

Emergency Actions: Medical or Safety

1. Call **911** immediately to summon local fire, police, and ambulance or rescue services as appropriate. State who, what, where and when situation occurred. Determine who/what is needed and remain calm.
2. Alert other employees that an emergency/danger is present or imminent.
3. If during regular business hours (7:30 am – 4:00 pm) call
 - a. **MCC:** 641-752-7106
 - b. **DO/IVCE:** 641-752-4645
 - c. **On-campus phone:** 0 (zero)
Plant Services - after business hours and weekends call **641-328-9058**.
4. If possible, secure the area and preserve the evidence. Isolate victims and witnesses (if possible, each in a separate office or room in a secure area other than the scene of the emergency).
5. Get all personnel away from danger, and if needed to appropriate shelter.
6. Reconvene employees when the emergency is past to make sure everyone is safe.

Remember: Time is critical in responding to any emergency and the safety of people always comes before the protection of property.

Emergency Numbers

Emergencies: Ambulance, Fire, Police **911**
You do not need to dial '9' before calling 911 from a campus phone.

On campus phones must dial 9 first.

Unity Point Health - Marshalltown **(9) 754-5151**
3 South 4th Avenue
Marshalltown, Iowa 50158

Center Associates (Mental Health) **(9) 752-1585**
9 N 4th Ave after hours **(9) 752-8467**
Marshalltown, Iowa 50158

If you have suggestions or comments for the improvement of this guide, please email Mandy.Brown@iavalley.edu. This guide is reviewed annually by the MCC Safety Committee.

Contents

Introduction.....	3
Cardiac Pulmonary Resuscitation (CPR) and Automatic External Defibrillators (AED).....	4
Fire Alarm or Announcement.....	5
Bomb Threat.....	6
Bomb Threat Checklist	7
Tornado Alarm or Violent Storm Announcement	8
Indoor Hazardous Material Spill or Gas Leak	9
Off Campus Hazardous Accident in Immediate Area	10
Violent Incident Response	11
Death Protocol.....	12
Power Outage Procedure	13
Suspicious Item	14
Threatening/Harassing Phone Calls	15
Irate Persons	16
Violent Persons	16
Weapons	17

Introduction

This guide is designed as a quick reference to help you respond effectively to a wide range of emergency situations. This is intended to be used by students, staff, and faculty of Iowa Valley Community College District Marshalltown Campus. All students, staff and faculty should familiarize themselves with this guide and keep it in a readily available place.

Emergency Notification System: Iowa Valley Community College District has in place an emergency notification system to deliver time-sensitive notifications to students and employees via phone, email, and/or text messages. All students and employees are encouraged to receive emergency information from this system. Please register at the website at:

<https://campusweb.ivalley.edu/ICS/>

Media Communications: Emergency situations attract media attention. For this reason, media crisis communications are an important part of emergency response procedures. If persons from the media contact you, they should be referred to the MCC Provost or designee.

Designated Campus Emergency Assembly Areas

1. Brown cubes on west side of campus
2. Baseball area on south side of campus
3. Fields east of residential student complexes

If you are involved in an incident, you may be asked to document the incident. Contact your supervisor for details.

Cardiac Pulmonary Resuscitation (CPR) and Automatic External Defibrillators (AED)

1. If you are certified, consider performing CPR/AED.
2. Call **911** immediately to summon local fire, police, and ambulance or rescue services as appropriate.
3. If you are involved in an incident, you may be asked to document the incident using an Injury Report Form. Contact your supervisor for details.

Liability and the Iowa Good Samaritan Law

Iowa Code 613.17, the Good Samaritan Act provides legal liability protection to a rescuer, even an untrained rescuer, who uses an AED on a cardiac arrest victim.

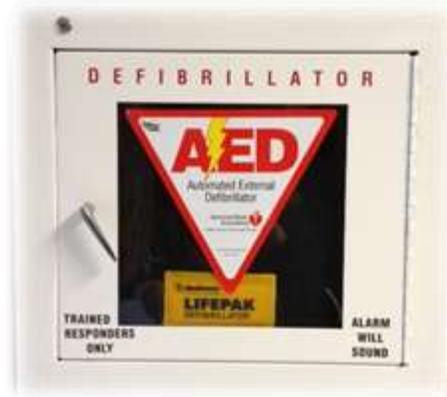
AED Instructions

The instructions for the AEDs are located within the AED device.

Locations of AEDs:

Marshalltown Community College Campus

- Outside Helio Portes Lecture Hall (room 307)
- Dental Clinic (room 701)
- Iowa Valley Continuing Education Lobby by Hospitality Desk
- Student Activities Center-Northwest corner of gym
- Student Activities Center Fitness Center by office (2nd floor)
- 100 Hallway Lounge



Fire Alarm or Announcement

1. Pull the closest fire alarm if you witness a fire and not hearing an alarm. Then evacuate the building.
2. Give directions to class/department on where to meet after evacuation.
3. Last person should turn off lights and close the door.
4. Report to one of the designated areas list on page 3 or 500 feet upwind from the building.
5. Remain in the area until directed otherwise.
6. Assist where needed.
7. Do not REENTER the building until directed by the fire department. Do not interfere with emergency vehicle access.
8. If you are involved in an incident, you may be asked to document the incident using the Incident Report Form. Contact your supervisor for details.

