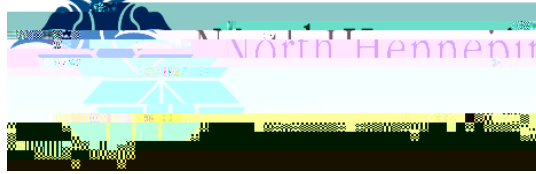




QUICK REFERENCE EMERGENCY RESPONSE

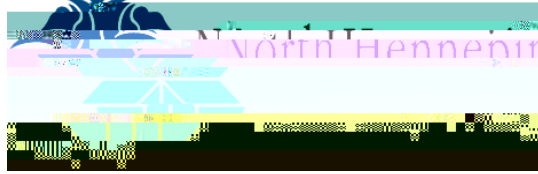


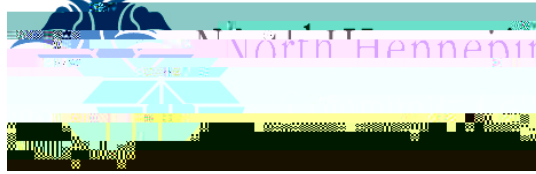


Emergency Phone Numbers

| | |
|--|--------------|
| Fire, Police, Ambulance..... | 911 |
| College Public Safety Department | 763-424-0807 |
| College Director of Public Safety..... | 763-424-0806 |
| College Director of Facilities | 763-488-0236 |
| College information Desk..... | 763-488-0391 |
| Facilities Services..... | 763-424-0773 |
| Xcel Energy- Gas..... | 800-825-2999 |
| Xcel Energy- Electric..... | 800-895-1999 |

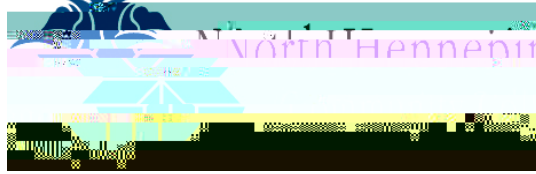
Emergency Phone Numbers





Medical Emergency

In the event of an a

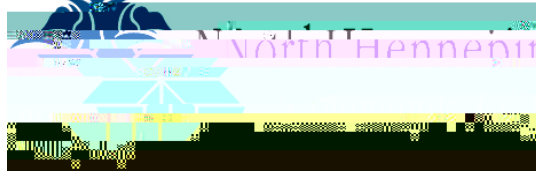


Severe Weather

The Public Safety Department monitors severe weather conditions for the campus area through the National Weather Service and will notify the college community when an alert is issued that requires you to seek shelter. Employees, student, and guests of the College will be notified via the College Emergency Notification System, which includes direct contact, telephone, text messages, PA system, or other broadcast system, and alarm signals such as air horns.

If you are notified to take shelter because of severe weather:

- Go immediately to a room **without windows** in the center of the building, an inside hallway or stairwell, preferably on the lowest level in the b



Student Crisis

Please contact the **Public Safety Department at 763-424-0807** in the event of student crisis situations. The Department will make appropriate contacts and referrals.

- Alcohol and other drug use emergencies
- Disruptive behavior in the classroom
- Mental Health/behavioral incidents or concerns
- Physical injury
- Sexual assault
- Threats to public welfare

You should:

1. **Remain calm.** Your reaction to the situation can provoke the student.
2. Identify if the situation is placing anyone in immediate danger. If not, a complaint should be filed with a student Code of Conduct Officer as soon as possible.
3. If there is an immediate danger:
 - a. Request the student to leave the area. If it fails:
 - i.



The following check list is to be completed by any NHCC College employee receiving a bomb threat. Report the call to NHCC Public Safety Department at 763-424-0807 (dial 0807 if using a Campus Phone) then complete the remainder of the form before discussing the call with anyone.

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

INSTRUCTIONS: Be Calm. Be Courteous. Listen. Do Not Interrupt the Caller.

Your Name: _____ meTi _____ Date: _____

ORIGIN OF CALL

Phone# _____ On v o ' O μ š •] ' > } o '

CALLER'S IDENTITY

D o ' & u o ' μ o š ' : μ À v] o ' Approximate Age: _____ yrs.

VOICE

SPEECH

LANGUAGE

' > } μ ' ^ } (š ' & • š ' ^ o } Á ' Æ o o v š ' } }
 ' ,] P Z W] š Z % o '] • š] v š '] • š } œ š ' &] œ ' W } } œ
 ' Z • % o Ç ' W o • v š ' • š μ š š œ E • o ' & } μ o ' } š Z œ
 ' / v š } Æ] š } š Z œ ' ^ o μ œ œ ' K š Z œ

E d

D E E Z

< ' Z K h E E K / ^ ^