Century College
Emergency Operations Plan

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- September 20th, 2021
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- November 3rd, 2023

Redacted
Personal & Confidential Information Removed
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**Emergency Operations Plan**

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Basic Plan

Purpose

A. Century College’s emergency operations plan informs the internal and external community and to the extent possible to continue to operate and carry out emergency functions as these relate to the following reasons:

Protect students/faculty/staff, the public, and the environment, from the effects of hazards to include, but not limited to:

- Natural disasters
- Technological hazards
- Civil emergencies
- National security events

Specific hazards include, but are not limited to:

- On or Off Campus Threats of Violence
- Floods
- Fires
- Tornadoes
- Blizzards
- Droughts
- Releases of hazardous materials
- Emergency levee failures
- Pipeline leaks
- Explosions
- Other man-made disasters and those involving criminal offense

Emergency Operations Plan (EOP) Objectives

The Century College EOP provides the framework to:

- Maximize the protection of lives and property.
- Ensure the College maintains continuity of operations and services for all departments and divisions during and beyond any disaster.
- Support local units of government and first responders where possible and in accordance with state and local requirements.
- Establish training and exercise standards, plan maintenance, and other preparedness activities for the college community.
- Ensure that all state and federal government emergency planning requirements are met within the guidelines provided.

Introduction

The Century College Emergency Operations Plan is divided into two major parts: 1) an “all hazards” basic plan; and 2) annexes on specific emergencies along with supporting standard operating procedures (SOP)/appendices. This plan is for Emergency Operations supported by the Continuity of Operations Plan (COOP), which outlines and guides recovery of lost critical functions, programs, and processes.
1. **Basic Plan:** The “all hazards” basic plan focuses on the assignment of emergency responsibilities and general operating guidelines, focused primarily on parties responsible for overall incident management responsibility.

2. **Annex:** An Annex outlines the general process and responsibilities for carrying out Emergency Service Functions (ESFs). These are outlined in the National Response framework and the Century College Emergency Operations Plan (EOP).

- Annex A: Notification and Warning: Alert-notification/warning of emergencies on campus, including active, passive, and individual messaging.
- Annex B: Incident Management: Coordination of internal and external emergency/disaster response throughout the campuses by outlining the response structure, emergency response team and emergency operations center activities.
- Annex C: Public Information: Emergency information, joint public information, public awareness campaigns and media education processes.
- Annex D: Accident/Damage Assessment: Describes assessment team make-up, activities, equipment, forms for documenting damage and loss due to the incident.
- Annex E: Search and Rescue: Not typically an educational institution or campus function but should be used to capture the missing student process and procedures.
- Annex F: Health Protection: Not typically within the capability of an educational institution or campus but used as a source of health protection guidelines, preventive, and emergency protective action recommendations and contamination control protocols. Typically, will hold information on local health bureau, contact information, Health Alert Network monitoring responsibility and other health related information.
- Annex G: Medical Services: Not typically within the capability of an educational institution or campus but used as a source of medical resource information such as local hospitals, ambulance services, etc. Also used to map out potential triage, mass casualty and staging areas for medical services on campus.
- Annex H: Fire Protection: Not typically within the capability of an educational institution or campus but used as a source of reference and contact information within the local community. Can include specific information for fire scenarios on campus(es).
- Annex I: Evacuation/Traffic Control/Security: Should outline evacuation, shelter-in-place, run-hide-fight, or relocation within a facility or campus, liaison with law enforcement, transportation sources and security of evacuated areas.
- Annex J: Mass Care, Housing, and Human Services: Not typically within the capability of an educational institution or campus but should contain identification of sheltering, sources of providing food and water for extended periods of time, if necessary, Red Cross/other sources of assistance, identification of crisis counseling for campus communities.
- Annex K: Debris Management: Identify resources and processes for debris management, contact information of immediate disaster assistance in the area of restoration, refuse removal, staging areas etc.
- Annex L: Public Works and Utilities Restoration: Not typically within the capability of an educational institution or campus but used to identify major utility suppliers, schematics and maps of major utility lines and establishment of major systems (i.e., HVAC, water, power, natural gas, telephones, internet, fuel, etc.).
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• Annex M: Environmental Hazard Response: Not typically a capability of an institution or campus but used as a resource for spill procedures, contact information for environmental clean-up, environmental protection, long-term environmental recovery, hazardous materials, and environmental cleanup.
• Annex N: Resource Management: Outline campus-controlled resources and the resource request processes for system resources and resources through the local Emergency Operations Center.
• Annex O: Radiological Exposure Control: Not typically within the capability of an educational institution or campus but used to identify responsibilities for radiological exposure control if applicable.
• Annex P: Reserved for Future Use
• Annex Q: Civil Disturbance Plan
• Annex R: On or Off Campus Threats of Violence

**Appendices:** Appendices supplement and support Annexes. These are very specific and often procedural in nature. These are checklists or processes and procedures directed toward specific threats or scenarios. These also include local procedures and policies.