EMERGENCY NUMBERS

1. Call **911** immediately to summon local fire, police, and ambulance or rescue services as appropriate.
 2. If during regular business hours (7:30 am – 4:00 pm) call the MCC Switchboard at **641-752-7106** or dial **0** from a campus phone.
 - a. Plant Services - after business hours and weekends call **641-328-9058**.
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Bomb Threat

1. Obtain all information possible from the individual making the threat. Keep the caller on the line as long as possible to obtain as much information as possible. Note any special characteristics of the caller and any background noise. See below for potential questions to ask.
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 4. If evacuation is ordered, proceed calmly to the instructed area.
 5. Close all doors behind you. All electronics (cell phones, computers, and walkie-talkies) should be turned off.
 6. DO NOT RE-ENTER THE BUILDING until directed by public authorities.
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Bomb Threat Checklist

Person receiving call: _____ Date: _____

Phone Extension where call was received: _____ Time: _____

Number from the caller ID and/or Phone Log: _____

Exact Words of caller:

Questions to Ask: Record answers as completely as possible:

1. When is bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why are you doing this? _____
6. Where are you calling from? _____
7. What is your name? _____

Description of Caller's Voice: _____

Male, Female, Accent, Race, Young, Old, Age? _____

Manner in which threat was delivered:

Well-spoken, Irrational, Incoherent, Taped

Speech (circle applicable descriptions):

Slow, Excited, Disguised, Angry, Lisp, Broken, Crying, Rapid, Loud, Slurred,
Nervous, Sincere, Normal, Determined

If voice is familiar, whom does it sound like? _____

Describe Background Sounds:

Street noises, House noises, Voices, Static, Machinery, Music

Other: _____

Tornado Alarm or Violent Storm Announcement

If you spot a tornado, hear the community siren, or receive a warning on a weather radio:

1. Call the MCC switchboard **641-752-7106** or dial **0** from a campus phone, who will execute emergency communication plans.
2. Give directions to class/department on where to go.
3. The last person should turn off lights and close the door.
4. Go to the shelter area/interior hallway or restrooms and stay away from windows. If unable to reach a designated shelter area, move to the most interior space and take cover under a desk or heavy table.
5. Remain in the shelter area until directed otherwise.
6. Assist where needed.



TORNADO SHELTER AREAS

- Designated by “Tornado Shelter” signs.
- Interior offices with no exterior windows.
- Restrooms and classrooms with no exterior windows.

PLACES TO AVOID

Lobbies, walkways; atriums; rooms with large roof span such as gyms or auditoriums; rooms at end of hallway; rooms with large glass windows; hallways with glass on both ends that could become wind tunnels.

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Indoor Hazardous Material Spill or Gas Leak

EVACUATE: DO NOT PULL FIRE ALARM as evacuating. Do not switch on/off lights or other electrical equipment.

1. If you are in a lab classroom follow site specific instructions.
2. Call **911** to report location of spill or leak on **a landline phone**. For Safety purposes **DO NOT USE A CELL PHONE**.
3. Call switchboard **641-752-7106** or dial **0** from a campus phone to report location of spill or leak, who will execute emergency communication.
4. Calmly proceed to one of the designated campus emergency assembly area (see page 3) and do not drive off campus to avoid traffic that interferes with emergency vehicle access.
5. Close all doors behind you.
6. **DO NOT RE-ENTER** building until directed by HAZMAT or the fire department.
7. Document using Incident Report Form.

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Off Campus Hazardous Accident in Immediate Area (Shelter-in-PLACE)

Shelter-in-place means if there is a hazardous chemical accident in the community, this facility will become a safe place for a shelter to be established.

1. Take cover in an internal room if possible, and STAY OUT of the hallways.
2. Close all doors behind you.
3. DO NOT LEAVE THE ROOM/SHELTER unless notified by appropriate authorities.

EMERGENCY NUMBERS

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Violent Incident Response

The **Run, Hide Fight** is situational awareness that is designed to enhance current lockdown procedures used frequently in our educational institutions. Tragic events in our schools have dictated the need of enhanced training be provided to staff and students to increase their chances of surviving a surprise attack by a Violent Intruder.

Run: Remove as many from the danger zone as quickly as possible

- If it's safe, evacuate.
- Exit building and run erratically.
- Use trees, cars, etc., as cover.
- When it's safe...call 911.
- Be persistent – lines may be jammed.

Hide: Semi-secure starting point from which to make safety decisions

- Lock and block doors.
- Close blinds if possible.
- Turn off lights.
- Silence phones.

