<table>
<thead>
<tr>
<th>Evacuation Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Remain calm</td>
</tr>
<tr>
<td>* Evacuate the building using the designated exit for your area</td>
</tr>
<tr>
<td>* Do not use elevators</td>
</tr>
<tr>
<td>* Take personal belongings</td>
</tr>
<tr>
<td>* Close door behind you - DO NOT LOCK!</td>
</tr>
<tr>
<td>* Follow instructions from emergency officials</td>
</tr>
<tr>
<td>* Assist persons with disabilities or special needs, if possible</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bomb Threat</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Remain calm</td>
</tr>
<tr>
<td>* Evacuate the area</td>
</tr>
<tr>
<td>* If by phone, get as much detail as possible</td>
</tr>
<tr>
<td>* Call 911 and notify President or designee</td>
</tr>
<tr>
<td>* Cooperate with emergency officials</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Activate the fire alarm, call 911</td>
</tr>
<tr>
<td>* Evacuate the area</td>
</tr>
<tr>
<td>* Do not lock doors</td>
</tr>
<tr>
<td>* When safe, call 0 to report fire</td>
</tr>
<tr>
<td>* Do not re-enter unless given permission</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suspicious Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Do not physically confront the person</td>
</tr>
<tr>
<td>* Do not allow anyone access to a locked building</td>
</tr>
<tr>
<td>* Do not block exits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suspicious Object</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Call Facilities Office at 1221</td>
</tr>
<tr>
<td>* Do not touch the object</td>
</tr>
<tr>
<td>* Be prepared to evacuate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Severe Weather</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Move to a safe location or evacuate if needed</td>
</tr>
<tr>
<td>* TMCC is open unless announced by the campus</td>
</tr>
<tr>
<td>* Pay attention to weather announcements on radio, TV or internet</td>
</tr>
<tr>
<td>* Check voice mail, email and radio stations for updates</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Emergencies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Injury / Minor Injury</strong></td>
</tr>
<tr>
<td>* Call 911 for assistance</td>
</tr>
<tr>
<td>* Call President or Designee to report the injury/minor injury</td>
</tr>
<tr>
<td>* Report to Security to complete incident report within 24 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazardous Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Evacuate the spill site</td>
</tr>
<tr>
<td>* Contact Facilities Office at 1221 to report the accident</td>
</tr>
<tr>
<td>* Be specific when reporting chemical spills</td>
</tr>
<tr>
<td>* Close all doors and windows</td>
</tr>
<tr>
<td>* Do NOT switch on lights, computers, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Active Shooter</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Call 911 - Give details</td>
</tr>
<tr>
<td>* Alert others nearby</td>
</tr>
<tr>
<td>* Stay away from open areas</td>
</tr>
<tr>
<td>* Evacuate only if possible</td>
</tr>
<tr>
<td>* Lock yourself in a room</td>
</tr>
<tr>
<td>* Stay calm and wait for police to give all-clear</td>
</tr>
</tbody>
</table>

---

**More Information**

For more information about Emergency Procedures, visit the TMCC website or contact Facilities or Human Resources.

---

4/22/2015
<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
<th>Title</th>
<th>Work Phone</th>
<th>Home Phone</th>
<th>Cell/Pager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>Wes Davis</td>
<td>Manager</td>
<td>477-7853</td>
<td>244-0796</td>
<td>953-7071</td>
</tr>
<tr>
<td></td>
<td>Richard Decoteau</td>
<td>Maintenance</td>
<td>or Ext. 1221</td>
<td>477-3724</td>
<td>278-2479</td>
</tr>
<tr>
<td></td>
<td>Kevin Morin</td>
<td>Maintenance</td>
<td>Ext. 1220</td>
<td></td>
<td>278-9526</td>
</tr>
<tr>
<td></td>
<td>Fabian DeCoteau</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>Dr. Jim Davis</td>
<td>President</td>
<td>477-7865/</td>
<td>246-3607</td>
<td>228-6494</td>
</tr>
<tr>
<td></td>
<td>Kellie Hall</td>
<td>Vice President</td>
<td>Ext. 2050</td>
<td>477-6223</td>
<td>550-9967</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>477-7822/</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ext. 1104</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency</td>
<td>Holly Cahill</td>
<td>HR Manager</td>
<td>477-7938/</td>
<td>477-3953</td>
<td>550-9248</td>
</tr>
<tr>
<td>Manager</td>
<td></td>
<td></td>
<td>Ext. 2935</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Lenora Nioce</td>
<td>Acting Chief of Police</td>
<td>477-6134</td>
<td></td>
<td>550-0336</td>
</tr>
<tr>
<td></td>
<td>Earl Charbonneau</td>
<td>Special Agent</td>
<td>or Ext. 6134</td>
<td></td>
<td>550-0337</td>
</tr>
<tr>
<td></td>
<td>John Rogers</td>
<td>Special Agent</td>
<td>911</td>
<td></td>
<td>550-0338</td>
</tr>
<tr>
<td>Tribal Emergency</td>
<td>Anita Blue</td>
<td>Emergency Manager</td>
<td>477-2695</td>
<td>477-7399</td>
<td>550-1664</td>
</tr>
<tr>
<td>Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Schools</td>
<td>Dr. Lana Decoteau</td>
<td>Superintendent</td>
<td>477-6471</td>
<td>477-6797</td>
<td>550-0026</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>or Ext. 3324</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4/22/15
Disclaimer
These procedures are provided for use in times of emergency. It is intended only as a GUIDELINE for staff to follow. Each emergency is different and some guidelines may not be appropriate for certain situations. We expect all employees to do their utmost to provide for the safety of students and use good judgment and common sense in handling emergency situations.