**Emergency and Response Responsibilities**

A. Institution President

- Act as, or appoint, an Incident Commander ensuring all safety, liaison, public information and command and control functions are fulfilled or delegated.
- Responsible for emergency preparedness, planning, response, recovery, hazard mitigation and continuity of operations activities for Century.
- Informs the system office of response and recovery efforts at the campus regarding impact and response actions.
- Oversees emergency response and recovery of the campus from an enterprise perspective.
- Assigns oversight of the campus emergency management program to the Director of Public Safety as a point of contact for day-to-day emergency management planning, operations, and coordination.
- Ensures recovery of campus functions and requests support for the campus from the system office or appropriate agencies.
- Assigns Emergency Operations Team (EOT) members of sufficient discipline, training, expertise, and authority to manage any crisis, emergency, or disaster at the campus.
- Serves as spokesperson for the College.
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B. Vice President for Finance & Administration:
- Acts as designated responsible party in the absence of the President.
- Assists in assessing and projecting costs of events or providing support to the campus during emergency response and recovery operations.
- Oversees all financial aspects of responses including, but not limited to, management of funds, payroll, projected or potential project costs, contract solicitation or approval, and any other financial requirements at the campus in support of emergency and recovery operations.
- Aids in assessment of campus infrastructure where required.
- Ensures purchase orders and contracts are open and flexible to finance operational needs during emergencies.
- Primary liaison to local county or state emergency operations centers.
- Serves on or provides representation to the EOT.

C. Provost/Vice President of Academic & Student Affairs:
- Maintains educational process integrity through interface with campus Academic and Student Affairs (ASA) functions, other members of the Emergency Operations Team and divisions and units.
- Assists campuses in recovery of educational process and/or transition to alternative learning modalities and service strategies.
- Maintains student services process integrity and campus functions.
- Provides team information, including but not limited to, list of enrolled students in aggregate, class rosters of students and schedules of students, relevant contact information should these be required.
- Serves on or provides representation to the EOT.

D. Vice President for Information Technology:
- Implements the Information Technology Disaster Recovery Plan as required to ensure all the services, accessibility and connectivity are restored.
- Plans for redundancy of essential operational files to ensure College continuity of operations can resume remotely or at a restored site.
- Provides Local Area Network (LAN) services to include, but not limited to the following: Conference Room/classroom AV/Zoom support, PC/printer support and mapping, and wireless network/Eduroam.
- Provides specific and priority LAN support and services to the Emergency Operations Team/Center and ensures connectivity and access to required services.
- Serves on or provides representation to the EOT.
- Provides IT technician(s) to support EOT operations and EOC set up.

E. Director of Marketing and Communications:
- Oversees the Public Information and Government Relations aspects of response and recovery operations for campus emergency and recovery operations.
- Assists the Incident Commander in preparation of communication releases.
- Serves on or provides representation to the EOT.
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F. General Counsel: (Staffed by the MinnState College and University System Office)
   • Provides legal advice and counsel to the Incident Commander and the EOT staff.
   • Provides legal advice and counsel to the college President and the emergency operations team during campus emergency response, post response and recovery operations.
   • Provides legal representation to the college campus EOT.

G. Director of Facilities:
   • Ensure adequate facilities are ready for use in the short- and long-term continuity of operations; coordinate repairs of problems that reduce or preclude operational capabilities.
   • Maintain liaison with all service providers, building management, other sections, unit, or campus regarding facilities issues.
   • Provide situation status updates to the EOT.
   • Provide engineering services and expertise to the Incident Commander or campus as required.
   • Participate in initial and detailed follow-up damage assessment efforts in coordination with the Damage Assessment Team or with the affected campus unit if requested.
   • Coordinates with Finance to ensure funds are allocated for use of private sector engineers, architects and contractors as required.
   • Arrange and assist with set-up of temporary relocation facilities if necessary.
   • Serves on or provides representation on the EOT

H. Director of Security/Emergency Manager:
   • Provides advice and counsel to the Incident Commander and assists in establishing system emergency operations center if required.
   • Manages the information flow and notification of senior executive personnel and recommends appropriate actions for the response to and recovery from emergencies affecting the institution or campus.
   • Acts as the liaison between the institution and local Law Enforcement/First Responders and/or local Emergency Management personnel during statewide or regional emergencies affecting the institution or campus.
   • Ensures satellite sites and those not co-located on an institution campus have emergency procedures and notification links to the institution for support.
   • Assists the IC with the establishment, management, and activities of the Emergency Operations Center (EOC).
   • Manages the institution emergency management exercise program by developing, facilitating, evaluating, and following up on exercises, drills, tests of the emergency management program at the campus, and manages Star Alert and emergency notification systems.
   • Chairs, serves on, or provides representation on the EOT.

I. Associate Vice President of Human Resources Management
   • Supports the college administration to maintain communication with employees and establish temporary agreements as required.
   • Provides a list of all active employees scheduled for work and maintains staffing records.
   • Obtain additional temporary human resources as required.
   • Process compensation and claim benefits in conjunction with the Finance department.
   • Consult on employee health and safety issues.
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- Maintain continuation of pay and benefits.
- Provide critical incident and post incident stress management.
- Serves on or delegates representation to those who can support the EOT.
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Concept of Operations

*Century College* will use and comply with the National Incident Management System (NIMS) guidelines and requirements in any emergency response. See Annex B: Incident Management/ Emergency Operations Center. First responder agencies have the primary responsibility for meeting the immediate health and safety needs of citizens in the event of a major emergency/ disaster. These include but are not limited to the emergency managers of Washington and Ramsey Counties.

During any event, the President acts as the Incident Commander unless otherwise not available. In that case the alternate assumes responsibility for this role. An Incident Commander as defined is the individual with decision-making authority, who provides overall leadership for incident response, delegates authority to others, and takes general direction from agency administrators or officials. For Century College, this responsibility will follow the Succession of Command.

