



# EMERGENCY RESPONSE GUIDE

This document is intended to be a quick reference for Faculty, Staff and Students for use in the event of an emergency.

EMERGENCY CALL 911					
BROOKLYN PARK CAMPUS 9000 BROOKLYN BOULEVARD, BROOKLYN PARK, MN 55445					
BPC Security Desk 763-488-2655		<b>CAMPUS SECURITY CALL 4141</b>		BPC Security Cell 763-488-2655	
EVENT	DESCRIPTION	RESPONSE STEPS			
<b>FIRE</b>	Observation of smoke or flames, audible fire alarm	If you discover smoke or flames, pull the nearest fire pull station and call 9-911 Give a detailed description of where the fire is	Evacuate the building using the nearest exit; assist others as needed.	Evacuate a safe distance from the building  <b>Do not re-enter the building</b>	Exterior alarm will silence, followed by a single long tone indicating <b>ALL CLEAR</b> to return to the building.
<b>SEVERE WEATHER</b>	Severe Thunderstorm or Tornado Watch/Warning	Weather conditions are continuously monitored. Campus Security will provide alerts as needed.	<b>Severe Weather Watch</b> Be aware of conditions and prepared to take shelter. <b>Locate nearest shelter area</b>	<b>Severe Weather Warning</b> Immediately seek shelter on campus in a designated severe weather shelter area.	Remain in a designated severe weather shelter area until the <b>ALL CLEAR</b> is announced.
<b>MEDICAL EMERGENCY or INJURY</b>	Accident or illness resulting in a medical emergency or injury on campus	Provide immediate aid Do not move the person <b>Contact 911 and Security</b> Give the complete building address and specify what door for responders.	Provide statement and witness information. Security will coordinate getting responders to the victim for treatment	<b>INJURY REPORTING</b> All injuries and exposure incidents occurring on campus must be reported as soon as possible. Employees must complete the State of MN First Report of Injury and submit to Risk Management within 24 hours. <b>Contact Security</b>	
<b>POWER FAILURE</b>	Loss of electricity and lights to any part of the campus	Remain calm, assist others as needed. Move to naturally lit areas if possible.	Assess extent of outage i.e.(isolated to one room, one floor, entire building) <b>Contact Maintenance and Security</b>	Campus Administration will identify the cause and an estimated time of service restoration, and will provide guidance to remain in place or evacuate the Building.	
<b>HAZARDOUS SPILL</b>	Accidental release of any substance that may present a hazard to persons / environment	Large spill - <b>Evacuate</b> <b>Contact 911 and the Director of Health &amp; Safety</b>	Small spill - <b>Contain</b> <b>Contact the Director of Health &amp; Safety</b>	Have anyone exposed remain in a safe area until responders or the Safety Director arrive.	Safety Director will review MSDS for exposure protocols, and coordinate mitigation resources.
<b>BOMB THREAT SUSPICIOUS PACKAGE</b>	Discovery of note/message or phone threat of a bomb on campus	<b>Phone Threat</b> Gather as much information as possible from the caller.  <b>Contact Security</b>	<b>Discovery of note/message or verbal Threat</b>  <b>Contact Security</b>	<b>Discovery of suspicious mail or package</b> Do not move, touch or handle object, isolate the object if possible and safe to do so.  <b>Contact Security</b>	
<b>CAMPUS LOCKDOWN</b>	Incident requiring students/faculty/staff to take shelter to minimize danger	Upon lockdown notification go to nearest office/classroom and secure yourself inside	Close and lock doors if possible. Remain calm, quiet and away from windows.	Remain in the safe area until notified by campus administration or emergency responders that the situation has been resolved.	
<b>BEHAVIOR CONCERN</b>	Person exhibits troubling/disruptive or threatening behavior	<b>Imminent threat to self or others – call 911 and Security</b>	<b>All concerns - contact Security at 763-248-1354</b> Campus Security will immediately respond, gather information and coordinate a referral to the HTC CARE (Campus Assessment, Referral & Education) Team		

**SEE REVERSE FOR BROOKLYN PARK CAMPUS SEVERE WEATHER SHELTER AREAS**