

*Creating A World of Opportunities*



# Emergency Management Plan



**Turtle Mountain**  
Community College

## Emergency Phone Contacts

<b>Office</b>	<b>Name</b>	<b>Title</b>	<b>Work Phone</b>	<b>Cell Phone</b>
TMCC Facilities	Wes Davis Richard DeCoteau Kevin Morin	Facilities Manager  Maintenance Maintenance	(701)477-7853 or Ext. 1220 Ext. 1221	(701)953-7071
TMCC Administration	Kellie Hall  Dr. Terri-Martin Parisien	Interim President  Academic Dean	(701)477-7822/ Ext. 1104 (701)477-7986/ Ext. 1961	(701)550-9967
TMCC Emergency Managers	Chris Parisien  Wes Davis	Safety Compliance Officer  Facilities Manager	(701)477-7814/ Ext. 1225  (701)477-7853/ Ext. 1221	(701)550-6375  (701)953-7071
Law Enforcement	Earl Charbonneau  Belcourt P.D.	Chief of Police  Dispatch	(701)477-6134  Or 911	
Tribal Emergency Manager	Anita Blue	Emergency Manager	(701)477-2695	(701)550-1664
Belcourt School District # 7	Dr. Lana DeCoteau	Superintendent	(701)477-6471/ Ext. 3324	(701)550-0026

# Emergency & Crisis Management Procedures

This site 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 procedures<sup>1</sup> 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)

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

## What is TMCC's ALERTNOW?

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

## Why is ALERTNOW being 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 strongly encouraged to participate; those who choose not to participate may miss vitally important information in an emergency situation.

## 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

[Return to Top Page](#)

## ***Run, Hide, Fight (Department of Homeland Security)***

### ***Run***

- Have an escape route and plan in mind. Leave your belonging 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

### ***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

### ***Fight (Optional)***

- 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

***(Fighting is an optional response. Respond in a way YOU feel most comfortable i.e. negotiating or doing nothing)***

## ***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 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.
  - 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.

# Lockdown

[Return to Top Page](#)

A lockdown is implemented if there is an imminent threat of an active shooter/active killer on any of the TMCC campuses or in any of the TMCC campus buildings. If it is unsafe to exit the building, or if you decide to hide during an active shooter/active killer event, follow these steps:

- Go to a room and secure it.
- Lock and barricade the door along with any other openings to the room
  - Barricade the door by using what is inside of the room i.e. desks, chairs, filing cabinets, etc.
- Close and lock any windows
  - Close window shades, blinds, or curtains
  - Stay away from windows, if possible
- Turn off any lights
- Turn cell-phones to silent or Do Not Disturb mode.
  - Be cautious with the use of cell-phones in a lockdown event, the light and noise may give away your location.
- Stay low to the floor and try to remain hidden from anyone outside the room trying to look in
- If safe, call 911

If you cannot secure a room:

- If it is safe, move to a nearby room that can be secured
- If you can safely exit the building, do so quickly
- If it is not safe to leave your current location:
  - Stay quiet
  - Turn off any lights
  - Stay low, stay hidden
- If safe, call 911

When securing a room or area, be creative, use what is at hand. Do so as quickly and quietly as you can.

**Remember: KEEP THINKING, KEEP PLANNING, STAY SAFE**  
**Do not just secure your area and relax, think about your next move!!!**

# Containment (Partial Lockdown)

[Return to Top Page](#)

Containment is a partial lockdown of the TMCC campus buildings. A containment may be implemented if there is a threat in the surrounding community, but is not a direct or imminent threat to the TMCC campuses. Classes and work will continue as usual during a containment, unless the TMCC President or designee decides otherwise.

Containment:

- TMCC President or designee will make the determination to go into containment
  - If one campus goes into containment, all campuses will follow suit until more information is obtained
- Security/Facilities will lock all exterior entrance doors to main building, CTE building, and Allied Health
  - Buildings will be one way in, one way out until containment is lifted
- Security is increased at the main entrance of the building, visitors will be screened
  - Anishinabe and South Campus will utilize the on-site facilities department to help with screening at the main entrances
- Security will walk hallways, checking exterior doors and looking for anything out of the ordinary, routinely checking with CTE building and Allied Health
  - If possible, staff/faculty at Anishinabe and South Campus will perform these duties
- TMCC President or designee will make the determination to send security to the other campuses if needed
- Classes and work will continue
- TMCC President or designee will make the determination to lift the containment using the information provided by law enforcement or other emergency agencies
  - TMCC campuses may move into full lockdown at any time during a containment
- If caught outside during containment, scan the area and if safe to do so, get into a building on campus. If getting to a building is unsafe, use best judgement to find shelter to protect yourself

The TMCC President or designee can either implement or lift containment for one or more campuses at his/her discretion, depending on the information received.