**Incident Command Staff**

<table>
<thead>
<tr>
<th>Position</th>
<th>Initial Incident Commander</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Primary</td>
</tr>
<tr>
<td>Vice President of Finance &amp; Administration</td>
<td>Alternate</td>
</tr>
<tr>
<td>Provost/Vice President of Academic &amp; Student Affairs</td>
<td>In Turn</td>
</tr>
<tr>
<td>Vice President of Information Technology</td>
<td>In Turn</td>
</tr>
</tbody>
</table>

**Emergency Operations Team**

<table>
<thead>
<tr>
<th>Position</th>
<th>Incident Commander (IC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Incidence Commander (IC)</td>
</tr>
<tr>
<td>Vice President of Finance &amp; Administration</td>
<td>Command Staff</td>
</tr>
<tr>
<td>Provost/Vice President of Academic &amp; Student Affairs</td>
<td>Command Staff</td>
</tr>
<tr>
<td>Associate Vice President Academic Operations</td>
<td>Support Staff</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Support Staff</td>
</tr>
<tr>
<td>Vice President of Information Technology</td>
<td>Command Staff</td>
</tr>
<tr>
<td>Associate Vice President Human Resource Management</td>
<td>Support Staff</td>
</tr>
<tr>
<td>Assistant Director of Human Resources</td>
<td>Alternate Support Staff</td>
</tr>
<tr>
<td>Director of Marketing and Communications</td>
<td>Support Staff</td>
</tr>
<tr>
<td>Communications Coordinator</td>
<td>Alternate Support Staff</td>
</tr>
<tr>
<td>Director of Public Safety</td>
<td>Support Staff</td>
</tr>
<tr>
<td>Lead Campus Security Officer</td>
<td>Alternate Support Staff</td>
</tr>
<tr>
<td>Safety Administrator</td>
<td>Support Staff</td>
</tr>
<tr>
<td>Director of Facilities</td>
<td>Support Staff</td>
</tr>
<tr>
<td>Physical Plant Supervisor</td>
<td>Alternate Support Staff</td>
</tr>
<tr>
<td>Director of Technical Operations</td>
<td>Support Staff</td>
</tr>
<tr>
<td>Assistant to the President</td>
<td>Support Staff</td>
</tr>
<tr>
<td>General Counsel</td>
<td>MinnState System office Support Staff</td>
</tr>
<tr>
<td>NE Metro 916 Assistant Principal</td>
<td>Support Staff</td>
</tr>
</tbody>
</table>

For additional Incident Command System (ICS) positions for Century College refer to Annex B – Incident Management/Emergency Operations Center.
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**Emergency Operations Centers (EOC)**
The EOC is the physical location from which the Emergency Operations Team functions. Any conference room or office space on or offsite can be identified and utilized, for partial EOT activation depending on the emergency and scope of the incident, and for meetings which are short in duration and do not require extended or coordinated responses. In most cases, the president or Incident Commander, or designee acting as Incident Commander, will designate a meeting location for the Emergency Operations Team. In case of evacuation from a site, the crisis team should convene at the following locations and move to an appropriate meeting location determined by the location of the emergency:

On-campus locations for the Century College Emergency Operations Center:
- **West Campus:**
- **East Campus:**

Offsite location is:
- 

**Local or State Emergency Operations Centers**
Emergencies affecting the local jurisdiction are managed by the Emergency Operations Center for that municipality/county:
- Ramsey County Emergency Management/EOC:
- Washington County Emergency Management/EOC:
- State Emergency Operations Center
- Minnesota Duty Officer
Notification and Activation

When facing a crisis, employees will follow procedures in the emergency procedures chart (located in all classrooms, office suites, lab areas, and conference rooms), which includes how to notify the Public Safety Department as well as local emergency services during any potential crisis or emergency. The Public Safety Department will notify the College President, who will determine if an emergency or crisis requires the response and activation of the Emergency Operations Team. In the event of emergency operations team activation, the subsequent notification and activation procedures will be followed:

1. **Notification of Internal Team:** If the President or Incident Commander chooses to call together the Emergency Operations Team, team participants will be informed by telephone, or other electronic means, utilizing the EOT contact list or directory. The EOT will convene at a location designated by the President or, in case of a site evacuation, at the predetermined team meeting location.

2. **Notification of Others Affected:** If deemed needed by the President/Incident Commander, the Emergency Operations Team will determine the next course of action, including notification of employees, students, Minnesota State College and University system office (See Part 3 Reporting and Activation, section b), county and/or city officials, immediate neighborhoods, or other constituencies. Notification to the College may include a multi-layered approach depending upon the incident, one or all of the following may be utilized: e-mail, STAR ALERT, paging system, postings on doors and/or phone calls.

3. **Reporting and Activation:** Emergencies impacting Century College will follow the processes and procedures outlined in Annex A – Warning and Notification and Annex B – Incident Management/Emergency Operations Center
   a. Emergencies affecting Century College require reporting of the incident to the system office of the Minnesota State College and University system, which includes the Chancellor. However, it is assumed that the college administration, led by the President, will exercise direct command and control of the college campus response. The system office will provide support and assistance in a coordination and advisory capacity.
   b. Notification from the campus EOT to the system office should be made by contacting:
      i. John Dingmann-System Director of Public Safety and Compliance at:
         - Cell: 
         - Office:
      ii. Tracy Worsley-Minnesota State Emergency Preparedness and Security at:
         - Cell: 
         - Office:
Training and Exercises

The EOT and support personnel will be appropriately trained inclusive of exercises conducted to familiarize EOT members of EOP procedures and develop working relationships with other EOT members. These include, but are not limited to the following:

**Training:** Members of the Century College EOT should receive training according to the following chart:

<table>
<thead>
<tr>
<th>EOT NIMS/ICS Training Requirements</th>
<th>IS – 100 On-line</th>
<th>IS-200</th>
<th>IS-700</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel who may serve as an incident commander</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Personnel who may potentially respond to a local or county Emergency Operations Center to represent the institution in decision making or to commit resources or assets to a regional or state-wide emergency.</td>
<td>X</td>
<td>X</td>
<td>X Optional</td>
</tr>
<tr>
<td>Personnel serving as a Public Information Officer for Century College</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Personnel that will perform primary or alternate EOT staff and support. Others as deemed appropriate by the President.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Personnel who may organize and respond to assist a campus in managing a disaster or emergency.</td>
<td>X</td>
<td>X</td>
<td>X Optional</td>
</tr>
</tbody>
</table>

Members of the Century College EOT MUST complete the following training courses: [http://training.fema.gov/EMIWeb/IS/is100HE.asp](http://training.fema.gov/EMIWeb/IS/is100HE.asp)

- **IS-100.c** ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).
- **IS-200.b** ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.
- **IS-700.b** This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents.

**Exercises:** The institution will no less than annually conduct a tabletop exercise or walk-through exercise of the EOP to familiarize EOT members of their roles, responsibilities, and associated emergency procedures. The institution may also participate in system office emergency response exercises or exercises conducted by state and local agencies to prepare and assess response activities between these organizations. A debriefing and After-Action Report (AAR) will be conducted at the
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Conclusion of each exercise to determine if there are any plan deficiencies and identify best practices and lessons learned. Designated campus representatives will assume the responsibility for ensuring that exercise deficiencies are corrected in a timely manner.
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Plan Authorities
This Plan was developed with assistance and/or guidance provided by the Minnesota Division of Homeland Security and Emergency Management (HSEM), the Federal Emergency Management Agency (FEMA) and the System Office. References and laws that this plan considers include:

A. U.S. Public Law 93-288, as amended. (Robert T. Stafford Act)
B. Federal Response Plan (for Public Law 93-288, as amended)
F. Minnesota Statutes, Chapter 12, as amended
G. Governor’s Executive Order assigning emergency responsibilities to state agencies.
H. Minnesota State Colleges and Universities Policy 1A.10 Long Term Emergency Policy
I. Century College Policy 6.16 Safety, Education and Crime Reporting
J. Century College Policy 6.17 Timely Warnings, Immediate and Emergency Notifications
K. Century College Policy 6.22 Campus Violence and Weapons Policy
Annex A: Warning and Notification

This ANNEX provides an overview of the general procedures whereby Century College key officials are notified, and the Century College students, faculty and staff are warned, of any emergency/disaster.

Basic Notification Process

![Diagram of the basic notification process]

**Initial Emergency Notification**

- During business hours, initial emergency notification will be made via any or all of the emergency notifications system(s) from the Public Safety Department Personnel. In an extreme emergency, these notification systems may be activated remotely. Students, employees, and guests should follow all directions they receive over the emergency messaging system.
  - Emergency Messaging Systems include:
    - Fire Alarm System
    - Live Paging System (Fire System Public Address)
    - Telephone Notification System
    - Alertus Desktop Notification System
    - StarAlert (Email, Text Messaging, and Social Media notifications)
- The College President is responsible for communicating follow up notifications to the campus community during business hours.
- During non-business hours, the Public Safety Department is notified by the alarm company, fire department or 911 dispatch with information that an event has occurred. The Public Safety Department notifies the College President that an event has occurred and advises and executes additional notifications as appropriate or directed. The Star Alert system is activated accordingly.
- Annex C (Public Information) will be utilized (at a minimum) to assist with notification.
Notification of Emergency Operations Team

- The College President or designee will decide if the Emergency Operations Team is required and who on the team requires notification. The President also determines the location of the EOC to be used for assembly, if necessary.
- The emergency management coordinator will assist in whatever way possible to coordinate and facilitate the notification, assembly process and accountability for the EOT.

Follow up notification and communication:
The Incident Commander (IC) is responsible for approving all follow up messages. Notifications and messages will follow this annex, associated appendices, and Annex C, Public Information. As conditions evolve, including de-escalation and ‘all-clear’ messaging, multiple means of communication may be used to provide information and direction to students, faculty, staff and impacted parties:
- Campus Fire System
- StarAlert
- Campus Email
- Telephone notification system
- Alertus
- Emergency web site: www.century.edu
- Institution Facebook page: https://www.facebook.com/Century-College-188808971422/
- Institution Twitter account at: www.twitter.com/centurycollege
- Radio and TV news media
## Appendix 1: Emergency Alerting System Contacts

<table>
<thead>
<tr>
<th>System</th>
<th>Provider</th>
<th>Function</th>
<th>Primary Updaters</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Digital</td>
<td></td>
<td></td>
<td></td>
<td>E-Mail:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Office:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cell:</td>
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<td></td>
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</tbody>
</table>
Appendix 2: STARAalert System Operation
This APPENDIX outlines procedures for creating and sending messages through the Blackboard Connect emergency notification system.

Emergency notification system operations:
The Director of Public Safety or Lead Campus Security Officer, in coordination with Public Safety Officers, may initiate the College’s emergency mass notification processes during extremely violent or hazardous incidents that pose immediate danger or threat to the health and safety of campus community members wherein Public Safety personnel need to notify campus community members immediately to reduce the likelihood of casualties or injuries.

Confirmation of a violent, hazardous incident or dangerous situation involving an imminent threat to the health and/or safety of students or employees typically involves the response and assessment of Public Safety Officers, college officials, local law enforcement, or emergency responders. As previously stated, notification will occur for these types of incident situations as described unless the notification will compromise efforts to assist a victim(s) or contain, respond to, or otherwise mitigate the emergency.