This plan will be reviewed and updated as needed annually. It will be available on the TMCC website for all students and employees.

Zone leaders are responsible for clearing their zones in the event of an emergency. We expect full cooperation from all employees, students and visitors in the event of an emergency. Anyone choosing not to cooperate in these situations will be responsible for their own personal safety.

This is an essential tool for sharing plans and providing relevant information in case an emergency arises at Turtle Mountain Community College (TMCC) or in the surrounding area. The links below will take you to the recommended procedures¹ for responding to emergencies at TMCC.

To use this tool, simply click on the link below that describes your emergency and follow the instructions.

- Active Shooter
- Bomb Threats
- Civil Disturbances/ Protests
- Fire Emergencies
- Evacuation Procedures
- Hazardous Materials (HAZMAT)
- Infrastructure Failures
- Medical Emergencies
- Suspicious Letters & Packages
- Weather Emergencies
- Workplace Violence/ Criminal Behavior
- Emergency Fact Sheet (Quick Reference Guide)

¹- Some procedures were adapted from the Mayville State College Emergency & Crisis Management Procedures.

What is TMCC’s ALERTNOW?
ALERTNOW is the emergency / information notification system used by TMCC to provide timely information and instructions directly to students, faculty, staff, and others during emergencies or urgent situations.

Why has ALERTNOW been implemented?
Providing a safe campus environment is a top priority. Timely notification of events such as natural disasters and acts of violence will empower students, faculty, and staff to take the appropriate steps to protect their safety.

The ALERTNOW system also will be used to announce weather related closings.

Who is included in ALERTNOW?
Staff, faculty, and students are automatically enrolled in ALERTNOW when they begin at TMCC.

How will it work?
ALERTNOW will use cell-based telephone and text messaging, land lines, and e-mail to inform participants.
Will ALERTNOW be used only for emergencies?

We anticipate using ALERTNOW to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

The ALERTNOW system is used to alert TMCC students and employees of dangerous situations. Dial "0" to notify the operator, who will then dial 911, if an emergency should develop. TMCC officials can activate the ALERTNOW system very quickly and initiate the appropriate action for everyone.
Active Shooter

Active Shooter Outside Building

- Move quickly to a secure room. Lock and barricade by using the area as best you can.
- Close the window shades, turn off the lights, and get down on the floor. Try to remain hidden from anyone outside the room looking in.
- If there are many of you, spread out behind walls, desks, file cabinets, etc.
- Call 911 from any campus telephone. Be aware that the 911 system may be overwhelmed in such a situation.
- Describe the situation to the dispatcher and give your name and location. Do not leave the area until police give the 'All Clear.'
- Unfamiliar voices may be the shooter. Do not respond to any voice commands until you are certain that they are being issued by a police officer.

Active Shooter Inside Building

- Secure the room. Lock and barricade the door, windows, or any other openings.
- Close the window shades, turn off the lights, and get down on the floor. Try to remain hidden from anyone outside the room looking in.
- If you cannot secure the room, try finding a nearby location where you can be safe, and then secure it. If you can safely exit the building, do so quickly.

Active Shooter Inside Room

- If an active shooter is in your office or classroom, there are no set procedures. The decision to flee or seek shelter inside the room can only be made by you and is dependent upon the circumstances.
- Try to remain calm.
- Call 911 if possible, and alert police to the shooter's location.
- If you can't speak, leave the line open so the dispatcher can hear what is taking place. Sometimes the location of a caller can be determined without speaking.
- If there is absolutely no opportunity of escape or barricade, it may be necessary to try negotiating with the shooter.
- If the shooter has fired on victims you are faced with a life or death situation; only you can consider your next course of action.
- If all else fails, you may need to try to overpower the shooter with force by whatever means necessary. Consider any available object a weapon and use it.

