

Pine Technical College Policy and Procedure

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Subject: Armed intruder

Authorities:

MnSCU Policy 3.1: Student Rights and Responsibilities

Purpose:

To set a process and minimal timelines to protect students and staff from an armed intruder.

Policy:

Pine Technical College will insure that all personnel are safe during emergency situations. An orderly process for addressing such emergencies will protect people in the building.

To that end, Pine Technical College will, in addition to its fire and tornado drills, review this policy with faculty and staff at its annual Fall in-service.

Both the response to emergencies and any drills will be coordinated by the Dean of Academic Affairs and the Physical Plant Supervisor.

Individuals from the managers' group will be assigned monitor duties to insure that emergency and drill procedures are followed throughout the building.

Procedure:

Daytime Working Hours (7AM to 5PM):

A. If a staff member or student hears gun shots or sees an unauthorized person with a weapon in the building:

1. If he or she is a staff member/employee, he/she should either lock down the office or classroom or, if he or she is a student, he/she should immediately notify the nearest staff member and follow them into a classroom or office to be locked down.

2. He/she should notify the front desk/receptionist of the sighting using the telephone in the office or classroom. He/she should include:
 - a. Intruder's location
 - b. Any injuries
 - c. Potential for additional shooting/damage.
 - d. His or her location in the building

3. The front desk will initiate the lock down procedure, call 911 and notify the coordinator. In notifying 911, the front desk/receptionist should give as much detail as possible, including:
 - a. Intruder's location
 - b. Any injuries
 - c. Potential for additional shooting/damage.
 - d. His or her location in the building.

B. Lock Down Procedure:

1. Immediately upon notification, the front desk and administration will communicate a Lock Down alert to all classrooms, LRTC, administrative offices, student lounge and Employment and Training center, staff lounge, faculty suite, bookstore and conference rooms via telephone, e-mail or personal communication.

2. Employees should lock the room(s) they are in and/or nearby access doors. Multi-use rooms such as the LRTC, Student Lounge, Employment and Training Center, conference rooms, staff lounge, faculty suites, bookstore and all administrative offices will assign an employee to ensure that this is done.

3. Occupants are to sit on the floor away from windows and doors; crouch under furniture if available; do not talk or make other sounds; and make the room appear vacant.

4. Occupants should turn off lights.

5. If possible occupants should notify the front desk/receptionist of their status using a cell phone, telephone, email or whatever is available inside the locked-down room.

6. Individuals who are sight or hearing impaired and who have not seen/heard the alert will be assisted by an individual from their work unit, instructor, or Managers' Group member.

7. Room occupants shall not exit the room to investigate the situation. They should wait for further instructions from administration, law enforcement or emergency personnel.

C. Evacuation: When and if directed to evacuate the building by law enforcement responders or administration, the following should occur:

1. Whoever has been the contact person in the locked-down area will lead all occupants in evacuating the building immediately through the closest outside entrance.
2. Individuals with mobility impairments will be assisted in moving to safe areas.
3. All occupants will move quickly and calmly to a site to the north, west or east of the college.
4. The area to the south of the building should not be occupied to insure adequate room for emergency vehicles.
5. Instructors should remain with their students and insure all students have been evacuated and/or are accounted for.
6. Day Care will evacuate to the east and congregate as a group in the park area to the east of the driveway.
7. Managers and Supervisors will insure their office area is evacuated prior to leaving the building.
8. No personnel will be allowed to enter the building until the emergency is over.

Evening Hours (5PM to close):

A. If a staff member or student hears gun shots or sees an unauthorized person with a weapon in the building:

1. If he or she is a staff member/employee, he/she should either lock down the office or classroom or, if he or she is a student, he/she should immediately notify the nearest staff member and follow them into a classroom or office to be locked down.
2. He/she should notify the night coordinator of the sighting using the telephone in the office or classroom.
3. The night coordinator should lock him/herself and any students in the LRTC in the safe area behind the circulation desk. The night coordinator will initiate the lock down procedure and call 911. The night coordinator should also notify the administration using the emergency phone numbers in the Night Coordinator Manual. In notifying 911, the night coordinator should give as much detail as possible, including:
 - a. Intruder's location

- b. Any injuries
- c. Potential for additional shooting/damage.
- d. Their own location within the building and telephone number.

