



# WILLISTON STATE COLLEGE EMERGENCY PREPAREDNESS PLAN



Where the people make **[the difference]**.

| <b>Section No.</b> | <b>Section Content</b>                           | <b>Page No.</b> |
|--------------------|--|-----------------|
|                    | Memorandum of Understanding                      | 2               |
| 1.                 | Explosions                                       | 2               |
| 2.                 | Gas Leak   | 2               |
| 3.                 | Power Outage                                     | 3               |
| 4.                 | Hazardous Materials                              | 3               |
| 5.                 | Radiation  | 4               |
| 6.                 | Terrorism  | 5               |
| 7.                 | Active Shooter                                   | 6               |
| 8.                 | Bomb Threat                                      | 6               |
| 9.                 | Violent or Criminal Behavior                     | 6               |
| 10.                | Transportation Accident                          | 7               |
| 11.                | Weather Emergencies                              | 7               |
| 12.                | Severe Thunderstorm                              | 8               |
| 13.                | Tornado/High Winds                               | 8               |
| 14.                | Winter Storm                                     | 9               |
| 15.                | Fire Emergencies                                 | 10              |
| 16.                | Medical Emergencies                              | 11              |
| 17.                | Civil Disturbance or Demonstration               | 12              |
| 18.                | Emergency Procedures                             | 12              |
| 19.                | WSC Alerts                                       | 13              |
| 20.                | Emergency Lockdown Procedures                    | 13              |
| 21.                | Emergency Preparedness in the Classroom          | 13              |
| 22.                | Designated Shelter Locations and Assembly Points | 15              |

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## Memorandum of Understanding

Williston State College extends rights of law enforcement jurisdiction for campus property to the Williston Police Department and other local law enforcement offices when directly pertaining to issues of traffic law enforcement. In addition, the College will continue to enlist the services of the Williston Police Department and other local law enforcement offices in support of the rights and responsibilities of the students, faculty, and staff as needed.

The College's intent is to continue our long and successful working relationship based on regular communication and understanding related to the laws and welfare of the Williston State College community.

### 1. Explosion

In the event of an explosion or similar emergency, take the following action:

- Immediately take cover under tables, desks, etc., which will provide protection from falling glass or debris.
- Call 9-1-1.

Give the emergency dispatcher the following information:

- Location
- Area where explosion occurred
- Cause of explosion, if known
- Injuries
- Before you hang up, make sure the dispatcher has all of the information needed.

Evacuate the area as soon as it is safe to do so, following established building evacuation procedures.

### 2. Gas Leak

When emergencies arise that could or do involve gas equipment within the College, or if you suspect a gas leak, always notify Campus Security: (701) 570-6699. Please note you should leave the area of the gas leak when notifying Campus Security, as static electricity from cell phones can spark gas-related sources.

In the event of a gas utility failure, the type of disruption - planned or unplanned - will dictate the type of response. In an unplanned disruption that creates an immediate threat to life, structure or other property, Facilities Management and the Williston Fire Department will be dispatched to manage the threat.

Facilities Management will manage the process of restoring gas utilities to their normal state. In the event of a pipeline accident or leak, personal safety is the first priority. Wear safety equipment suitable to protect yourself. The situation will require a professional presence to assist the public and other emergency teams.

#### 2.1 Gas types:

##### 2.1.1 Petroleum gases

Petroleum gases are heavier than air and will seek the lowest levels of the structure in which the leak occurs. They are typically bottled. Ethane, ethylene, propane, propylene, normal-butane and isobutane, butylene (butene) and isobutylene (isobutene) are petroleum gases, and are stored and transported as liquid under

pressure. These gases have ignition points above 806°F but extremely low flash points below -100°F and are non-toxic unless their concentration in air reaches 1000 parts per million (PPM). They are also called refinery gases.

##### 2.1.2 Natural gases

Natural gases are lighter than air and rise. Natural gas, for the most part, is odorless. To make it discernible, an odorant has been added. The odorant level is noticeable when there is less than 1 percent gas in the air, which is below the flame flash point. Natural gases become flammable and will ignite if mixed with air between 5 and 15 percent. The ignition point of gas is about 1100° to 1200° F. Ignition sources may include:

- Pilot lights
- Flint sparks
- Matches
- Switches
- Static electricity
- Motors

##### 2.1.3 Industrial gases

Industrial gases are commercially manufactured and sold for uses in other applications. These gases are mainly used in an industrial processes, such as steelmaking, oil refining, medical applications, fertilizer, semiconductors, etc.

##### 2.1.4 Sewer gases

Sewer gas is a complex mixture of toxic and non-toxic gases produced and collected in sewage systems by the decomposition of organic household or industrial wastes. Sewer gases include hydrogen sulfide, ammonia, methane, carbon dioxide, sulfur dioxide and nitrogen oxides. Improper disposal of petroleum products such as gasoline and mineral spirits contribute to sewer gas hazards. Sewer gases are of concern due to their odor, health effects, and potential for creating fire or explosions.

#### 2.2 Gas leak inside a building:

- Call Campus Security: (701) 570-6699.
- Ventilate the area.
- Shut off open flames.
- Do not operate electrical equipment.
- Shut off the outside valve if possible and leave off until turned on by the gas company.
- If there are heavy concentrations of gas, evacuate the building.

#### 2.3 Gas leak outside a building:

- Call Campus Security at (701) 570-6699.
- Check for gas odor.
- Extinguish all open flames (no smoking).
- Secure ignition switches.
- Notify others who may be involved.

#### 2.4 Gas burning outside:

- Call Campus Security at (701) 570-6699.
- Let the gas burn, but don't try to extinguish.
- Burning gas will not explode
- Secure the room.
- Reroute traffic.
- Never operate street gas valves.
- Spray combustibles, not the flame, with water.

## 2.5 Pipeline Leaks:

If you suspect a pipeline leak, your first concern should be for your personal safety and the safety of the people in the surrounding area.

### Assess the hazard.

- Sight - Look for liquids that are pooling on the ground above the pipeline zone. Some are gases that cannot be seen. Look for any brown or discolored grasses or vegetation that would otherwise be green. Watch for any vapor clouds or heat waves that are rising above the pipeline area.
- Sound - Listen for hissing, rumbling or roaring sounds that indicate the escape of pressurized liquids or gases from a pipeline in the area near the right-of-way corridor.
- Smell - Odorants are added to cause an odd pungent odor to the gas within the pipeline. Gaseous products leaking from pipelines will generally have the odor of sulfur or rotten eggs. Be alert to any foul or unusual smells surrounding the area near any pipeline markers.

If you observe any of these indications, do not investigate further. Avoid all contact with any escaping liquids or gases. Leave the area immediately. Once you are in a safe area, Call Campus Security at (701) 570-6699.

Isolate the area. Control all ignition sources. With plastic pipe, wet with water or wet cloth. This reduces static charge.

## 2.6 Non-gas fires

- Call Campus Security at (701) 570-6699.
- If it appears that gas lines, meters, or appliances are endangered, shut off gas at the valves.

## 2.7 People trapped in an elevator during a gas leak:

- Reassure passengers to stay calm and that you are getting help.
- Instruct passengers to pick up the emergency phone in the elevator (if there is one) so they can provide direct information to the emergency responders.
- Call Campus Security at (701) 570-6699 and provide information.
- Stay near passengers until police or other assistance arrives, provided it is safe to stay in the building

## 3. Power Outage

The inherent danger during a major power outage is panic. Try to remain calm. In the event of a major, campus-wide outage, Williston State College has an emergency generator that will immediately provide emergency power to selected areas of the campus. To report a minor, localized power outage, call Campus Security: (701) 570-6699. Keep flashlights and batteries in key locations throughout your work areas.

### 3.1 In case of a major, campus-wide power outage:

- Remain calm.
- Follow directions from Campus Security for immediate action.
- If evacuation of a building is required, seek out people with special needs and provide assistance.
- Laboratory personnel should secure all experiments and unplug electrical equipment before evacuating. All chemicals should be stored in their original locations.