Fight: Use of simple, proactive techniques to counter aggressive actions if necessary

- Distract...Yell, Throw Objects.
- Attack...Swarm.
- Subdue Violent Person.
- Secure Weapon in Safe Place.

EMERGENCY NUMBERS

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Death Protocol

An individual who discovers or becomes aware of the death of a person on campus should do the following:

1. Call **911** immediately to summon local fire, police, and ambulance or rescue services as appropriate.
 2. Block off the area to prevent contamination of the scene if possible.
 3. If during regular business hours (7:30 am – 4:00 pm) call the MCC Switchboard at **641-752-7106** or dial **0** from a campus phone.
 - a. Plant Services - after business hours and weekends call **641-328-9058**.
 4. The Provost's office will then communicate with campus outlets and media as appropriate.
 5. Document using Injury Report Form.
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Power Outage Procedure

If power is lost in your building call Plant Services at **641-844-5756** during the day or after business hours and weekends call **641-328-9058**.

Move students to a lit area near windows and entrances during the day (unless there is a severe storm) or to hallways that have emergency lighting.

Campus administration/Plant Services will attempt to communicate information about the power loss as soon as possible. Faculty, however, may use their best judgment about continuing with class.

Suspicious Item

1. If suspicious items are discovered at MCC call 911.
2. Inform a dean/director.
 - a. **Avoid using electronic devices within the immediate area.**
 - b. Be wary of unexpected packages and check the return address.
 - c. Upon determining that the package is suspicious DO NOT touch, open, smell, or taste the package any further.
 - d. Isolate the damaged or suspicious item immediately and block off the immediate area if possible.
 - e. Ensure that all persons who have touched the item wash their hands with soap. These individuals should be kept together until emergency services arrive and releases them.
 - f. List all persons who were in the area and provide names to the authorities.
 - g. Suspicious items could include the following:
 - i. No return address on a package
 - ii. Sounds
 - iii. Smells
 - iv. Threat on the outside of the item
3. Document using Incident Report Form.

If suspicious materials (e.g. powder) are found inside mail or package:

1. DO NOT touch.
2. If spilled do not clean up the material.
3. Leave the room and close the door, or block off the area to prevent others from entering if possible.
4. Wash your hands with soap and water to prevent spreading any materials to your face.
5. List all persons who were in the area and provide names to the authorities.

Threatening/Harassing Phone Calls

When someone calls and uses obscene or threatening language, heavy breathing or silence to intimidate you, you may be receiving a threatening/harassing phone call. After the call is completed you should call the Marshalltown Police Department and then the Provost's office.

If a caller specifically threatens bodily harm, immediate action of notifying your supervisor or one of the deans/directors should be taken.

- If the threat is immediate call 911 and notify your supervisor or a dean/director.
- If they are using heavy breathing or silence you can consider hanging up. Non-threatening call the police non-emergency number 641-754-5725.
- Upon receiving a threatening phone call you can record the following:

Person receiving call: _____ Date: _____

Phone extension where call was received: _____ Time: _____

Number from the caller ID and/or Phone Log: _____

Exact words of caller: _____

Questions to Ask: Record answers as completely as possible:

1. Why are you doing this? _____
2. What are you going to do? _____
3. What is your name? _____
4. When and where are you going to do this? _____

Description of Caller's Voice: _____

Male, Female, Accent, Young, Old, Age? _____

Manner in which threat was delivered:

Well-spoken, Irrational, Incoherent, Taped

Speech (circle applicable descriptions):

Slow, Excited, Disguised, Angry, Lisp, Broken, Crying, Rapid, Loud, Slurred, Nervous, Sincere, Normal, Determined

If voice is familiar, whom does it sound like? _____

Describe Background Sounds:

Street noises, House noises, Voices, Static, Machinery, Music

Other: _____

Irate Persons

If faced with an irate person and you do not feel comfortable dealing with them, contact your immediate supervisor.

If a situation escalates with an irate person, campus employees have the authority to ask the person to leave campus. The college employee must inform the irate person that they have the authority to ask the person to leave. If they fail to comply, notify the dean/director for assistance. Document the details using the Student Conduct Report Form.

Violent Persons

If confronted by a violent person call 911. Campus employees are not expected to physically deal with violent people.

Document the details using the Student Conduct Report Form.

Weapons

MCC Student Code of Conduct

Possession of a weapon or firearm on campus is prohibited. Weapons may include, but are not limited to: knives, guns, firearms, BB guns, tasers, explosives, fireworks, or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.) A weapon may also include an object designated for use or used in a manner to inflict harm or threaten harm to a human being or animal.

Board Policy Manual BP 555 (Crime Awareness and Campus Security) states: "Weapons under the control of law enforcement officials shall be exempt from this guideline. The appropriate unit head must approve exceptions to this guideline for educational purposes."

Firearms are prohibited on campus property. If instructors have students doing a project that involves weapon-like props or anything that is deemed unusual (full camo dress) that the instructor notifies relevant parties (Provost's office; switchboard; plant services, etc).