# DCTC Procedure 6.17.1 Emergency Response, Notification and Evacuation

**Chapter 6 – Facilities Management**

**Part 1. How to Report an Emergency at Dakota County Technical College**
Individuals should report all emergencies at any Dakota County Technical College location by calling 911 from any telephone. Dial 9-911 from any campus extension, except the Eagan site.

**Part 2. Who is Responsible for Emergency Response and Notification?**
Upon notification of a campus disaster or campus emergency, the Emergency Response Team will immediately contact local emergency response agencies, such as law enforcement, fire department, EMS, etc. The Emergency Response Team at Dakota County Technical College includes:

| Title | Name | Extension |
|---|---|---|
| College President | Tim Wynes | 8213 |
| Vice President of Academic and Student Affairs | Mike Opp | 8319 |
| Interim CHRO | Laina Carlson | 8285 |
| Director of Foundation | Michelle Davis | 8236 |
| Director of Operations | Paul DeMuth | 8370 |
| Academic Deans and Associate Deans | | |
| Gayle Larson | | 8307 |
| Scott Determan | | 8235 |
| Ron Erickson | | |
| Marketing Department | Angela Burns | 8233 |
| College Counselor | Jennifer Robinson-West | 8217 |
| Health and Safety Officer | Lori Carlson | 8371 |
| Dakota County Deputy Sherriff | | 8388 |
| Chief Information Officer | Todd Jagerson | 8518 |
| Building Services Supervisor | Mike Schoen | 8594 |
| Intermediate District 917 | Linda Berg | 651-423-8214 |
| MnSCU Office of the Chancellor | Michael Dougherty | 651-201-1801 |

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring at any of our campus locations, DCTC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
**Subpart A: Main Campus** – The Emergency Response Team is responsible at the Main Campus in Rosemount.

**Subpart B: Apple Valley site** – The primary contact at the Apple Valley site is Lisa Bah. After calling 9-911 (as needed), she must contact the Emergency Response Team at the Main Campus. If she is unavailable, she is to delegate this responsibility to another employee at the Apple Valley site.

**Subpart C: Eagan site** – The customized training coordinator on duty will be responsible for calling 911 (as needed) and contacting the Emergency Response Team at the Main Campus.

**Subpart D: Training Center Building** – The faculty member or Dean on duty will be responsible for calling 9-911 (as needed) and contacting the Emergency Response Team at the Main Campus.

**Part 3. Method(s) Used to Notify Campus Community of an Emergency**
The Emergency Response Team will continue the notification process as is deemed appropriate for the incident. This notification process may include any or all of the following actions:
- Send a STAR-ALERT voice and text message to all contacts registered with STAR-ALERT.
- Send a campus-wide e-mail message to all dctc.edu e-mail addresses.
- Post emergency information on the Web site at http://www.dctc.edu/ .

It is anticipated that initial notifications will be the responsibility of the Dakota County Sherriff's Office, or the local police department at the campus location. However, it is recognized that any number of circumstances may cause this responsibility to fall to the President's Office, the Communications Office or another designated office. Additional messages may be released as the incident or situation dictates and as time permits.

In situations where the initial emergency notification was made by Campus Security or law enforcement, the President's Office, the Communications Office or another designated office will have responsibility for broadcasting further messages to the campus community.

**Part 4. Notification System Testing**
The Director of Operations and the Chief Information Officer are responsible for conducting tests of the notification system. Per HEOA regulations, a "test" is defined as "regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment of emergency plans and capabilities."

DCTC will test the notification systems at least annually. The Director of Operations will monitor the effectiveness of the test and conduct appropriate follow-through activities.

**Part 5. Publicizing the Emergency Response and Evacuation Policy and Procedure**
At a minimum, this policy and procedure shall be publicized as follows:
1. Annually, in conjunction with posting the Campus Crime and Security Report
2. At http://www.dctc.edu/
3. Student Registration and Orientation sessions

**Part 6. Other Response Efforts**
Depending on the nature of the reported emergency, the police will initiate the securing of buildings by notifying other DCTC offices and departments, such as Physical Plant personnel, and request they secure the exterior doors to their assigned buildings.

Depending on the nature of the reported emergency, DCTC offices and departments should implement the DCTC All Hazards Emergency Operations Plan if it is safe to do so.

**Part 7. Additional Resources**
The following resources are also available:
        1) DCTC Emergency Guidelines "flip" chart
        2) DCTC All Hazards Plan
                a. DCTC Emergency Preparedness Plan
                b. DCTC Crisis Intervention Plan
                c. DCTC Continuity of Operations Plan

**Related Documents:**

- Procedure

**Procedure History:**
Date of Adoption: 08/04/2010
Last Revision date: 06/05/2017
Date most recent procedure revisions go into effect: 06/05/2017

**Date and Subject of Revisions:**
06/05/2017 – Updated title and history and changed New Student Orientation reference to Student Orientation and Registration sessions as well as names of personnel and their phone extensions. Also renumbered to 6.17.1 as 6.10 policy already exists
12/19/2012 – Updated names
05/17/2017 – Updated titles and names in Part 2