Provide natural ventilation by opening all windows and doors. If this is not possible or natural ventilation is inadequate, evacuate the laboratory until power is returned.

- Do not use candles or other types of open flame for lighting.
- Unplug all electrical equipment including computers and turn off light switches.
- Do not use elevators.
- Emergency lighting for exit pathways will function for fifteen to thirty minutes following a power outage. In areas with poor natural light, evacuate promptly.

### 3.2 If people are trapped in an elevator:

- Tell passengers to stay calm and that you are getting help.
- Call Campus Security at (701) 570-6699 and provide information.
- Stay near passengers until police or other assistance arrives, provided it is safe to stay in the building.

## 4. Hazardous Materials

### 4.1 If in an On-Campus Situation

Only trained and authorized personnel are permitted to respond to hazardous materials incidents.

#### 4.1.1 In the case of Hazardous Spills or Leaks:

- Remove yourself from the area, and keep others away. Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area. Stay away from the accident victims until the hazardous material has been identified. Try to stay upstream, uphill and upwind of the accident.
- Call 9-1-1 immediately on or off campus. Provide dispatcher with information about the spill (location, injuries, type of chemicals, amount).
- Leave immediate area but remain nearby to direct emergency personnel to the affected area.
- Advise others to stay out of the immediate area.
- Assist with obtaining information about the material: safety data sheets (SDS), constituents, common use.

#### 4.1.2 In the case of Nonhazardous Spills or Leaks:

- Barricade the area.
- Attempt to contain the spill if possible. Notify Campus Security at (701) 570-6699 if the material is in danger of entering a storm drain or waterway.
- Wear appropriate personal protective equipment (if necessary) while cleaning the spill.
- Notify the area supervisor.

#### 4.1.3 Evacuation:

Authorities will decide if evacuation is necessary based primarily on the type and amount of chemical released and how long it is expected to affect an area. Other considerations are the length of time it should take to evacuate the area, weather conditions and the time of day.

#### 4.1.4 In-Place Sheltering:

Seal space so contaminants cannot enter.

- Close windows and doors.

- Seal gaps under doorways and windows with wet towels and duct tape.
- Seal gaps around window with duct tape and plastic sheeting or other impervious material.
- Turn off ventilation systems.

Immediately after the in-place sheltering announcement is issued, fill up large containers for an additional water supply, and turn off the intake valve to the building. If gas or vapors have entered the building, take shallow breaths through a cloth or towel. Avoid eating or drinking.

#### 4.1.5 Assisting Accident Victims:

- Don't try to care for the victims of a hazardous materials accident until the substance has been identified and authorities indicate it is safe to go near victims. After that point you can move victims to fresh air and call for emergency medical care.
- Remove contaminated clothing and shoes and place them in a plastic bag.
- Cleanse victims who have come into contact with chemicals by immediately pouring water over the skin or eyes for at least 15 minutes, unless authorities instruct you not to use water on the particular chemical involved.

#### 4.2 Off Campus Incident

A major hazardous materials release in close proximity to the college could require sheltering or evacuation of all or part of the campus. A sudden release of hazardous materials may allow little time for an organized response. The appropriate reaction may be advising people to go indoors; close doors and windows; turn off heating, air conditioning and exhaust systems; and seal any openings as feasible. If circumstances permit, the campus population may be directed to designated shelters. Assistance will be provided for disabled individuals and children.

If time permits, evacuation may be the most appropriate protective action to take. Evacuation would most likely occur on notification from county or city officials responsible for managing the incident. The implementation of this protective action at Williston State College will be closely coordinated with the county/city Operations Center (OC) to ensure the timely integration of the traffic flow from the college campus into the routing designated by the county/city.

The Incident Commander will instruct the community to leave campus through specific routes. One or more egress routes may be considered unsafe because of proximity to the incident. Traffic will be controlled and monitored within the campus and at the access/egress control points. An estimate will be made of the number of people/cars leaving the campus. This estimate will be reported to the county/city OC.

Priority use of available campus transportation resources will be allocated first to the disabled and children and then, to the extent available, to others in need. If additional transportation resources are needed, they will be requested through the county/city OC. The Incident Commander will confirm campus evacuation with the county/city during the evacuation for the purpose of judging the progress and at the end to ensure completion. Perimeter and security control of the College will be established. The area will be checked to ensure that everyone is evacuated.

## 5. Radiation

We are naturally exposed to radiation every day of our lives: cosmic radiation from the sun, uranium and thorium from rocks and soil, atmospheric radioactive carbon and radioactive potassium in food and water. Our bodies also contain small amounts of radioactive elements. Every living thing has radioactive carbon in its tissues. Most exposure to man-made radiation comes from medical uses, such as radiology.

### 5.1 Definitions

#### 5.1.1 Radiation

Radiation is energy given off by matter in the form of high speed rays or particles. All matter is composed of atoms. These atoms constantly seek a strong, stable state. As they convert from an unstable to stable form they release excess atomic energy in the form of radiation.

#### 5.1.2 Radiation Sources

Radiation can come from either natural or man-made sources. We are naturally exposed to radiation every day of our lives. Cosmic radiation reaches the Earth from the sun. The rock and soil of the Earth contain radioactive elements such as uranium and thorium. Our bodies also contain small amounts of radioactive elements which become incorporated into our tissues. Radioactive carbon originates in the atmosphere and radioactive potassium can be found in food and water. You may have heard of Carbon-14 testing used by scientists to determine the age of fossils. This is only possible because every living thing has radioactive carbon in its tissues. Most exposure to man-made radiation comes from medical uses, such as radiology.

#### 5.1.3 NORM

This is the acronym for natural sources of radioactive materials and stands for **N**aturally **O**ccurring **R**adioactive **M**aterial. At normal levels, this radiation poses little threat to our health. Also, the fact that our bodies are constantly exposed to radiation helps us to be able to withstand elevated levels for short periods of time with no measurable effects.

#### 5.1.4 Radioactive Decay

The process by which a radioactive material emits energy as it converts to a stable state. The term "half-life" is used to describe approximately how long it takes for half of a mass of radioactive material to undergo decay.

### 5.2 Types of Radiation

There are four types of radiation released from atoms; alpha, beta, gamma and neutron radiation.

- **Alpha particles** are highly charged and the heaviest of the nuclear radiations. Because of their size and weight they are unable to travel very far and have a limited ability to penetrate. They cannot travel more than four to seven inches in the air and can be stopped by a sheet of paper or skin. They can be a hazard if they are inhaled or swallowed.
- **Beta particles** are smaller and travel faster than alpha particles. They can travel several feet in the air and are able to penetrate skin, though they do not usually penetrate deep enough to reach vital organs. They can be stopped by a thin sheet of metal or plastic or a block of wood.
- **Gamma rays** are not particles, but waves of radioactive energy. They travel much further and have more penetrating power than either alpha or beta particles. They can travel as much as a mile in open air and it takes several feet of concrete or several inches of a dense material such as lead to block them.

- **Neutron radiation** occurs when nuclear particles collide with other materials. Neutrons have an exceptional ability to penetrate other materials and are extremely hazardous. Fortunately, this type of radiation is generally only found in a nuclear power plant where it is shielded by steel, concrete and several feet of water.

### 5.3 Radiation can enter the Body

Radiation can enter the body in the following ways:

- **Inhalation** - Gaseous or airborne particles, dust particulates, and matter with radioactive material may enter the body through the lungs. Remember that air itself is not radioactive; radiation is contained in particles carried by the air.
- **Ingestion** - Internal radioactive contamination may enter the body through the gastrointestinal tract by way of contaminated food, drink, and by swallowing contaminated mucous from the nasal area.
- **Absorption** - Radioactive material may be absorbed through the skin or mucous membranes.
- **Puncture or injection** - Radioactive material can penetrate the body through cuts, wounds, and punctures in the skin.