Active Shooter Leaves Room

- If the shooter leaves the area, try to determine if you can leave safely. If so, proceed immediately to a safer place.

What You Should Do

- Develop a logical escape route.
- Move quickly, leave everything else behind.
• If you encounter a police officer, keep your hands visible. Identify yourself. Follow their instructions.
• Give police officers / law enforcement all the information you have and follow their instructions.

What You Should Expect

• The first officers on the scene will likely be from the BIA Law Enforcement. Do as the officers tell you and do not be afraid of them. You may be detained by law enforcement to provide information; cooperate and answer any questions they may have.
• Responding police officers are trained to proceed immediately to the area where the shots were last heard; their purpose is to stop the shooting as quickly as possible.
• The first officers to arrive will not stop to aid injured victims; rescue teams composed of additional officers will follow the first team into secured areas and remove injured persons.
• The presence of an active shooter is a very dangerous situation. Try to remain calm and use these suggested actions to help you plan a strategy for survival. Keep in mind there could be more than one shooter involved in the same situation.
If you receive a bomb threat by phone:

- Remain calm.
- Listen carefully.
- Do not interrupt the caller.
  - Try to keep the caller talking.
  - Keep the caller on the line as long as possible.
  - Record the phone number if your phone has Caller ID.
  - Do not anger the caller.
  - Write down exactly what the caller says and get as much detail as possible; use the Bomb Threat Call Form (located on the website).
- Immediately notify TMCC President or Designee and Facilities Manager Office at 1221 or 701-953-7071. They will make the determination to call 911.
- Evacuate the area.
- Do not erase threats if they are left on voice mail, desks, walls, etc.
- Meet and cooperate with responding Police personnel.
Civil Disturbances/Protests

The College supports the rights of persons to self-expression provided they do not disrupt normal college activities or do not infringe upon the rights of others.

If protests disrupt normal College activities, result in damage to college buildings or grounds, or threaten the safety of others:

- Remain calm.
- Notify Security at Extension 1225 or Dial 0 so they can alert all persons in the area.
- Avoid obstructing or provoking protestors.
- If prudent, lock doors and windows and close blinds to prevent flying glass. If necessary to evacuate, follow the directions of college officials and responding emergency personnel.
- If evacuated, meet at a designated location provided to you by officials and wait for additional instructions and information.

Actions Faculty Can Take for Classroom Disturbances

- Direct the disruptive person to leave the classroom.
- If the person does not leave, Notify Security at extension 1225 or dial 0, giving your name, telephone number, location, and nature of the disturbance.
- If the safety of others is threatened, dismiss the classroom.
College buildings will be immediately and totally evacuated whenever building fire alarms are sounding.

- If you see or suspect a fire; remain calm and activate fire alarms.
- Call 911 from any on-campus, off-campus, or cell phone.
- Give as much specific information as possible when emergency operators answer. Do not hang up unless it is unsafe or calls are released by emergency operators.
- Report all fires, even if extinguished or found subsequent to being extinguished.
- Report all fire alarms, even if they are suspected to be false or accidental.
- Evacuate at once using nearest exits or stairways. Do not attempt to fight fires.
- Close doors and windows, if time permits. DO NOT LOCK doors.
- Do not use elevators.
- Do not open doors before feeling the doors and doorknobs.
- Crawl if there is smoke.
- Use secondary exits if primary exits are blocked.

If you are trapped:

- Block cracks around doors to keep out as much heat and smoke as possible.
- Go to windows and signal for help by hanging a flag, sheet, jacket, etc., out of windows.
- Use available telephones to call 911 and let them know your exact location. Dial 0 to request help.
- Do not attempt to jump from multi-story buildings.
- Do not re-enter buildings for any reason until fire or police officials say it is safe to do so.
- Try to determine who is in the area and report missing or unaccounted for individuals to emergency officials.
Evacuation Procedures

Evacuation Procedures – General Evacuation Procedures

When evacuating your building or work area:

- Stay calm; do not rush or panic.
- Gather your personal belongings, if it is safe to do so.
- Close your office doors and windows, but **DO NOT LOCK THEM**.
- Use the nearest safe stairs (as designed on attached maps) and proceed to the nearest exit. Do not use the elevator. Once outside, **stay at least 30 feet from the furthest door**.
- Wait for any instructions from emergency officials.
- Do not re-enter the building or work area until you have been instructed to do so by emergency officials or have received an ALERTNOW message that it is safe to do so.