Upon confirmation of an emergency the following personnel have been trained and have credentials to prepare and send emergency messages via the emergency notification systems listed above:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Rohleder</td>
<td>E1638</td>
<td></td>
<td>Vice President</td>
<td>IT</td>
</tr>
<tr>
<td>Jason Philipp</td>
<td>E1393A</td>
<td></td>
<td>Director</td>
<td>Public Safety</td>
</tr>
<tr>
<td>Nate Mens</td>
<td>E1413</td>
<td></td>
<td>Lead Officer</td>
<td>Public Safety</td>
</tr>
<tr>
<td>Kevin Wriskey</td>
<td>E1393B</td>
<td></td>
<td>Safety Administrator</td>
<td>Public Safety</td>
</tr>
<tr>
<td>James Slaughter</td>
<td>E1412</td>
<td></td>
<td>Campus Security</td>
<td>Public Safety</td>
</tr>
<tr>
<td>Nichole Kirsch</td>
<td>E1412</td>
<td></td>
<td>Campus Security</td>
<td>Public Safety</td>
</tr>
<tr>
<td>Jessica Gonzalez</td>
<td>E1412</td>
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<td>Campus Security</td>
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</tr>
<tr>
<td>Tou Yang</td>
<td>E1412</td>
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<td>Tsim Yang</td>
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<tr>
<td>AK Khan</td>
<td>E1397</td>
<td></td>
<td>Vice President</td>
<td>Finance &amp; Admin</td>
</tr>
<tr>
<td>Mike Houfer</td>
<td>E1403</td>
<td></td>
<td>Director</td>
<td>Facilities</td>
</tr>
<tr>
<td>Jim Stumne</td>
<td>Off Campus</td>
<td></td>
<td>Director</td>
<td>Marketing</td>
</tr>
</tbody>
</table>
Appendix 3: Campus Notification to System Office

As outlined in the Basic Plan, campus emergency operations teams and Emergency Preparedness Coordinators notify the system office of incidents and emergencies on campus. The following is the detailed information and types of incidents and timeframes for reporting. While not all-inclusive, it lists the primary incidents that could require a larger response than the campus has the capability to manage, requires additional resources or expertise or tracking and follow-up by the system office.

**Campus Reporting Procedure:**

1. The Emergency Operations Team (EOT) will notify system Public Safety and Compliance Unit (PSCU) that an event has occurred.

2. During emergencies, the campus EOT will call the Director, PSCU at [redacted] or Emergency Preparedness and Security at [redacted].

3. Once notified of the emergency, PSCU will notify the Chief of Staff, Associate Vice Chancellor for Facilities, Vice Chancellor for Finance (in-turn) for action or follow-up.
## Incident Command Staff Names and Numbers

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work #</th>
<th>Cell #</th>
<th>Home #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angelia Millender</td>
<td>College President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AK Khan</td>
<td>Vice President of Finance &amp; Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pakou Yang</td>
<td>Provost/Vice President of Academic &amp; Student Affairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Rohleder</td>
<td>Vice President of Information Technology</td>
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</tr>
</tbody>
</table>

## Emergency Operations Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work #</th>
<th>Cell #</th>
<th>Home #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebecca Edberg</td>
<td>AVP of Human Resources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tana Hostetter</td>
<td>Assistant Director of Human Resources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>James Stumne</td>
<td>Director of Marketing and Communications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teresa Callies</td>
<td>Communications Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jason Philipp</td>
<td>Director of Public Safety</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nate Mens</td>
<td>Lead Campus Security Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kevin Wriskey</td>
<td>Safety Administrator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mike Houfer</td>
<td>Director of Facilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mike Moris</td>
<td>Physical Plant Supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leif Jordahl</td>
<td>Director of Technical Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jayant Anand</td>
<td>Associate Vice President of Academic Affairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jennifer Pearson</td>
<td>Dean of Academic Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hennen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Katie Svoboda</td>
<td>Dean of Students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christine McGing</td>
<td>Executive Assistant to the College President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Erick Lehet</td>
<td>NE Metro 916 Assist Principal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosa Rodriguez</td>
<td>Associate Vice President Diversity, Equity &amp; Inclusion</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 5: College Notification Tree Procedure

In case of crisis, the campus may need to inform some or all its employees via telephone. Following is the order of calling and area of responsibility. Each Executive and Cabinet member is responsible for maintaining the phone numbers of their teams.

1. College President notifies Executive level administrators (Vice President Finance and Administration, Provost, AVP of Human Resources, Vice President of Information Technology and AVP - DEI) as well as the Director of Marketing and Communications and the Director of Public Safety
2. College President notifies the Director of Foundation
3. Executive level administrators and direct reports of the President notify their direct reports
4. Direct reports of Executive Level administrators notify their direct reports, and their direct reports notify their teams within their departments of oversight as follows:
   a. The Provost notifies Academic Deans and Academic Deans notify faculty and support staff
      i. Deans, Associate deans, directors and other administrative or supervisory leaders notify their direct reports and support staff
   b. The Vice President of Finance notifies Facilities, Business Office Operations and these directors and supervisors notify their direct reports
Annex B: Incident Management/Emergency Operations

This ANNEX outlines procedures for Century College to organize in alignment with the National Incident Management System (NIMS) and the Incident Command System (ICS) to respond to emergencies impacting the college campus(es), co-located entities and locations and other institutions as applicable. The below chart outlines the basic ICS organizational structure for establishing the Emergency Operations Team (EOT) and responding to emergencies.