### 5.4 Reducing Radiation Exposure

Time, distance and shielding are the three primary methods of reducing or eliminating exposure to radioactive materials.

- **Time** - Minimize time spent near a radioactive source or radioactive contamination. The less time exposed to the source of radiation, the lower the dose received.
- **Distance** - Maximize the distance from a radioactive source or radioactive contamination. Keep as much distance as possible between oneself and the source of radiation. The farther one is from the source, the lower the dose received.
- **Shielding** - Shielding simply means having something that will absorb radiation between you and the source of the radiation. Keep as much protection between oneself and the source as possible.

### 5.5 What to do if an Accident occurs nearby

The first and most important rule is: Listen to and follow the instructions of your local emergency personnel. Emergency personnel have been trained in how to respond in the event of an incident, including those involving radiological materials. They will provide instructions on how to keep yourself and your family safe.

### 5.6 Should you stay or should you go?

Shouldn't I just try to get as far away from the radiation source as possible? Not necessarily.

In a radiological incident, quite often residents will be instructed to remain in their homes, a concept known as "shelter-in-place." The reason for this is that, if an incident involves alpha or beta particles, your home will provide a tremendous amount of safety as it will block the penetration of these particles. Move to an interior room with few windows or the basement. Turn off all air conditioners and ventilation systems. If you have the materials available, you should seal any cracks in your home where particles may be able to enter. Duct tape and plastic sheeting work well for this purpose. Although you will have to open up the room occasionally to allow fresh air in, you will likely receive much less exposure than if you left your home where you might inhale radioactive materials.

According to the Federal Emergency Management Agency (FEMA), "Ten square feet of floor space per person will provide sufficient air to prevent carbon dioxide build-up for up to five hours, assuming a normal breathing rate while resting."

### 5.7 How to prepare for an Emergency or Disaster

For all disasters, there are three steps you and your family can take which will be extremely helpful.

- **Put together an emergency kit.** Your emergency kit should contain enough materials to sustain you, your family, and those who may shelter with you for a minimum of three days. In addition to food, water and other supplies you should include a battery-powered or hand crank radio and a NOAA Weather Radio with tone alert, and extra batteries for both. At a minimum, you should check your emergency kit every six months.
- **Develop and practice a family emergency plan.** Know where in your home to go during an emergency and how to contact members of your family. For all emergencies you should have a plan for if you stay at home or if you evacuate.
- **Be informed.** Learn about possible hazards and how to respond to each of them. Find out where shelters operate in your community. Be aware of the local emergency messaging and alert systems. Learn about the emergency plans that have been established by your state and local government.

## 6. Terrorism

Terrorism is the use of force or violence against persons or property in violation of criminal laws for purposes of intimidation, coercion or ransom. Terrorism has emerged as a very real threat across our nation and internationally. Any organization, group or individual can be a target or innocent victim of terrorism. In the past 20 years, terrorist attacks upon Americans have included the bombing of the Oklahoma City Federal Building, the 1996 bombing of the Olympics in Atlanta, and the 2001 attacks on the World Trade Center and Pentagon.

Terrorism can take many forms, from an individual with a gun or bomb to groups using chemical, biological or nuclear weapons. Depending on the nature of the attack and type of weapon used, the campus community may be affected by either an on or off campus attack. In many instances the incident may not be immediately identifiable as a terrorist attack. Your response to an incident should follow the guidelines for the type of event that occurs (a detonated bomb should be treated as an explosion).

### 6.1 Terrorists often use threats to:

- Create fear among the public.
- Try to convince citizens that their government is powerless to prevent terrorism.
- Get immediate publicity for their cause.

Acts of terrorism include bomb scares and bombings, cyber (computer-based) attacks, and the use of chemical, biological, nuclear and radiological weapons.

Within the immediate area of a terrorist event, you need to rely on police, fire and other officials for instructions. However, you can prepare in much the same way you would prepare for other crisis events.

### 6.2 General Safety Guidelines

- Be aware of your surroundings.



- Move or leave if you feel uncomfortable or if something does not seem right.
- Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended.
- Promptly report unusual behavior, suspicious or unattended packages, and strange devices to the Campus Security or call 9-1-1.
- Learn where emergency exits are located in buildings you frequent. Plan how to get out in the event of an emergency.
- Be prepared to do without services you normally depend on - electricity, telephone, natural gas, gasoline pumps, cash registers, ATMs and internet transactions.

## 7. Active Shooter

An active shooter is defined as an armed person who has used deadly force on people and continues to do so while having unrestricted access to additional victims. Although active shooter incidents on college campuses are rare events, faculty, staff and students should be ready for any type of emergency.

In the event of an active shooter incident on campus, take the following actions:

- Quickly assess the situation and decide if you should evacuate, take shelter or attempt to incapacitate the shooter. Evacuation should always be used as a first alternative, followed by taking shelter, and lastly attempting to incapacitate the shooter. Remain calm and assist others.
- Call 911 and notify the dispatcher of the following, as applicable: location of active shooter, building name and number, outdoor locations, physical description, types of weapons used by the active shooter and the number of victims, if known. If you cannot speak, leave the line off the hook and allow the dispatcher to listen. If possible, call Campus Security at (701) 570-6699 after calling 911.
- Evacuate to safety. If there is an accessible escape path, attempt to evacuate the facility. Leave your belongings behind and attempt to help others escape if possible. Prevent other individuals from entering an area where the active shooter may be. Once law enforcement arrives, keep your hands visible at all times and follow their instructions.
- If evacuation is not possible, hide in an area out of the active shooter's view that provides protection if shots are fired in your direction. If the door does not lock, blockade. Silence your cell phone, hide behind large furniture or equipment and remain quiet.
- If there is no other option, attempt to disrupt and/or incapacitate the active shooter. If necessary, act as aggressively by yelling and using whatever weapons can be fashioned from immediate surroundings. A disrupted shooter's aim will fail. If others are with you, act as a team to disrupt or incapacitate the shooter.
- Law enforcement will proceed directly to the area in which the last shots were heard. Officers may shout commands, push individuals to the ground, and use flash-bangs or pepper spray to control the situation. In this situation be certain to remain calm, immediately raise hands and spread fingers, avoid pointing, screaming or yelling, avoid quick movements and follow law enforcement instructions.

- Law enforcement will give an all clear notification when they deem it is safe to return to work stations.

## 8. Bomb Threat

If you observe a suspicious object or potential bomb on campus, **do not touch the object**. Clear the area and immediately call 9-1-1 first then Campus Security at (701) 570-6699.

For a bomb threat, immediately call 9-1-1 then notify Campus Security at (701) 570-6699. Any person receiving a phone call bomb threat should obtain the following information from the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does the bomb look like?
- Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- Time of the call.
- Age and sex of the caller.
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.
- Background noise.

**Do not activate the building alarm.** Do not touch suspicious objects. Do not open cabinets, drawers, or closets. Do not turn lights or office equipment on or off. Due to the special nature of a bomb threat, evacuation procedures, rally points, and gathering sites for evacuees are restricted and have not been provided. When Campus Security arrives, follow their instructions exactly. Law enforcement personnel will conduct a detailed bomb search. If you encounter a bomb or explosive device, you should leave the area when notifying Campus Security, as many explosive devices are activated using a cell phone signal.

**Important:** *In the case of a bomb threat, only the President of the College or designee has the authority to evacuate a facility or part of a facility, or to enter or remain in an evacuated facility. Vice Presidents, department heads, faculty, or staff may not order evacuation or remain in or enter an evacuated facility.*

## 9. Violent or Criminal Behavior

Threats may be statements of intention or expressions of strong emotion. They can be indirect or direct, verbal or nonverbal. Shaking a fist or pounding the desk, throwing things, and showing a weapon are all examples of nonverbal threats. Verbal threats may be indirect expressions of frustration or anger directed toward a person or office, or they may be direct statements of the intention to harm. These situations are complex, and it is not expected that individuals will be able to assess whether the threat is serious and might actually lead to harm. However, it is expected that college employees consider any threat or display of hate as potentially serious.