Evacuation Procedures – Disabled Individuals

- The rescue of disabled persons who are unable to evacuate themselves will be an initial priority.
- Co-workers may assist evacuating disabled persons only if this places them in no personal danger.
- Never use elevators.
- Always ask someone with a disability how you can help before attempting any rescue technique or giving assistance.
- Mobility impaired persons in wheelchairs on non-ground level floors should proceed to nearest enclosed stairwells and wait for the Fire Department to arrive. Rescue assistance communication is available in each stairwell. Someone should stay with the disabled person, if it does not place them in additional danger.
- Visually impaired persons should have a sighted assistant to guide them to safety.
- Individually inform hearing-impaired persons of the emergency. Do not assume they know what is happening by watching others.

Zone Leaders

- Clear your zone. **If you are not in your zone** when the evacuation begins, you will need to return there to help ensure that your zone area is cleared.
- Check all rooms.
- Notify Safety Manager or President (or designee) when zone is clear. (Safety Manager and President (or designee) will be located at the center of College / Medicine Wheel or front of building).
HAZMAT incidents may be:

- Indoor and outdoor fuel spills;
- Solvent or other chemical spills in shops;
- Chemical or biological spills in buildings and laboratories;
- Chemical odors in buildings;
- Natural gas smells and leaks; or
- Fires in laboratory or other facility involving highly toxic chemicals, infectious sub-stances or radioactive materials.

If you witness a hazardous material spill

- Evacuate the spill site and warn others to stay away.
- Immediately notify Facilities Manager Office at 1221 or 701-953-7071 or dial 0 to reach designee.

If you are the HAZMAT user:

- Leave the area of the spill first and go to a safe location nearby.
- Consult your supervisor as necessary.
- Isolate the spill area to keep everyone away and post signs as necessary.

Individuals recognizing HAZMAT spills that require additional notifications and resources will:

- Alert all individuals who might be harmed to evacuate the immediate area and to go to a location that will not impede emergency officials.
- If safe and appropriate to do so, limit the spread of the material by applying absorbent and shutting doors.
- Call 911 from a safe distance from the hazard to report:
  - The nature of the incident, and name of the HAZMAT, if known.
  - The exact location and details of the spill.
  - Whether or not there are any injuries.
  - What symptoms are being exhibited by exposed individuals.
Infrastructure Failures

Infrastructure failure can involve:

- Utilities;
- Elevators;
- Fire detection and suppression systems;
- Heating, ventilation, and air conditioning; or
- To report infrastructure failures:
  Immediately notify Facilities Manager Office at 1221 or 701-953-7071 or dial 0 for designee.

Electrical Failures

- Turn off equipment to reduce the potential for damage caused by power surges.
- Evacuate laboratories because of the inability to operate fume hoods.
- DO NOT USE ELEVATORS IN ELECTRICAL FAILURE SITUATION.

Plumbing Failures / Pipe Ruptures

- Buildings will need to be evacuated if water or sewage systems cannot be restored within a reasonable time.
- Turn off electrical equipment to minimize the potential for electrocutions and equipment damage.

Gas Leaks

- Evacuate from the building immediately.
- Do not turn on lights or any electrical devices or equipment (car starters, cell phones, etc.)
- Activate building alarms if you believe there is potential danger to building occupants.
- Do not start vehicles within areas of gas leaks.

Elevator Failures

- Persons trapped in elevators should use emergency telephones in elevators to call the TMCC Operator for assistance.
- Do not attempt to crawl through escape hatches or force elevator doors open.

Fire Detection and Suppression System Impairments

- Report all impairments of fire detection and suppression systems to the Facilities Manager Office.
Heating, Ventilation, & Air Condition (HVAC) System Problems

- If flames are visible from HVAC systems call 911 immediately.
- Strange odors or minor smoke odors coming from HVAC systems should be immediately reported to the Facilities Manager Office at 1221 or 701-953-7071 or dial 0 for designee.
Medical Emergencies

Medical Emergency Information

- Keep calm, act immediately.
- Summon medical help. If possible, do not leave victims alone.
  - Activate the Emergency Medical System by calling 911 and then call TMCC President or Designee.
- Be prepared to give the following information:
  - What happened,
  - Number of victims,
  - Kind of injury,
  - Exact location of the emergency,
  - What help is being given, and
  - Your name and phone number.
- Do not transport seriously injured persons to the hospital and do not hang up until the dispatcher hangs up.
- Report to Security to complete an incident report within 24 hours.