Concept of Operations:
The emergencies impacting the institution and requiring a formal response and organization are many and varied. In general, the President or the designated executive level member responsible for the college will determine the appropriate level of initial response. The individual(s) will also determine if and where the institution EOT is required to assemble. Appendix 1 to Annex B outlines the decision process for assembling the EOT. Appendix 2 to Annex B is a checklist for analysis and determining emergency scope, necessity of EOT, and other critical functions within the first 30-60 minutes of the response.
Emergency Operation Center (EOC):
The scope and impact of the emergency may require the creation of an EOC for the institution EOT to work from. The location of the institution EOC will differ based on the location of the emergency and the level of response required. The EOC may be established within the geography of the campus or at an off-site location. It is not possible to forecast all the possible events, so the following locations have been selected as potential locations for the (Institution name) EOC.

Potential locations for the Century College Emergency Operations Center:
- **West Campus**
- **East Campus**

The institution EOC should be equipped with communications systems, materials, and equipment for the college EOT to work efficiently and effectively. While the scope of the emergency will dictate specific requirements, the following should be considered when establishing the EOC:
- Local Area Network connectivity for EOT members, electricity, telephone connectivity for EOT members
- Laptops or desktop computers for EOT members with appropriate plans, checklists, and software
- Conference capability (audio/video)
- White boards w/accessories or poster easels
- Projector
- Administrative supplies
- Access to basic needs utilities
- Tables and chairs to accommodate all EOT members
- Fax and copy machine access
Appendix 2: Institution ICS Structure

- President
  - Incident Commander
    - EOC Manager
    - General Counsel
    - PIO
    - Liaison

EOC Support Staff

- Operations
  - ASA
  - HR
  - IT
  - Office Services
  - Security/Staff

- Planning
  - ASA
  - Facilities
  - Finance
  - HR
  - IT
  - General Counsel
  - Office Services
  - Staff

- Logistics
  - Contracting
  - Facilities
  - HR
  - General Counsel
  - Office Services
  - Staff

- Admin/Finance
  - Contracting
  - Finance
  - HR
  - Office Services
  - Staff
Century College
Emergency Operations Plan

Appendix 3: Emergency and Crisis Response Checklist

1. What are the facts? Assume first reports are partially incorrect if not wrong.
2. What is the threat to a person or group of people? Initiate emergency procedures to protect them.
3. Has the threat damaged property and/or people? Initiate emergency procedures to protect people and property.
5. Determine size and scope of the incident.
   □ Can/should College remain open (fully or partially) or, should the campus location be closed or isolated?
6. Designate an Incident Commander (IC) for the college response.
7. Determine and distribute initial emergency information to college community.
   □ What happened?
   □ What should they do? – This may be different for each campus group (Student, Faculty, and Staff).
   □ When/where can they get more information?
8. Determine if the campus Emergency Operations Team (EOT) needs to be assembled.
   □ Determine time and place to assemble Emergency Operations Team (EOT):
     ▪ Primary or alternate Emergency Operations Center (EOC)?
     ▪ Other location?
   □ Notify/recall the Emergency Operations Team (EOT) on when and where to meet.
     ▪ Ensure they sign in at Emergency Operations Center (EOC) and are assigned responsibilities.
     ▪ Begin documentation process.
9. Incident Commander (IC) provides initial briefing to Emergency Operations Team (EOT).
   □ Provide summary of situation and all known facts.
10. Notify system office – Request assistance or resources if needed.
11. Establish Public Information Officer (PIO) function.
   □ Appoint spokesperson/prepare initial news release.
   □ Coordinate with local PIO if established.
12. Account for status of students, faculty, and staff if necessary.
13. Assign group to review Continuity of Operations (COOP) plan and begin developing strategy.
14. Assess damage to infrastructure and operations.
   □ Facility – including utilities and property
   □ Information Technology
   □ Academic
   □ Human resources
15. Develop response and recovery priorities based on damage assessment – establish objectives.
   □ Determine realistic goals based on recommendations of Emergency Operations Team (EOT).
   □ Monitor human resource considerations.
   □ Keep campus community informed.
   □ Coordinate activities with local authorities/system office as necessary.
16. Plan for recovery of critical functions and re-establish educational process.
17. Document activities, costs, expenditures, lessons learned for After Action Review.
Annex C: Public Information
This ANNEX outlines procedures to disseminate public information during an emergency/event.

Public Information Decision Flowchart

Is a Public Statement Required or Requested?