Most people who commit violent acts exhibit warning signs. It is important to take seriously any behaviors or words that imply threat and consult appropriate people to assess the risk and plan interventions.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you observe a suspicious person on campus, immediately notify

Campus Security at (701) 570-6699 and report the incident. If you observe criminal behavior on campus dial 9-1-1 and report it.

### 9.1 For an Angry or Hostile Customer or Co-Worker

- Stay calm.
- Listen attentively.
- Maintain eye contact.
- Be courteous. Be patient. Be respectful.
- Keep the situation in your control.

### 9.2 If Shouting, Swearing and Threatening Continues

- Signal a co-worker or supervisor that you need help. (Have a prearranged code or alarm system.)
- Do not make any calls yourself.
- Have someone call Campus Security at (701) 570-6699.

### 9.3 If you are Threatened with a Gun, Knife, or Other Weapon

- Stay calm. Quietly signal for help using an alarm or code system.
- Maintain eye contact.
- Stall for time.
- Keep talking - but follow instructions from the person who has the weapon.
- Don't risk harm to yourself or others.
- Never try to grab the weapon.
- Watch for a possible chance to escape to a safe area.

## 10. Transportation Accident

### 10.1 Aircraft Accident

In the event a mishap occurs such as an explosion or a downed aircraft on campus, take the following action:

- Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.
- After the effects of the explosion, or aircraft fire has subsided, notify police, fire and ambulance by dialing 9-1-1. Give your name and describe the location and details of the aircraft accident.
- If necessary, or when directed to do so, activate the building fire alarm. Remember **you must always report the emergency by telephone** even if you have already pulled the building fire alarm. Few alarm systems are wired directly to first responders.
- When the building evacuation alarm is sounded or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
- Remember that elevators are reserved for persons with disabilities. Never use an elevator in a fire or explosion because electric power is likely to fail in both cases leaving you trapped.
- Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet away from the affected building. Stay there.
- Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Know your area assembly points.
- Immediately notify emergency personnel of any injured people or if individuals remain in the affected building.
- If requested, assist emergency crews as necessary.

- Do not return to an evacuated building unless told to do so by emergency personnel, building or College officials.
- A campus incident command post may be set up near the disaster site. Keep clear, unless you have official business.

### 10.2 Train/Railroad Accident

In the event a mishap occurs such as a railcar explosion, vehicle/train collision, or a train derailment close to the campus, take the following action:

- In the event of a railcar explosion, take cover immediately underneath or behind objects that will give protection against falling glass and debris.
- After the effects of the accident have subsided, notify police, fire, and ambulance by dialing 9-1-1. Give your name and describe the location and details of the accident.
- Treat the accident as a potential hazardous materials site. Do not approach the area unless it is safe to proceed. Potential hazardous materials are diesel fuel from the train engine as well as other items transported on the train.
- A train derailment could impact many areas of the campus and could be potentially deadly. The principle hazards would be: explosion, fire, asphyxiation or poisoning, flying metal, corrosion or chemical reaction, and chemical or cold burns.
- If outside, walk into the wind to keep hazardous materials and any plume behind you.
- Be prepared to shelter in place if the building you are in cannot be evacuated without putting occupants in danger.
- If the building evacuation alarm is sounded or when told to leave by College officials walk quickly to the nearest marked exit and ask others to do the same.
- Remember that elevators are reserved for persons with disabilities. Never use an elevator in a fire or explosion because electric power is likely to fail leaving you trapped.
- Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet away from the affected building. Stay there.
- Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Immediately notify emergency personnel of any injured people or if individuals remain in the affected building or at the accident site.
- If requested, assist emergency crews as necessary.
- A campus incident command post may be set up near the disaster site. Keep clear, unless you have official business.

### 10.3 Motor Vehicle Accident

#### 10.3.1 If you are involved in a motor vehicle crash

- Take a breath and remain calm.
- Check yourself and others for injuries. If you are in doubt of an involved party's injuries, call 9-1-1.
- If able, move vehicles out of traffic to a safe location and activate hazard lights.
- Notify Campus Security at (701) 570-6699 and the Williston Police Department at (701) 577-1212.



- Do not leave the scene of the accident until the police release you from the scene.

### 10.3.2 If you witness a motor vehicle crash

- Call 9-1-1 or the Williston Police Department at (701) 577-1212. Notify dispatch of the location of the incident, the number of types of vehicles involved, and if any pedestrians or bicyclists were involved in the event. Also be sure to specify the number of injured parties and the type of injuries, if known.
- Notify Campus Security at (701) 570-6699.
- DO NOT attempt to move the injured unless it is more dangerous to leave them where they are (i.e. in the event of a car fire).
- Attempt to keep the victims calm and reassure them that assistance is on the way.
- Upon arrival of emergency personnel, notify them of the number of injured and their locations. Remain on the scene until released by police.

## 11. Weather Emergencies

### 11.1 Extreme Heat

A heat wave is an extended period of abnormally and uncomfortably hot and unusually humid weather. A heat wave lasts typically two or more days. These conditions can be dangerous and even life-threatening if the proper precautions are not taken. Stay informed about the types of medical conditions that can result from heat waves, and the proper first aid measures that should be taken.

#### 11.2 Before a Heat Wave

- Prepare for a heat wave by checking to see if your home's cooling system is working properly.
- Make sure your home is well insulated and that you have weather stripping around your doors and window sills to keep the cool air inside.
- Plan on being inside a cool building during the hottest time of the day.

#### 11.3 During a Heat Wave

- Avoid strenuous outdoor activities.
- Make sure you remain properly hydrated by drinking plenty of water and limiting intake of alcoholic beverages.
- Eat light, well-balanced meals.
- Dress in light, loose-fitting clothing.
- Never leave children or pets alone in a closed vehicle.

### 11.4 Watches and Warnings

#### 11.4.1 Heat Advisory

A Heat Advisory is issued within 12 hours of the onset of the following conditions: heat index of at least 105°F but less than 115°F for less than 3 hours per day, or nighttime lows above 80°F for 2 consecutive days.

#### 11.4.2 Heat Index

The Heat Index or the "Apparent Temperature" is an accurate measure of how hot it really feels when the Relative Humidity is added to the actual air temperature.

### 11.5.2 Floods

A flood is any high flow, overflow, or inundation by water which causes or threatens damage. Floods are the most common and widespread of all natural disasters.

#### 11.5.2.1 Before a Flood

- If flooding is likely, and time permits, move essential items and furniture to upper floors of your building.
- Most importantly, move to a safe area before safe exit is cut off by flood water.

#### 11.5.2.2 During a Flood

- Stay on higher ground; avoid areas subject to sudden to flooding.
- Do not attempt to cross through an area of flowing water if it is above your knees.
- Do not attempt to drive over a flooded road. You could become stranded and trapped.
- If your vehicle stalls while traveling through the predicted pathway of the flood, abandon it immediately and seek higher ground. Many people drown while trying to rescue their car.
- Do not let children play near storm drains.

## 12. Severe Thunderstorm

### 12.1 Before a Thunderstorm

- Help people with special needs to a safe place.
- Stay indoors, do not exit the building or use elevators.
- Remain calm and alert.
- Listen for information and instructions from emergency personnel.

### 12.2 During a Thunderstorm

If Indoors:

- Stay indoors. Do not exit buildings or use elevators. You could be trapped in an elevator if power is lost. Locate an interior room.
- Go directly to an enclosed, windowless area in the center of the building. Corners or building support columns are best. Avoid the middle of interior walls.
- Stay away from all windows and large glass objects.
- Crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Avoid being underneath heavier objects such as lights, wall hangings and other items, which may fall.
- Remain inside until storm has passed or you are cleared to leave.
- Do not use matches or lighters in case of leaking natural gas pipes or nearby fuel tanks.
- Help direct people with special needs to a safe place, if necessary.