Specific Emergency Procedures

Inhalation Exposure

- Activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.
- Check the scene to make sure it is safe to enter.
- Remove the victim as quickly as possible to fresh air if it can be done safely.
- Never enter a confined space to attempt a rescue.
- Keep the victim at rest and warm.
- If the patient is unconscious, keep the airway clear.
- Start rescue breathing if breathing has stopped.
- Do not leave unconscious victims unattended.
- Give appropriate supportive care until Emergency Medical Services arrives.

Skin Exposure

- Activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.
- Act quickly; corrosive chemicals can damage the skin very rapidly.
- If only a small area of the skin is exposed, flood promptly with water and wash gently with soap.
- If large areas of skin are involved, flood with large amounts of water for 15 minutes.
- Remove clothing while standing in the shower.
- If chemicals are splashed on the head, eye protective equipment should be left on until chemical has been washed away.
- Do not use chemical neutralizers on the skin.
- Give appropriate supportive care until Emergency Medical Services arrives.
Eye Exposure

- Activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.
- If a chemical is splashed into the eye, spread the eyelid open with the fingers and flood the eye with water for at least 15 minutes.
- If no eye wash station is available, lay the victim on his/her back, turn the head, and pour water into the eye, directing the stream to the side of the head.
- Do not attempt to remove foreign objects from the eye, cover the eye with a sterile pad and seek medical care immediately.
- Give appropriate supportive care until Emergency Medical Services arrives.

Poisoning

- Activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.
- Call the North Dakota Poison Control Center at 1-800-732-2200 and describe any containers or substances found at scenes and follow their instructions.
- Care for shock and monitor breathing while waiting for emergency help.
- Do not give anything by mouth unless instructed to do so by medical professionals.
- Give appropriate supportive care until Emergency Medical Services arrives.

External Bleeding

- Activate the Emergency Medical System by calling 911 if the wound is serious, and then call TMCC President or Designee.
- Put on a pair of latex gloves if available.
- Cover wound with dressing and press firmly against the wound with your hand. Apply additional dressings if bleeding doesn’t stop. Do not remove blood soaked bandages.
- Elevate the wound above the level of the victim’s heart if the bleeding does not stop and the wound does not involve a broken bone.
- Squeeze the artery against the bone.
- Remove foreign materials from small cuts and carefully wash with soap and water, apply an antiseptic and bandage.
- For minor wounds, patients may ask to be transported to the nearest Hospital or Clinic via ambulance or private vehicle.

Shock

- Activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.
- Victims may go into shock following severe injuries. Shock is life threatening.
- Signs of shock include extreme paleness, cold and clammy skin, perspiration on the fore-head or hands, weakness, nausea, vomiting, shallow breathing, and a weak rapid pulse.
  - Have the victim lie down.
  - Control external bleeding.
  - Maintain normal body temperature.
If there are no head or neck injuries elevate the legs about 12 inches.  
Do not give the victim anything to eat or drink.  
Give appropriate supportive care until Emergency Medical Services arrives.

**Fractures or Broken Bones**

- Activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.  
- Do not move the patient unless it is necessary to prevent further injury.  
- Splint the body part, if the patient must be moved.  
- Check for proper circulation before and after splinting.  
- Treat for bleeding and shock.  
- Give appropriate supportive care until Emergency Medical Services arrive.

**Strains and Sprains**

- Have the victim sit or lie down and elevate the extremity.  
- Apply ice to the injured area (15-20 minutes every 1 1/2 to 2 hours).  
- For minor wounds, patients may ask for assistance in contacting someone to transport them to the nearest hospital or clinic via ambulance or private vehicle.

**Electrical**

- Activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.  
- Do not touch victims until they have been removed from electrical circuits.  
- Disconnect the power and cautiously remove the current source with an insulator such as a dry stick or board.  
- Do not use metal or anything that is wet.  
- Check for breathing and pulse.  
- Give appropriate supportive care until Emergency Medical Services arrive.

**Clothing Fire**

- Immediately attempt to extinguish fire, fall to the floor and roll to smother the flames.  
- Activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.  
- Proceed to a safety shower if immediately available.  
- Fire extinguishers should not be used on the skin because they can freeze the skin or increase the likelihood of infections.  
- Do not remove clothing that adheres to burnt skin.  
- Give appropriate supportive care until Emergency Medical Services arrive.

**Sudden Illnesses**

- Activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.  
- Care for life threatening conditions first.
• Emergency Automatic External Defibrillators (AED’s) are located in the Medicine Wheel, Athletic Department, and South and Anishinabe Campuses.
• Help the victim rest comfortably.
• Keep the victim from getting chilled or overheated.
• Reassure the victim.
• Watch for changes in consciousness and breathing.
• Do not give anything to eat or drink unless the victim is fully conscious.
• Place on left side if the victim vomits, is nauseated or is not fully conscious.
• Position victim on back and elevate legs if no head or spine injury is suspected and the victim has fainted or feels light headed.
• Give appropriate supportive care until Emergency Medical Services arrives.

