What about humans?

Although it is rare, humans can also be infected with anthrax. The bacteria can enter the body in several different ways, resulting in three different forms of the disease: cutaneous, pulmonary, and intestinal. If detected early, each form is treatable. However, the pulmonary and intestinal forms are far more dangerous than the cutaneous form.

- Cutaneous anthrax results when the organism enters broken skin. This form accounts for nearly 90 percent of all reported cases.
- Pulmonary anthrax is caused by the inhalation of spores from contaminated dust, wool or hair.
- Intestinal anthrax is caused by the consumption of raw meat, blood or inadequately cooked meat from anthrax-infected animals.

### Has anthrax been detected in Minnesota?

Anthrax does infect Minnesota animals from time to time. In 2000 and 2001, several dozen cases of anthrax were reported among livestock and deer in extreme northwestern Minnesota. However, no human cases of anthrax have been reported since 1953.

It should be noted that anthrax has affected Minnesota cattle throughout the state's history. There is absolutely no reason to suspect a connection between northwestern Minnesota's recent anthrax cases in cattle and the incidents of suspected bioterrorism elsewhere.

### What should a farmer do if his or her animals have anthrax?

Minnesota law requires that confirmed or suspected cases of anthrax must be immediately reported by telephone to the Minnesota Board of Animal Health at 651-296-2942. State veterinarians will then investigate outbreaks and help local veterinarians dispose of infected animals.

To prevent unnecessary exposure to humans or other animals, it is important that infected carcasses are not opened. Animals that have died from anthrax should be properly burned or buried and least six feet deep and covered with lime under the supervision of a state veterinarian. Anthrax carcasses cannot be moved over public highways. The anthrax-contaminated premises will be placed under quarantine until 30 days

after the last animal death from anthrax. Animals not showing clinical signs of anthrax are removed from the sources and treated with antibiotics.

**Which agencies respond to anthrax cases?**

The Minnesota Board of Animal Health is the lead authority in responding to anthrax cases in Minnesota livestock and pets. Local health agencies and the Minnesota Department of Health would take the lead in responding to human cases, and if terrorism was suspected, federal, state, and local law enforcement agencies would also play a key role.

For more information, contact:

<http://www.health.state.mn.us/divs/idepc/diseases/anthrax/index.html>