If Outdoors:

- Move away from trees, buildings, walls and power lines.
- Seek the lowest possible ground (i.e., ditch or small trench). Lie flat in a ditch or low-lying if its the only area available. Never enter an open trench where a cave in or flooding may be possible.
- Stay away from power lines and puddles with wires in them. They may be live.

- Do not use matches or lighters, in case of leaking gas pipes or fuel tanks.
- Remain in position until noise and high winds have stopped.
- Do not enter any building that is deemed or looks unsafe.

### 12.3 During a Thunderstorm with Lighting and/or Hail

#### Lighting:

- Seek protective shelter immediately.
- If outdoors, do not stand underneath tall isolated objects. Avoid projecting above the surrounding landscape. Seek shelter in a low area under a thick growth of small trees. Avoid open areas, and seek low areas such as a ravine or valley.
- Get off or away from open water as well as metal equipment or small metal vehicles (motorcycles, bicycles, golf carts, etc.). Stay away from wire fences, clotheslines, metal pipes and rails. If you are in a group in the open, spread out, keeping people several yards apart.
- Remember, lightning may strike many miles from the parent cloud. If you feel your hair stand on end, lightning may be about to strike you. Drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

#### Hail:

- Seek protective shelter immediately.
- Remain indoors or under protective shelter until hail has stopped, usually 5-10 minutes.

### 12.4 Watches and warnings

#### 12.4.1 Severe Thunderstorm Watch

A Severe Thunderstorm Watch is issued when conditions are favorable for the development of severe thunderstorms. A severe thunderstorm is a thunderstorm that produces 3/4 inch hail or larger in diameter and/or winds equal or exceed 58 miles an hour. Watches are usually issued for a duration of 4 to 8 hours, and are normally issued well in advance of the actual occurrence of severe weather. During the watch, people should review severe thunderstorm safety rules and be prepared to move a place of safety if threatening weather approaches.

#### 12.4.2 Severe Thunderstorm Warning

A Severe Thunderstorm Warning is issued when either a severe thunderstorm is indicated by radar or a spotter reports a thunderstorm producing hail 3/4 inch or larger in diameter and/or winds equal or exceed 58 miles an hour. People in the affected area should seek safe shelter immediately. Severe thunderstorms can produce tornadoes with little or no advance warning. Lightning frequency is not a criteria for issuing a severe thunderstorm warning. They are usually issued for a duration of one hour. They can be issued without a Severe Thunderstorm Watch being already in effect.

## 13. Tornado/High Winds

### 13.1 Before a Tornado/Wind Storm

- Tornadoes and windstorms are common in North Dakota. Tornadoes are the most concentrated and violent storms produced by the earth's atmosphere, and can produce winds in excess of 300 mph. Tornadoes and windstorms are usually caused by the intense local thunderstorms, and are common between April and October.

- Stay Informed. Weather radios enable you to monitor weather related forecasts, watches and warnings 24 hours a day direct from the [National Weather Service](#).

### 13.2 During a Tornado/Wind Storm

#### 13.2.1 If you are indoors:

- Move to lower floors in multistory buildings and away from windows or other objects that could fall. The areas which would be utilized as fallout shelters would provide the best protection. Stay near inside walls when possible.
- Keep calm. Even though a warning has been issued the chance of a tornado striking your building or location is very slight.

#### 13.2.2 If you are outdoors:

- Move into a building and avoid downed electric power lines, utility poles and trees.

#### 13.2.3 If you are driving:

- Pull off the road and stop away from trees. If possible, walk into a safe building. Avoid overpasses, power lines and other hazards.
- Listen to your radio for emergency instructions.

### 13.3 After a Tornado/Wind Storm

- Check yourself and those around you for injuries.
- Evacuate damaged buildings. Do not re-enter until declared safe by authorities.
- Call 9-1-1 only to report a life threatening emergency.
- If you smell gas or hear a hissing sound indoors, open windows and leave the building. Turn off the gas source and call your gas company. Do not use matches, candles, open flames or electric switches indoors.
- Monitor your portable or weather radio for instructions or an official all clear notice. Radio stations will broadcast what to do, the location of emergency shelters, medical aid stations, and the extent of damage.

### 13.4 Watches and Warnings

#### 13.4.1 High Wind Watch

A High Wind Watch is issued when there is the potential of high wind speeds developing that may pose a hazard or is life threatening.

#### 13.4.2 High Wind Advisory

A High Wind Advisory is issued when high wind speeds may pose a hazard.

#### 13.4.3 High Wind Warning

A High Wind Warning is issued when high wind speeds may pose a hazard or is life threatening.

#### 13.4.4 Tornado Watch

A Tornado Watch is issued when conditions are favorable for the development of tornadoes in and close to the watch area. Watches are usually issued for a duration of 4 to 8 hours, and are normally issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move a place of safety if threatening weather approaches.

#### 13.4.5 Tornado Warning

A Tornado Warning is issued when a tornado is indicated by radar or sighted by spotters. People in the affected area should seek safe shelter immediately. Warnings can be issued without a Tornado Watch being already in effect. They are usually issued for a duration of around 30 minutes.

## 14. Winter Storm

### 14.1 Before a Winter Storm

- Stay Informed. Listen to the radio or television for latest weather information.
- If roads have been closed, do not attempt to travel.
- Have a plan for an extended power outage. Winter storms have the potential to knock power lines to the ground and disrupt electric service for an extended period of time. It may be necessary to move into another facility/building to prevent injury.

### 14.2 During a Winter Storm

Should conditions worsen during the day, administration may decide to close the College early. When such a determination is made, you will be notified through the proper channels.

- Stay safe, warm, dry and calm.
- Do not drive unnecessarily. Of deaths related to ice and snow, 70 percent occur when people are stranded in cars or involved in accidents. If you must drive, bring necessary supplies.
- Dress warm enough to prevent frostbite and hypothermia.
- Do not go outside if you don't have to.

#### 14.2.1 If you are in a vehicle:

- In extreme cold or in heavy snow, stay with your car until you can be rescued. Do not leave your car unless you know exactly where you are, how far it is to possible help, and are certain you will improve your situation.
- Keep at least one window open slightly. Heavy snow and ice can seal a car shut. It also allows in fresh air to avoid carbon monoxide poisoning.
- Make sure the exhaust pipe is not blocked, which would cause dangerous fumes to back-up inside the car. Run the engine and heater for about 10 minutes every hour or so depending upon the amount of gas in the tank.
- Make yourself visible to rescuers. To attract attention, light two flares and place one at each end of the car a safe distance away. Hang a brightly colored cloth from your antenna. Tie a bright cloth to your antenna or door to alert rescuers.
- Turn on your dome light, at night, when running the engine.
- Raise the hood indicating trouble after snow stops falling.
- Exercise from time to time by vigorously moving arms, legs, fingers and toes to keep blood circulating and to keep warm.
- To protect yourself from frostbite and hypothermia use woolen items and blankets to keep warm.
- Eat a hard candy to keep your mouth moist.

### 14.3 Winter, Your Car and You

Driving in the winter means snow, sleet, and ice that can lead to slower traffic, hazardous road conditions, hot tempers and unforeseen dangers. To help you make it safely through winter,

here are some suggestions from the National Safety Council to make sure that you and your vehicle are prepared.

#### 14.3.1 Weather

At any temperature—20 degrees Fahrenheit below zero or 90 degrees Fahrenheit above—weather affects road and driving conditions and can pose serious problems.

It is important to listen to forecasts on radio, TV, cable weather channel, or forecasts in the daily papers.