Seizure

• Activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.
• Do not hold or restrain the victim or place anything between the teeth.
• Remove any objects that may cause injury.
• Cushion the victims head.
• Place victims on their side to prevent aspiration in case of vomiting.
• Give appropriate supportive care until Emergency Medical Services arrives.

Diabetic Emergency

• Diabetics rarely recognize signs of sugar level emergencies. They may appear shaky and clammy. Give them some kind of real sugar, preferably in a liquid form, such as orange juice plus peanut butter with crackers or bread.
• If the victim doesn't get better in about five minutes or goes unconscious, activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.
• Give appropriate supportive care until Emergency Medical Services arrives.

Heat & Cold Related Illnesses and Injuries

• Heat Exhaustion is caused by a loss of body fluids and overheating of the body
  o A victim will have symptoms of normal to high body temperature, cool, moist skin, nausea, headache, dizziness, and weakness.
  o To treat heat exhaustion:
     Move the victim to a cool area;
     Remove excessive clothing;
     Give the victim a cool drink if not feeling nauseous and if fully conscious; and
     If the victim refuses water, vomits, or starts to lose consciousness, activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.
- **Heat Stroke** is a more serious result of heat exposure caused by a high body temperature. Heat stroke can be FATAL.
  - A victim will have symptoms of high body temperature, NO SWEATING, and poor circulation.
  - To treat heat stroke:
    - Activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.
    - Get the victim out of the heat;
    - Remove the victim’s outer clothing; and
    - Apply cool, wet cloths to the skin and/or ice packs to areas such as wrists, armpits, back of neck, back of knees, and abdomen.

- **Hypothermia**
  - In mild cases:
    - If unconscious, activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.
    - Remove any wet clothing from the victim.
    - Wrap the victim in a warm blanket or dry clothing.
    - Give the victim warm non-alcoholic drinks if fully conscious.
  - In moderate and severe cases:
    - Hypothermia: Shivering, numbness, lack of coordination, and lowered body temperature;
    - Frostbite: Lack of feeling in the affected area, skin appears waxy, and skin is cold to the touch;
    - Activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.
    - Provide care to the victim:
      - Handle the victim gently;
      - Remove any wet clothing;
      - Wrap the victim in warm blankets or dry clothing;
      - If the victim is fully conscious and not nauseated warm drinks may be given;
      - DO NOT apply a hot water bottle or hot pack; and
      - DO NOT massage the extremities.
Suspicious Letters and Packages

Characteristics that may cause letters and packages to be treated as suspicious packages are:

- Letters and packages delivered by someone other than regular carriers;
- Packages wrapped in string or twine;
- Excess use of securing material or tape;
- Packages that are lopsided, heavy sided, or have lumps, bulges, or protrusions;
- No postage, non-cancelled postage, or excessive postage;
- Handwritten notes such as: “To Be Opened in the Privacy Of ….”, “Confidential”, “This is Your Lucky Day”;
- Packages or letters that have no return addresses or nonsensical return addresses;
- Letters or packages arriving before or after phone calls asking if the items were received;
- Improper spelling of common names, places, or titles; or
- Leaks, stains, or protruding wires, foil, string, tape, etc.

If you discover a suspicious letter or package:

- Stop immediately.
- Do not shake, open, or empty the contents of any suspicious envelope or package.
- Place the envelope or package in a plastic bag or some type of container to prevent leakage of contents.
- If you do not have any container, then cover the envelope or package with something, i.e., clothing, paper, etc.
- Notify the Facility Manager Office at 1221 or 701-953-7071 or dial 0 for designee, who will Activate the Emergency Medical System by calling 911 (if necessary), and then call TMCC President or designee.
- Isolate the mailing and get people out of the immediate area.
- Wash your hands with soap and water.
- Notify your supervisor.
- Give a list of all people who were in the area to the responding emergency officials.
- Meet and cooperate with responding emergency officials.

If the letter or package has been opened, Activate the Emergency Medical System by calling 911, and then call TMCC President or Designee, and:

- Do not try to clean up any powder or substance.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder or other substance to your face.
- Notify your supervisor.
- Remove heavily contaminated clothing as soon as possible and place them in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- Meet and cooperate with responding College officials or emergency officials.
Weather Emergencies

Tornados and Thunderstorms

All students and personnel are urged to register with the ALERTNOW system for fast notifications of all emergencies.

