

## EMERGENCY CONTACT INFORMATION

### CANBY CAMPUS & GRANITE FALLS CAMPUS

Yellow Medicine Sheriff's Office.....320-564-2130  
Emergency Fire/Medical Services.....911  
Emergency Management ..... 320-313-3095

### LUVERNE CENTER

Rock Country Sheriff's Office.....507-283-5000  
Emergency Fire/Medical Services .....911  
Emergency Management ..... 507-283-5065

### PIPESTONE CAMPUS

Pipestone Co. Sheriff's Office.....507-825-6700  
Emergency Fire/Medical Services .....911  
Emergency Management ..... 507-825-1170

### JACKSON CAMPUS

Jackson County Sheriff's Office.....507-847-4420  
Emergency Fire/Medical Services .....911  
Emergency Management ..... 507-847-4774

### MARSHALL MERIT CENTER

Lyon County Sheriff's Office..... 507-537-7666  
Emergency Fire/Medical Services .....911  
Emergency Management.....507-537-6249

### WORTHINGTON CAMPUS

Police Department ..... 507-295-5400  
Emergency Fire/Medical Services .....911  
Emergency Management.....507-372-8214

## Active Shooter

### RUN

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be located.
- Call police when you are safe.

### HIDE

- Hide in an area out of the shooter's view.
- Lock door or block entry to your hiding place.
- Silence your cell phone (including vibrate mode)

and remain quiet.

- Call police if it is safe to do so.

### FIGHT

- Fight as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the active shooter.
- Commit to your actions; your life depends on it.

## Severe Weather/ Tornado

### Severe Thunderstorm Warning

- Move all staff and students indoors.
- Be prepared to shelter-in-place.

- Follow lab safety guidelines (for applicable lab personnel).
- Do not touch downed power lines or any objects that are in contact with downed lines.
- Look out for broken glass and exposed nails.

### Tornado Warning

- Move students and staff to safe area.
- Shelter-in-place
- Do not allow evacuation by vehicles.
- Ensure all persons are in "duck & cover" positions under desks or tables.
- Follow lab safety guidelines (for applicable lab personnel).
- Remain in safe area until warning expires or until emergency personnel have issued "all clear" signal.

## Winter Storm

### Storm (Snow/Ice/Wind)

- Be aware of slip-and-fall hazards associated with wet floors and icy surfaces.
- Wear several layers of loose-fitting clothing, mittens, a hat and a face cover when outdoors.
- Stay dry.
- Be extra cautious in the wind. A strong wind, even in only moderately cold weather, can cause a wind chill far below freezing.
- At the first signs of possible frostbite, redness or pain in any skin area, get out of the cold or protect any exposed skin.
- Watch for hypothermia symptoms: confusion, drowsiness, slurred speech, a drop in blood pressure, shallow breathing and a pinkish tint to the skin.

## Fire/Smoke Alarms

### When Fire or Smoke is Detected

- Pull fire alarm and call police/fire at 911.
- Shut doors, close windows, and turn off lights.
- Evacuate to designated Safe Area. Assume all alarms – fire, smoke, and carbon monoxide – are real.
- Follow appropriate/safe evacuation routes. Take

- alternative exit routes if necessary.
- Do not re-enter buildings until declared safe by emergency personnel.
- Cover your nose and mouth with a wet cloth.
- Test closed doors for heat with the back of your hand or forearm on the lower and upper portions of the door. If it is hot or warm to the touch, do not open; seek an alternate escape route.
- If caught in smoke, drop to your hands and knees and crawl; breathe shallowly through your nose and use your clothing as a filter.
- If you must move through flames, hold your breath, move quickly, cover your head and hair, keep your head down and close your eyes as much as possible.
- If your clothes catch fire, stop, drop, and roll until the fire is out.
- If you are in a room and cannot escape, leave the door closed, stay low to the floor and hang a white or light-colored cloth outside the window.

## Bomb Threat

### Upon Receiving a Message that a Bomb Has Been Planted:

- Immediately call police using a landline, not a cell phone or

- or two-way radio.
- Record Caller ID number/location, if possible.
- DO NOT activate Fire Alarm.
- Utilize Bomb Threat Information Form
- Make visual check of area.
- Report suspicious objects to police at 911.
- If a Suspicious Device is Found:
  - DO NOT TOUCH OR MOVE THE DEVICE.
  - Do not turn on or use a cell phone.
  - Secure the area, preserve the scene, and be aware of the possibility of more bombs.
  - Evacuate the area.
  - Call police at 911.

### Evacuation Procedures

- Check your area (office or classroom) if you do not see anything out of the ordinary then place this binder on the floor in the doorway with the “All Clear” card showing.
- Leave doors and windows open.
- Only take personal effects that can be hand carried.
- Follow the designated evacuation route to a safe area.
- Do not re-enter buildings until declared safe by police.