B. Lock Down Procedure:

1. Immediately upon notification, the night coordinator will communicate a Lock Down alert to all classrooms, LRTC, administrative offices, student lounge and Employment and Training center, staff lounge, faculty suite, bookstore and conference rooms via telephone, e-mail or personal communication.
2. Employees should lock the room(s) they are in and/or nearby access doors. If open in the evenings, multi-use rooms such as the LRTC, Student Lounge, Employment and Training Center, conference rooms, staff lounge, faculty suites, bookstore and all administrative offices will assign an employee to ensure that this is done.
3. Occupants are to sit on the floor away from windows and doors; crouch under furniture if available; do not talk or make other sounds; and make the room appear vacant.
4. Occupants should turn off lights.
5. If possible occupants should notify the night coordinator of their status using a cell phone, telephone, email or whatever is available inside the locked-down room.
6. Individuals who are sight or hearing impaired and who have not seen/heard the alert will be assisted by an individual from their work unit, instructor, or Managers' Group member.
7. Room occupants shall not exit the room to investigate the situation. They should wait for further instructions from administration, law enforcement or emergency personnel.

C. Evacuation: When and if directed to evacuate the building by law enforcement responders or administration, the following should occur:

1. Whoever has been the contact person in the locked-down area will lead all occupants in evacuating the building immediately through the closest outside entrance.
2. Individuals with mobility impairments will be assisted in moving to safe areas.

3. All occupants will move quickly and calmly to a site to the north, west or east of the college.
4. The area to the south of the building should not be occupied to insure adequate room for emergency vehicles.
5. Instructors should remain with their students and insure all students have been evacuated and/or are accounted for.
6. Day Care will evacuate to the east and congregate as a group in the park area to the east of the driveway.
7. Managers and Supervisors will insure their office area is evacuated prior to leaving the building.
8. No personnel will be allowed to enter the building until the emergency is over.

Weekends:

A. If a staff member or student hears gun shots or sees an unauthorized person with a weapon in the building:

1. If he or she is a staff member/employee, he/she should either lock down the office or classroom or, if he or she is a student, he/she should immediately notify the nearest staff member and follow them into a classroom or office to be locked down.
2. The staff member/employee will immediately call 911. In notifying 911, he or she should give as much detail as possible, including:
 - a. Intruder's location
 - b. Any injuries
 - c. Potential for additional shooting/damage.
 - d. His or her location within the building.
3. The staff member/employee should notify any other instructors and classes in the building in whatever manner is safest, making use of cell phones or the phone in the classroom or office.

B. Lock Down Procedure:

1. Employees should lock the room(s) they are in and/or nearby access doors. If open in the evenings, multi-use rooms such as the LRTC, Student Lounge, Employment and Training Center, conference rooms, staff lounge, faculty suites, bookstore and all administrative offices will assign an employee to ensure that this is done.

2. Occupants are to sit on the floor away from windows and doors; crouch under furniture if available; do not talk or make other sounds; and make the room appear vacant.
3. Occupants should turn off lights.
4. Individuals who are sight or hearing impaired and who have not seen/heard the alert will be assisted.
7. Room occupants shall not exit the room to investigate the situation. They should wait for further instructions from administration, law enforcement or emergency personnel.

C. Evacuation: When and if directed to evacuate the building by law enforcement responders or administration, the following should occur:

1. Whoever has been the contact person in the locked-down area will lead all occupants in evacuating the building immediately through the closest outside entrance.
2. Individuals with mobility impairments will be assisted in moving to safe areas.
3. All occupants will move quickly and calmly to a site to the north, west or east of the college.
4. The area to the south of the building should not be occupied to insure adequate room for emergency vehicles.
5. Instructors should remain with their students and insure all students have been evacuated and/or are accounted for.
6. No personnel will be allowed to enter the building until the emergency is over.

Responsibilities:

Immediately, PTC Policy 106: Crisis Team Designation and Responsibilities also goes into effect.

It is the responsibility of the college and all employees to provide for the safety of all students in case of actual disaster.

The Safety Committee will insure that maps and proper evacuation routes are posted in each room.

Dissemination:

Copies to all employees; student and staff handbook; place in Night Coordinator Handbook.

Instructions and phone numbers for all campus extensions will be placed in the two safe rooms in Room 32 and Room 122.

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Approval: Signature: _____ Date: 8/31/04 _____

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