- A tornado watch means that tornadoes could develop in the designated area;
- A tornado warning means that a tornado has actually been sighted in the area or is indicated by radar.
- A severe thunderstorm watch indicates the possibility of thunderstorms, frequent lightning and/or damaging winds, hail, and heavy rain.
- A severe thunderstorm warning means that a severe thunderstorm has actually been sighted in the area or is indicated by radar.

If warnings are issued, or if threatening weather approaches, seek shelter immediately.

If you are outdoors:

- Seek inside shelter immediately.
- Do not try to outrun tornadoes in vehicles, but leave them and seek indoor shelter or low spots off the side of roads.

- Once you are in a building:
  - Move to a safe area, such as a basement.
  - If underground shelters are not available, move to interior rooms or hallways on the lowest floors and get under sturdy pieces of furniture.
  - Stay away from windows.

The Emergency Managers, and/or President or designee will notify the operator to announce the weather emergency and evacuation notification will be announced over the intercom system if a tornado has been sited and is nearing our location. Once a tornado has been sited, the other campuses (Anishinabe, South Campus, Interpretive Center/Nursing Program and CTE Building) will be notified via phone by designated zone leaders.

Evacuation areas for the different locations are as follows:

- Main Campus – Basement, with Hallway around the auditorium as overflow.
- Anishinabe – Downstairs in the northeast offices.
- South Campus – Arrowhead building.
- Allied Health Complex/Nursing Program – Inner bathrooms.
- CTE – Basement, with Hallway around the auditorium on main campus as overflow (if possible). If not possible, then bathrooms within the inner portion of the CTE building.
The following individuals will be responsible for clearing campus locations in the event of an evacuation:

- **Main Campus Areas** –
  - 1A – CTE Director, CTE Retention Tech, TREN Director
  - 1B – Registrar, Comptroller, Accounting Specialist II
  - 1C – Financial Aid Director, Financial Aid Officer, Scholarship Technician
  - 2A – Library Director, Alumni Relations Coordinator, Title III Director
  - 2B – IT Director, Webmaster, Online Coordinator
  - 2C – Dean of Academics, Teacher Education Department Chair, Social Science Instructor
  - S – Student Services Director, Student Services Counselors

- **Anishinabe** – Anishinabe Director, Extension Director
- **South Campus** – Adult Ed Director, Voc Rehab Director, Maintenance
- **Interpretive Center / Nursing Program** – Director of Nursing
- **CTE** – Building Trades Instructors

Once the warning has been lifted, the President or designee will give notice that employees can return to their work stations.

**Flood Procedures**

**If you encounter high water, do the following:**

1. Move to higher ground.
2. Do not get under tall trees during rainstorms; lightening may strike.
3. Avoid fast flowing water, even in your vehicle.
4. Do not walk in flooded areas (water depth is not always obvious).
5. Avoid contact with and DO NOT USE electrical devices.
6. Be especially careful with high water at night as darkness may hide other hazards.

**Winter Storms**

- A **winter storm warning** means severe winter weather is imminent or very likely within 12 hours.
- A **winter storm watch** means at least four inches of snow in 12 hours, or six inches in 24 hours, or significant ice accumulations are possible within 24-48 hours.
- A **winter weather advisory** means cold, ice, and snow are expected to cause significant inconvenience and may be hazardous, but probably not life threatening.

When it becomes necessary to make announcements about the status of classes and other College functions due to winter storms or other related situations we will use these area media sources:

- KEYA Radio - 88.5 FM
- KBTO Radio – 101.9 FM
We will also use campus e-mail and ALERTNOW to make any such announcements.

If you are a commuting student, faculty, or staff member we would encourage you to call the College at 477-7862 if you have not heard weather announcements and are questioning the condition of roads and travel conditions. In all situations we would encourage that you use your best judgment if you must travel in questionable weather and road conditions. You may also call the North Dakota Department of Transportation phone line at 511 or 1-866-696-3511 for road conditions and weather information.

If you decide that it is best for you not to travel from out of town to classes, we would suggest that you use e-mail or leave voice mail for your instructors.
Workplace Violence/Criminal Behavior

Workplace Violence

Individuals who become violent at work or threaten to become violent have usually displayed behaviors long before they take any action. Individuals prone to workplace violence may:

- Be chronically disgruntled;
- Be inflexible;
- Cause trouble on the job;
- Frequently changing jobs;
- Be quick to perceive unfairness or malice in others;
- Be unwilling to take responsibility for problems – it’s always someone else’s fault;
- Often challenging management’s requests, either passively or actively;
- Have a deep sense of entitlement;
- Have a past history of violent acts or threats;
- Have complaints that often appear to be of a paranoid nature; i.e., blown out of proportion and taken personally, especially when action was not intended that way;
- Have recently experienced stressful events;
- Have access to weapons or fascinations with weapons (They will often mention this to others.);
- Abuse alcohol or other substances; and
- If there have been allusions to violent acts committed by others and an expression of empathy with those who resort to violence.