#### 14.3.2 Your Car

Prepare your car for winter. Start with a checkup that includes:

- Checking the ignition, brakes, wiring, hoses and fan belts.
- Changing and adjusting the spark plugs.
- Checking the air, fuel and emission filters, and the PCV valve.
- Inspecting the distributor.
- Checking the battery.
- Checking the tires for air, sidewall wear and tread depth.
- Checking antifreeze level and the freeze line.

Your car should have a tune-up (check the owner's manual for the recommended interval) to ensure better gas mileage, quicker starts and faster response on pick-up and passing power.

#### 14.3.3 Necessary Equipment

An emergency situation on the road can arise at any time and you must be prepared. Following the tune-up, a full tank of gas, and fresh anti-freeze, your trunk should carry:

- A properly inflated spare tire, wheel wrench and tripod-type jack
- A shovel
- Jumper cables
- Tow and tire chains
- A bag of salt or cat litter
- Tool kit

#### 14.3.4 Essential Supplies

Be prepared with a "survival kit" that should always remain in the car. Replenish after use. Essential supplies include:

- Working flashlight and extra batteries
- Reflective triangles and brightly-colored cloth
- Compass
- First aid kit
- Exterior windshield cleaner
- Ice scraper and snow brush
- Wooden stick matches in a waterproof container
- Scissors and string/cord
- Non-perishable, high energy foods like unsalted canned nuts, dried fruits, and hard candy

In addition, if you are driving long distances under cold, snowy, and icy conditions, you should also carry supplies to keep you warm, such as heavy woolen mittens, socks, a cap, and blankets.

## 14.4 Watches and Warnings

#### 14.4.1 Winter Storm Watch

A winter storm watch is issued when there is a potential for heavy snow or significant ice accumulations, usually at least 24 to 36 hours in advance.

#### 14.4.2 Winter Weather Advisory

A winter weather advisory is issued when a low pressure system produces a combination of winter weather (snow, freezing rain, sleet, etc.) that present a hazard, but does not meet warning criteria.

#### 14.4.3 Winter Storm Warning

A winter storm warning indicates when a winter storm is producing or is forecast to produce heavy snow or significant ice accumulations.

#### 14.5 Winter Survival Kit Smartphone App

The Winter Survival Kit smartphone app will help you find your current location, call 911, notify your friends and family, calculate how long you can run your engine to keep warm and stay safe from carbon monoxide poisoning. You can use the Winter Survival Kit app to store important phone and policy numbers for insurance or roadside assistance. You also can designate emergency contacts you want to alert when you become stranded.

Winter Survival Kit will alert you every 30 minutes to remind you to periodically turn off your engine and to check your exhaust pipe for snow buildup. These alerts are critical in helping you avoid deadly carbon monoxide poisoning. Winter Survival Kit also provides information on how to put together a physical winter survival kit and prepare your vehicle for winter driving, and how to stay safe when stranded in a winter storm. The app was developed by NDSU Extension Service and Myriad Devices, and funded with USDA National Institute of Food and Agriculture Smith-Lever Special Needs grants.

### 15. Fire Emergencies

#### 15.1 During a Fire

To escape a fire, you should:

- Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat - burning those areas could impair your ability to escape a fire (i.e., ladders and crawling).
- **Hot Door** - Do not open. Escape through a window. If you cannot escape, hang a white or light-colored sheet outside the window, alerting fire fighters to your presence.
- **Cool Door** - Open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door and close it behind you. Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor.
- Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling.
- Close doors behind you as you escape to delay the spread of the fire.
- Stay out once you are safely out. Do not reenter. Call 9-1-1.

#### 15.2 After a Fire

The following are guidelines for different circumstances in the period following a fire:

- If you are with burn victims, or are a burn victim yourself, call 9-1-1; cool and cover burns to reduce chance of further injury or infection.
- If you detect heat or smoke when entering a damaged building, evacuate immediately.
- If you are a tenant, contact the landlord.
- If you have a safe or strong box, do not try to open it. It can hold intense heat for several hours. If the door is opened before the box has cooled, the contents could burst into flames.
- If you must leave your home because a building inspector says the building is unsafe, ask someone you trust to watch the property during your absence.

#### 15.3 Clothing on Fire (Stop, Drop and Roll)

- Roll person around on the floor to smother the flames.
- Only drench with water if safety shower is immediately available.
- Obtain medical attention. Call 9-1-1.
- Report incident to supervisor.

#### 15.4 Using a Fire Extinguisher

Only use a fire extinguisher if the fire is very small and you have been trained to do so safely. If you cannot put out the fire, leave immediately and make sure the building alarm is activated and emergency personnel notified.

### 16. Medical Emergencies

Persons administering first aid must be aware of the possible life threatening effects of pathogens as a result of exposure to bodily fluids. Life saving techniques should be administered according to current Red Cross guidelines to avoid exposure to pathogens.

Do not attempt procedures or techniques beyond your abilities or training. In the most common case of a minor injury or illness, provide first aid care only to the extent of your training (Red Cross First Aid, CPR, etc.). With more serious injuries or illnesses, call 9-1-1 for assistance. For minor injuries or illness call Campus Security at (701) 570-6699.

When the dispatcher answers be ready to give your name, describe the nature and severity of the injury or illness, and the location of the victim.

In the case of serious injury, trained personnel should quickly perform the following steps:

1. Do not move the victim unless imminent danger exists (fire, structural damage, chemical spill, toxic fumes, explosion, etc.).
2. Keep the victim still and comfortable.
3. Ask the victim, "Are you okay? What is wrong?"
4. Check breathing and give artificial respiration if necessary.
5. Control bleeding by applying direct pressure on the wound.
6. Look for emergency medical ID on the victim.
7. Question witnesses and be ready to give all information to the paramedics when they arrive.
8. Stay with the victim until help arrives.
9. Every office and department on campus should have persons trained in first aid and CPR. Training is available through the local [American Red Cross](#).

## 17. Civil Disturbance or Demonstration

Most campus demonstrations such as marches, meetings, speeches, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Interference with the normal operations of the College.
- Prevention of access to offices, buildings or other College facilities.
- Threat of physical harm to persons or damage to College facilities.

If any of these conditions exist, Campus Security should be notified and will be responsible for updating the Operations Center (OC) on any developments. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

### 17.1 Peaceful, Non-obstructive Demonstrations

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked, and efforts should be made to conduct College business as normally as possible.

If demonstrators are asked to leave, but refuse to leave by regular facility closing time:

- Arrangements will be made by the OC to monitor the situation during non-business hours.
- Determination will be made whether or not to treat the violation of regular closing hours as a disruptive demonstration.

### 17.2 Non-violent, Disruptive Demonstrations

In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:

- Demonstrators will be asked to terminate the disruptive activity by Campus Security or a designee.
- The OC will consider having a photographer or video camera available for verification/documentation purposes.
- Key College personnel and student leaders will be asked by the Vice President of Student Affairs or the Campus Safety Director to go to the area and persuade the demonstrators to desist.
- The Vice President of Student Affairs or a designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by Campus Security/civil authorities.
- Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs or video tape recordings if deemed advisable.
- After consultation with the President and the Executive Council by the OC, the need for an injunction and intervention of Campus Security/civil authorities will be determined.
- If determination is made to seek the intervention of Campus Security/civil authorities, the demonstrators should be so informed. Upon arrival of the police, the remaining demonstrators will be warned of the intention to arrest.

## 17.3 Violent, Disruptive Demonstrations

- In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President and the Executive Council will be notified by the OC.
- Campus Security will take action to prevent further escalation and to save lives and College property.
- OC will consider courses of action to be presented to include a recommendation to ask for local law enforcement assistance.
- College Relations will be notified and asked for assistance to document (videotape or photograph) the event.

## 18. Emergency Procedures

### 18.1 Purpose

This plan applies to all people on campus. Its purpose is to establish procedures, duties, plans, and training for college personnel in the event of an emergency and to guide all individuals to safety.