# Bomb Threats

[Return to Top Page](#)



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.
- Notify TMCC President or Designee and Facilities Manager.
- Do not erase threats if they are left on voice mail.
- Meet and cooperate with responding Police personnel.

# **Civil Disturbances/Protests**

[Return to Top Page](#)

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, have the situation reported to Security, giving your name, telephone number, location and nature of the disturbance.
- If the safety of others is threatened, dismiss the classroom.

# Fire Emergencies

[Return to Top Page](#)

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.
- 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

[Return to Top Page](#)

## 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 and proceed to the nearest exit.** Do not use the elevator.
- 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.

## 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. 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.

# Hazardous Materials – HAZMAT

[Return to Top Page](#)

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 substances or radioactive materials.



## **If you witness a hazardous material spill**

- Evacuate the spill site and warn others to stay away.
- Call Facility Manager at 1221 or 278-6974.

## **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**

[Return to Top Page](#)

Infrastructure failure can involve:

- Utilities;
- Elevators;
- Fire detection and suppression systems;
- Heating, ventilation, and air conditioning; or
- Steam lines.

To report infrastructure failures call:

The Facilities Office, M – F during operational hours at 1221 .

## ***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.

## ***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 equipment.
- Call Facility Manager at 1221 from phones OUTSIDE of the gas leak area.
- 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 Facility Manager at 1221.

### ***Heating, Ventilation, & Air Condition (HVAC) System Problems***

- If smoke is coming from HVAC systems call 911 immediately.
- Strange odors or minor smoke odors coming from HVAC systems should be reported to the Facilities Office for initial investigations.

# Medical Emergencies

[Return to Top Page](#)

## Basic 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.



## 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 the 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 arrives.

### ***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 to be transported 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 arrives.

### ***Clothing Fire***

- Activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.
- Proceed to a safety shower if immediately available.
- If not, fall to the floor and roll to smother the flames.
- 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 arrives.

### ***Sudden Illnesses***

- Activate the Emergency Medical System by calling 911, and then call TMCC President or Designee.
- Care for life threatening conditions first.
- 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 frequently recognize signs of sugar level emergencies and will ask for assistance obtaining sugar. They may appear shaky and clammy. Give them some kind of real sugar, preferably in a liquid form.
- 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 College officials at EXT 2050.
- Patients may be transported to the IHS Hospital or Clinic at their request.
- Call the IHS Hospital at 477-6111 or IHS Clinic at before transporting patients to ensure they are open and the injury can be treated there.

### ***Heat & Cold Related Illnesses and Injuries***

- **Heat Exhaustion** is caused by a loss of body fluids and overheating of the body
  - A victim will have symptoms of normal to high body temperature, cool, moist skin, nausea, headache, dizziness, and weakness.
  - 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 is 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; and

- 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

[Return to Top Page](#)

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.
- 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, call 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

[Return to Top Page](#)

## ***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; and
  - Stay away from windows.

The weather emergency will be announced over the intercom system if a tornado has been sighted and is nearing our location. Once a tornado has been sighted, the other campuses will be notified via phone by the following staff:

- Anishinabe – Registrar
- South Campus – Admissions Officer
- Interpretive Center / Nursing Program – Financial Aid Director
- CTE – Recruitment / Retention Tech

Evacuation areas for the different locations are as follows:

- Main Campus – Hallway around the auditorium
- Anishinabe – Downstairs in the northeast offices
- South Campus – Arrowhead building
- Interpretive Center / Nursing Program – Inner bathrooms

- CTE – Hallway around the auditorium on main campus (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 - Top / Second Floor:
- Main Campus - First Floor:
- 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.

### ***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 Dept. 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

[Return to Top Page](#)

## ***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;
- 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. 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;
- Where suspects were last seen and their direction of travel.