On-the-Spot Managing of Violence

- Remain calm.
- Continue to communicate with the individual calmly and confidently, if possible.
- Call TMCC President or Designee. If you cannot call, instruct others to call and activate the Emergency Medical Systems by calling 911. Report your name and location and information on "who, what, where and when."
- Do not physically attempt to get the suspects to leave. Do not touch them.
- If violent behavior is occurring, escape, hide if not already seen, or cover up if injury is likely.
- Make every possible effort to get others out of the immediate area.
- Never attempt to disarm or accept weapons from suspects.
- If weapons are involved, calmly ask suspects to put weapons in neutral locations.
- Don't argue, threaten, or block suspects’ exit.
**Criminal Behavior**
Immediately call TMCC President or Designee, or 911 for serious criminal activity and be prepared to report information that may include:

- Your name and present location;
- Nature and Location of incidents;
- Descriptions of persons or property involved; and
- Where suspects were last seen and their direction of travel.
<table>
<thead>
<tr>
<th>Zone 1A</th>
<th>Zone 1B</th>
<th>Zone 1C</th>
<th>Zone S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheila Trottier</td>
<td>Angel Gladue</td>
<td>Wanda Laducer</td>
<td>Steve Decoteau</td>
</tr>
<tr>
<td>Jennifer Davis</td>
<td>Tracy Azure</td>
<td>Alexis Marcellais</td>
<td>Annette Charette</td>
</tr>
<tr>
<td>Katrina Delorme</td>
<td>Kerri Martell</td>
<td>Brittany Belgarde</td>
<td>Melanie Martin</td>
</tr>
<tr>
<td>Michael Poitra</td>
<td>Paula Hunt</td>
<td>Ashley Parisien</td>
<td>Barb Houle</td>
</tr>
<tr>
<td>Joni Lafountaine</td>
<td>Bathrooms</td>
<td>Keith Brien</td>
<td>Kodi Decoteau</td>
</tr>
<tr>
<td>Wes Davis</td>
<td>Student Union</td>
<td>Entrepreneur Room</td>
<td>Denise Marcellais</td>
</tr>
<tr>
<td>Fabian Decoteau</td>
<td>Mica Belgarde</td>
<td>Jayne Davis</td>
<td>Berta Redding</td>
</tr>
<tr>
<td>Mica Belgarde</td>
<td>Mica Belgarde</td>
<td>Lolly St.Claire</td>
<td>Ron Parisien</td>
</tr>
<tr>
<td>Roger Redding</td>
<td>Richard Decoteau</td>
<td>Lanessa Allery Sr.</td>
<td>Dan Henry</td>
</tr>
<tr>
<td>AJ Thomas</td>
<td>Tammy Morin</td>
<td>Audrey Lavallie</td>
<td>Marly Delorme</td>
</tr>
<tr>
<td>Al Gourneau</td>
<td>Marilyn Delorme</td>
<td>Al LaFromboise</td>
<td>Wayne Olson</td>
</tr>
<tr>
<td>Eric Houle</td>
<td>Frank Mitchell</td>
<td>Aleta Delorme</td>
<td>Classrooms by Auditorium</td>
</tr>
<tr>
<td>Michelle Longie</td>
<td>Medicine</td>
<td>Wheel Chair</td>
<td>Auditorium Area</td>
</tr>
<tr>
<td>Samantha Grant</td>
<td>Cage Area</td>
<td>Bathrooms</td>
<td>Concession Stands</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>Bathrooms</td>
<td>Auditorium</td>
<td>Computer Lab</td>
</tr>
<tr>
<td>Student Union</td>
<td><strong>Others</strong></td>
<td><strong>Others</strong></td>
<td><strong>Others</strong></td>
</tr>
<tr>
<td>Zone 3B</td>
<td>Face 2B</td>
<td>Zone 2C</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>---------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>Dave</td>
<td>Carla</td>
<td>Cathie</td>
<td></td>
</tr>
<tr>
<td>Garcia</td>
<td>Carl</td>
<td>Gladue</td>
<td></td>
</tr>
<tr>
<td>Fred</td>
<td>Carol</td>
<td>Gladue</td>
<td></td>
</tr>
<tr>
<td>Patty</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Mike</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Sasha</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
<tr>
<td>Marie</td>
<td>Jamie</td>
<td>Mike</td>
<td></td>
</tr>
</tbody>
</table>