### 18.2 Emergency Contacts

Contact 9-1-1 in the event of an emergency. If the emergency is beyond the scope of 9-1-1 emergency personnel, or has the potential of developing into a crisis, an Executive Cabinet member should be notified immediately. If in doubt of the extent, or potential extent, of the emergency, contact an Executive Cabinet member. The Executive Cabinet member will make the determination of level of emergency and appropriate action.

|  |                  |
|--|------------------|
| <b>Emergency Fire, Ambulance, Police</b>         | <b>911</b>       |
| <i>Executive Cabinet Members office numbers:</i> |                  |
| WSC President                                    | (701) 774-4233   |
| Chief Financial Officer                          | (701) 774-4250   |
| VP for Academic Affairs                          | (701) 774-4231   |
| VP of Student Affairs                            | (701) 774-4585   |
| VP of College Advancement                        | (701) 572-9275   |
| CEO Train ND                                     | (701) 774-4246   |
| Campus Security                                  | (701) 570-6699   |
| <i>Non-Emergency Contacts:</i>                   |                  |
| Safety Officer                                   | (701) 774-4528   |
| Williams County Disaster Emergency Service       | (701) 577-7707   |
| Williston Family Crisis Shelter/Center           | (701) 572-0757   |
| Mercy Medical Center                             | (701) 774-7400   |
| Williston Police Department                      | (701) 577-1212   |
| Williams County Sheriff's Office                 | (701) 577-7700   |
| Williston Fire Department/Ambulance Service      | (701) 572-3400   |
| Northwest Narcotics Task Force                   | (701) 577-7711   |
| Williston FBI Office                             | (701) 713-4112   |
| Rape Victim Hotline                              | 1 (800) 472-2911 |
| Poison Center                                    | 1 (800) 732-2200 |
|  | 1 (800) 231-7724 |

## 19. WSC-Alerts

The Campus Emergency Notification System, is used to notify students, faculty, and staff of vitally important information in emergency situations. An "emergency" means a situation that

poses an immediate threat to the health or safety of someone in the institution or system community or that significantly disrupts institution or system programs and activities, such as school closing. In case of a campus emergency, WSC-Alerts will send out a message by telephone, text message, and/or email.

#### 19.1 For WSC Students:

- Assurance NM (telephone and text)
- Moodle
- Campus Warning Sirens
- WSC's website
- Emergency Social Media (Facebook, Twitter)
- Campus email
- KUMV-TV (local NBC station)
- KEYZ radio (660 am)

In order to set up the Campus Emergency Notification System:

- Log into your CampusConnection using your student ID number and select "Emergency Notification Update."
- Enter the phone number where you can be reached most quickly in the event of an emergency.
- If you wish to receive text messaging, enter your cell phone number as your phone number and you will receive both text messages and telephone calls to that cell number.
- If you wish to receive emails, enter your email address and you will receive emails to that email address.
- Be sure to select "Submit Changes" at the bottom of the screen authorizing the selections made.

#### 19.2 For WSC Faculty & Staff:

It is required by the NDUS that all Williston State College employees have on file with HR/Payroll an emergency notification phone number(s) in the event it is necessary to release immediate emergency or important campus information. This includes all full-time, part-time, and student employees.

#### 19.3 Parent Emergency Notifications

Parents can also find up-to-date emergency information at:

- WSC's website
- Emergency Social Media
- Local media
- KUMV-TV (local NBC station)

## 20. Emergency Lockdown Procedures

In the event of an emergency campus lockdown:

- Remain calm and encourage others to do the same.
- Immediately cease all activity (i.e. teaching, group work, meetings, etc.).
- If possible, lock and barricade all doors (Doors with key card access will be locked but can be opened from the inside).
- Cover any windows or openings that have a direct line-of-sight into a hallway.
- Close blinds, curtains, etc. and turn off the lights to give the impression of an empty room.
- Keep away from doors and windows.
- Sit on the floor and use any available furniture or desks as cover in order to stay as invisible as possible.

- Immediately silence your cell phone and refrain from use unless calling Campus Security at (701) 570-6699 in order to provide specific details regarding the reason for the lockdown.
- Refrain from using all social media.
- Be as quiet as possible.
- DO NOT respond to anyone at the door until you receive an "all clear" from law enforcement or from Assurance NM.
- If law enforcement has directed you to leave the room, assist others in moving as quickly and quietly as possible.
- Unless there is a fire, do not sound the fire alarm. Individuals may be endangered when attempting to evacuate the building. If a fire alarm goes off during a lockdown, do not evacuate unless you smell smoke or see fire.
- If you are outside of a campus building when a lockdown is announced, and it is safe to do so, run to the nearest building and follow the abovementioned instructions. If it is not safe to run into a building, hide behind a large, heavy object (i.e. automobile, tree, etc.). Notify Campus Security at (701) 570-6699 when it is safe for you to do so.
- Be aware of all possible alternate exits in your area if it becomes necessary to flee.

## 21. Emergency Preparedness in the Classroom

Emergency Preparedness in the classroom is a necessary function of our overall campus readiness. Students look to the instructor for guidance and definitive action during an emergency. Faculty is presented with a unique challenge in emergency planning as they travel between buildings and classrooms delivering lectures and guiding lab activities.

#### 21.1 For Instructors:

- Clearly cover the basic emergency procedures for the class during the first week of class (*10 minutes of pre-planning can save lives*).
- Know how to report an emergency from the classroom.
- Communicate the evacuation route and assembly area outside of the building in case of emergency.
- Ask students if they have emergency training such as CPR or first aid and be prepared to call on them in an emergency.
- Evacuate the classroom if a medical emergency occurs to allow emergency responders to access the victim.
- Persons with disabilities, who self-identify, should be able to provide information on special assistance needs if an emergency occurs. Persons with disabilities may need assistance leaving the building during an evacuation.
- **Most importantly, provide leadership if an emergency arises and flowing emergency procedures for all building alarms and emergencies.**

#### 21.2 Reporting an Emergency

Notify Campus Security at (701) 570-6699. State the nature of the emergency, and remain on the line until you have been advised to hang up.

#### 21.3 Evacuating the Classroom

- Know the evacuation routes for your classroom.
- Use the nearest exit.
- **All fire alarms are mandatory evacuation.**

#### 21.4 After an Evacuation



- Designate an emergency assembly area for your class outside of the building in case of evacuation.
- Ensure that the entire class knows the location and use it to account for students during an evacuation.
- Instructors, as your class is evacuating the classroom, ensure that everyone is leaving the building.

#### **21.5 Evacuating Individuals with Disabilities**

- All persons (including those who are disabled) should proceed toward the nearest safe emergency exit and exit the building with the help of others, if necessary. Those with physical disabilities, which make exiting by stairs impossible (e.g., wheelchair), should exit into the stairwell landing. Stairwell landings in all buildings are considered the “Area of Refuge,” as these areas have additional fire protection due to building codes and emergency responders are trained to check all stairwells first as part of their rescue procedures.
- If previous arrangements have not been made, a disabled person should request help from others in the area in order to exit the building. If this is not successful, proceed to an “area of refuge” which should be a fire exit stairwell or an otherwise designated location. It is best to know, ahead of time, where an “area of refuge” is located. It is strongly recommended to have some form of communication to the outside world from an “area of refuge” – cell phone, emergency phone, etc., or let someone else know so this information can be provided to emergency responders. Close all fire doors behind you.
- If you have a phone available, call Campus Security at (701) 570-6699 and give your name and location or let someone know where you will be, beforehand, so they can relay the information to emergency responders.
- If a disabled person is visiting a department, it is that department’s responsibility to assign sufficient employees or students to assist in evacuation when necessary and to alert Campus Security. The Williston Fire Department takes control of the building in any fire situation – they need to be alerted to any instance where assistance is required to evacuate the building.