- YES
  - Institution impact only
  - Assign a Public Information Officer
  - YES
    - Advise and consult System Office Public Affairs
    - YES
      - Institution Public Information Release after approval by Incident Commander
      - YES
        - Institution impact only
        - Institution Public Information Release after approval by Incident Commander
      - NO
        - YES
          - Institution Public Information Release after approval by Incident Commander
          - NO
            - YES
              - Institution Public Information Release after approval by Incident Commander
              - NO
                - YES
                  - Institution Public Information Release after approval by Incident Commander
                  - NO
                    - YES
                      - Institution Public Information Release after approval by Incident Commander
                      - NO
                        - YES
                          - Institution Public Information Release after approval by Incident Commander
                          - NO
                            - YES
                              - Institution Public Information Release after approval by Incident Commander
                              - NO
                                - YES
                                  - Institution Public Information Release after approval by Incident Commander
                                  - NO
                                    - YES
                                      - Institution Public Information Release after approval by Incident Commander
                                      - NO
                                        - YES
                                          - Institution Public Information Release after approval by Incident Commander
                                          - NO
                                            - YES
                                              - Institution Public Information Release after approval by Incident Commander
                                              - NO
                                                - YES
                                                  - Institution Public Information Release after approval by Incident Commander
                                                  - NO
                                                    - YES
                                                      - Institution Public Information Release after approval by Incident Commander
                                                      - NO
                                                        - YES
                                                          - Institution Public Information Release after approval by Incident Commander
                                                          - NO
                                                            - YES
                                                              - Institution Public Information Release after approval by Incident Commander
                                                              - NO
                                                                - YES
                                                                  - Institution Public Information Release after approval by Incident Commander
                                                                  - NO
                                                                    - YES
                                                                      - Institution Public Information Release after approval by Incident Commander
                                                                      - NO
                                                                        - YES
                                                                          - Institution Public Information Release after approval by Incident Commander
                                                                          - NO
                                                                            - YES
                                                                              - Institution Public Information Release after approval by Incident Commander
                                                                              - NO
                                                                                - YES
                                                                                  - Institution Public Information Release after approval by Incident Commander
                                                                                  - NO
 Adamantium: 1800s, 1900s, 2000s, 2100s, 3000s
Spokesperson:
The only officials authorized to originate public information releases regarding the college’s response to an emergency/disaster is the President/Incident Commander for Century College or his/her designee.
- These individuals have access to all information necessary to create, develop and communicate a message for the media. They will work closely with the Public Information Officer (PIO) located in the local Emergency Operating Center (EOC) or Joint Information Center (JIC) if established.
- The local, county, or state Public Information Officers (PIO) may establish a Joint Incident Command (JIC), where news releases will be given and agencies including Century College can forward their information for release. If this function has been established by the local jurisdiction, then the local PIO has sole release authority for all information.

Responsibilities:
The Public Information Officer (PIO) will relay information as needed to the official spokesperson and will arrange for the spokesperson to release the information to the media.
- If the emergency involves the surrounding local jurisdiction(s) then all messages and press releases must be coordinated through the local jurisdiction(s) PIO.
- The Public Information Officer (PIO) will be responsible for arranging rumor control at the local Emergency Operations Center (EOC) or Joint Information Center (JIC).
Appendix 1: Preparing Spokesperson

When to engage and respond to reporter calls or other method of inquiry:
- Always contact your agency’s appointed public information officer (PIO) before answering a reporter’s questions or agreeing to an interview.

Your PIO will help you determine:
- The reporter’s angle
- The reporter’s deadline
- Whether to grant an interview
- Who has already been interviewed on this subject
- What has already been said about the subject
- When and where the interview will take place
- The topics to be covered and length of the interview
- Who the audience is (this is not the reporter)
- Key messages for the audience

Prepare for the interview:
- To prepare for the interview, if you are chosen to provide one, meet with your PIO
- Relax. You can control the interview
- Practice your answers – keep responses short and to the point
- Think of examples to answer questions
- Practice repeating key information

During the Interview:
- Invite your PIO to attend the interview
- Relax
- Repeat key messages early and often. Tie answers back to the information you need to convey
- Answer questions only within your area of expertise
- Stick to the agreed-upon subject. If the reporter goes off the subject, simply keep reiterating your key messages
- Don’t repeat negatives – respond by refocusing on the information you need to convey
- It’s OK to say, “I don’t know”, or “I’ll find out”
- Do not be afraid of silence. It can be very effective in helping you control the interview
- There is no such thing as off the record!
- Be honest

After the interview:
- Keep your PIO in the loop – he or she will help you follow up on information requests
- Evaluate how well you shared your primary messages
- Evaluate the accuracy of the piece and discuss it with your PIO
Century College
Emergency Operations Plan

Annex D: Damage Assessment
Accident/Damage Assessment: describes assessment team make-up, activities, equipment, forms for documenting damage and loss due to the incident. To assess damage to college property the following team will be assembled and dispatched at the earliest and safest convenience:

<table>
<thead>
<tr>
<th>Office</th>
<th>Title</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td>Vice President of Technology</td>
<td>Technology infrastructure and equipment</td>
</tr>
<tr>
<td>Facilities</td>
<td>Facilities Director</td>
<td>Buildings, grounds, &amp; equipment</td>
</tr>
<tr>
<td>Risk Management</td>
<td>Purchasing/Auxiliary Services Supervisor</td>
<td>State Liaison/Insurance</td>
</tr>
<tr>
<td>COOP Officer</td>
<td>Public Safety Director</td>
<td>Relocation if necessary</td>
</tr>
</tbody>
</table>

OR

For a college emergency or disaster, the system EOT may form a team, and dispatch to the campus at their request, to assess damage and assist in the recovery of that institution. The team can be made up of:

- Facilities
- Project Managers
- Risk Assessment
- Emergency Management and Security
- Environmental Health
- Occupational Safety and Health
- Others as required
Appendix 1: Damage Assessment Form

**DAMAGE ASSESSMENT REPORT**

Date/Time Reported: _____________________________________________________________

Name of Person Placing Initial Alert: ______________________________________________

Estimated Time of Arrival at Disaster Site: ___________________________________________

General Description of Disaster:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

External Support Requirements:
Fire:  _________________________________________________________________________

Police: ________________________________________________________________________

Security Guards: __________________________________________________________________

Personnel Agency: __________________________________________________________________

<table>
<thead>
<tr>
<th>ITEM - Property</th>
<th>Damage Level</th>
<th>Extent of Damage</th>
<th>Estimate Recovery Time</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM - Structure</th>
<th>Damage Level</th>
<th>Extent of Damage</th>
<th>Estimate Recovery Time</th>
</tr>
</thead>
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<td></td>
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</table>