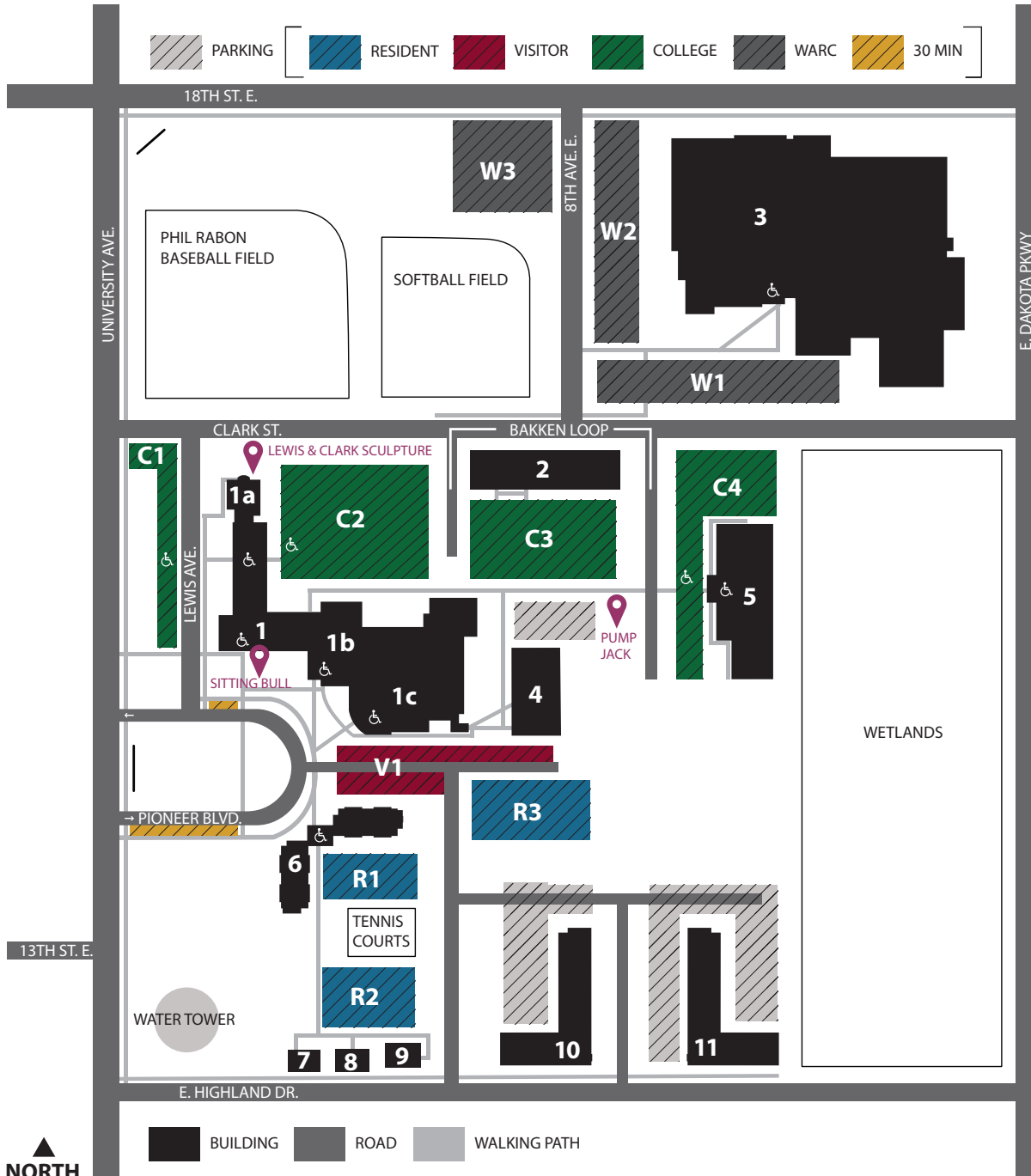
#### **21.6 Violence or an Active Shooter while in a Classroom**

- Call Campus Security at (701) 570-6699 and notify them of the situation.
- Secure the classroom by locking the doors and windows.
- Block the door with desks, chairs, or tables.
- Move away from windows and behind items that can offer protection.
- Everyone in the classroom should silence their cell phones and avoid posting on social media.
- Treat anyone who is injured by using basic first aid (apply pressure to wounds and elevate bleedings arms or legs).

## **22. Designated Shelter Locations and Assembly Points**

The following are Designated Shelter Locations:

| <b>Building</b>  | <b>Campus Map Reference No.</b> | <b>Shelter Location</b>                             | <b>Assembly Points</b>  |
|--|---------------------------------|---|---|
| Stevens Hall (Main Building)                                     | 5                               | Lower level of Skadeland Gym                        | South (Front) Parking Lot or North (Rear) Parking Lot of Stevens Hall |
| Thomas Witt Leach Health Science & Sports Complex (aka The Well) | 7                               | Lower level of "The Well" Southwest Concession Area | South (Front) Parking Lot of Stevens Hall                             |
| Art Wood Building  | 8                               | Lower level of "The Well" Southwest Concession Area | North (Rear) Parking Lot of Stevens Hall                              |
| Crighton Building  | 3                               | Lower level of "The Well" Southwest Concession Area | North (Rear) Parking Lot of Stevens Hall                              |
| Frontier Hall  | 11                              | Lower level of "The Well" Southwest Concession Area | Tennis Courts   |
| Abramson Hall  | 12                              | Lower level of Abramson                             | Tennis Courts   |
| Manger Hall  | 13                              | Lower level of Manger                               | Tennis Courts   |
| Nelson Hall  | 14                              | Lower level of Nelson                               | Tennis Courts   |
| CTE Building   | 9                               | Men's and Women's Restrooms                         | North Parking lot of CTE Building                                     |
| The ARC  | 2                               | Men's and Women's Locker Rooms                      | South Parking Lot of the ARC  |



## 1. STEVENS HALL

Classrooms, Learning Commons (library), Academic Affairs, Student Services, Teton Grill, Andrea's (bookstore), Skadeland Gymnasium, Teton Lounge, Student Life, Mental Health Counselor and Administrative, Staff and Faculty offices.

### 1a. SCIENCE CENTER

Labs and Faculty offices for Biology, Anatomy, Physics and Chemistry.

### 1b. LEONARD P. NELSON HEALTH & WELLNESS WING

Health, Physical Education and Nursing classes.

### 1c. THOMAS WITT LEACH COMPLEX (THE WELL)

2,200-seat sports arena, walking track, weight room and Athletic offices.

## 2. CRIGHTON BUILDING

Classrooms, labs and offices for Diesel Technology program. Also houses Adult Education, Testing Center and Disability Support.

## 3. WILLISTON AREA RECREATION CENTER

Community Rec Center with indoor walking/running tracks, cardio/weight lifting areas and indoor waterpark.

## 4. ART WOOD BUILDING

Campus Services offices.

## 5. WESTERN STAR CAREER AND TECHNOLOGY CENTER

Business/Technology, Art, Welding, Petroleum and Massage Therapy classrooms, labs and Faculty offices. Also houses the Marketing Department.

## 6. FRONTIER HALL (CAMPUS HOUSING)

## 7. ABRAMSON HALL (CAMPUS HOUSING)

## 8. MANGER HALL (CAMPUS HOUSING)

## 9. NELSON HALL (CAMPUS HOUSING)

## 10. WSC FOUNDATION APARTMENTS II

## 11. WSC FOUNDATION APARTMENTS I

WSC Foundation. Retail space on lower level includes: DMV, Jason's Barbershop and Jimmy Johns.

## WORKFORCE TRAINING CAMPUS [TRAINND]

Located in the industrial park on the east side of Williston.

**WORKFORCE TRAINING CENTER** | 415 22ND AVE NE

**PETROLEUM SAFETY & TECH CENTER** | 421 22ND AVE NE

Monday-Thursday: 8a-4:30p | Friday: 8a-4p

safety.training@willistonstate.edu

willistonstate.edu/trainND | 701.572.2835