**DAMAGE LEVEL KEY:**  1=AFFECTED  2=MÎNOR  3=MAJOR  4=DESTROYED
## Appendix 2: Facility Damage Assessment Report

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>RESOURCES REQUIRED</th>
<th>ESTIMATED COMPLETION TIME/DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Assess damage</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-site survey of main structures including supports, walls, and roof</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access problems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate re-usability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify further inspections required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advise insurance company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immediately secure damaged location or wait for permanent site restoration</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Assess non-structural damage</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-site survey of all non-structural facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine damage to power, lighting, heating, cooling, and ventilation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine damage to internal partitioning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine damage to doors, windows, and floors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine damage to decoration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine damage to fixtures and fittings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine damage to furniture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate recovery period prior to re-occupation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annex E: Missing Student Procedure

Century College does not have search and rescue capability or on campus residential facilities. This annex serves to outline the Missing Student Procedure that will be followed if assistance of the college is requested by law enforcement.

Procedure

Follow the procedures below when notified of a missing student:

1. If a member of the college community has reason to believe that a student is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being.

2. Members of the college community who become aware of a missing student must report the incident to Public Safety Office immediately (651-747-4000). Century College will enlist the aid of the appropriate law enforcement agency having jurisdiction.

3. Concurrently, Century College officials will endeavor to determine the student’s whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings, or appearing for scheduled work shifts will be established.

4. If located, verification of the student’s state of health and intention of returning to campus will be made. When and where appropriate a referral will be made to: Counseling Department, Student Services and/or Health Services.

5. If not located on campus, Public Safety will notify the appropriate law enforcement agency.
Annex F: Health Protection

Century College does not have any internal public health function. The institution will assist or support local and/or state response where capable.

Minnesota Department of Health (MDH):
MDH has specific responsibilities for the statewide management of health protection services following a major disaster, including:

A. Provide guidance on protective action levels and medical assistance to state and local authorities in areas affected by a natural disaster or accidents/incidents involving hazardous materials (chemical and radiological) and/or highly infectious disease agents (biological). In cooperation with other state agencies, MDH will develop procedures to accomplish this and conduct in-service training, including development of fact sheets, to maintain this capability.

B. Provide advice and technical assistance on the delivery of health protection services and critical medical services to medical providers in areas affected by a natural disaster or accidents/incidents involving hazardous materials (chemical and radiological), and infectious disease agents (biological).

C. Assess long-term health implications of an incident/accident involving human exposure to hazardous materials (chemical and radiological) and/or highly infectious agents (biological) and establish protocols for managing consequences into the future.

D. Century College: The President (or designee) will coordinate and consult with local County Health Boards and MDH for access, dissemination, and information regarding health risks and alerts to students/faculty/staff. Recommendations and guidelines will be followed and given the widest possible dissemination throughout the campus community when made available.
Annex G: Medical Services
To provide an overview of how the health/medical care needs of the college community would be met in the event of a major disaster.

Responsibilities:
A. Notification of emergency response personnel will generally occur at the onset of an incident, but if notification has not been made Public Safety will notify the appropriate emergency response departments.

B. Injured persons would be transported to the closest area hospital. Should additional hospitals be needed, the campus will follow the local mass casualty plan.

C. Emergency medical services will normally be the responsibility of local government and/or the private sector. State assistance will be made available when warranted by the nature and/or scope of the disaster/emergency. The local ambulance service would be used to transport and track victims.

D. Emergency mortuary operations would be coordinated by the local or county coroner.
Annex H: Fire Protection

Century College relies on local and county first responders for fire suppression and response. If such an event should occur, then all other annexes regarding a campus emergency/disaster will apply. All prevention regulations and procedures can be found in the state and national fire codes. Emergency procedures are posted throughout campus.

Fire Evacuation Procedures:

- Know a primary and secondary escape route from your work area/classroom (these routes are located on physical maps posted in most classrooms and offices). Look for the closest emergency exit sign(s) in the hallway outside your work area/classroom.
- Know the location of fire alarm manual pull stations. These are normally found at stairwell exits and at exit points from the building.
- If you observe a fire, immediately direct evacuation, and sound alarm.
- Immediately evacuate the building when fire alarm sounds. During evacuation, please take readily accessible personal belongings (e.g., purses, coats, laptops) with you as you exit your office/classroom.
- Doors and windows should be closed but unlocked, if possible, when evacuating. Areas with financial (cash) or other sensitive/confidential items should be secured after all employees have vacated the office.
- Direct others to evacuate and assist individuals with disabilities or advise emergency personnel of the location of persons requiring assistance.
- Call 9-911 to report the fire location if you know the location of fire/smoke.
- Notify the Department of Public Safety at campus ext. 4000 or 651-747-4000.
- Assist in directing the fire department to the location of the fire if Public Safety or administration is not present.
- When outside the building, move far away from the building, keeping roadway and sidewalk access clear for emergency responders.
- Do not re-enter the building until told it is safe by fire department, Public Safety, or administration staff. This announcement will generally be made over the public address (PA) system.
- Fire or other alarms should be taken seriously. Building evacuation is mandatory for all fire alarms. Only Public Safety or the on-scene incident commander can authorize reentry.
Fire Hydrant Locations

East Campus

West Campus
Century College
Emergency Operations Plan

Fire Sprinkler Locations

East Campus:

Library/Science Building:

West Campus:

Grounds Shed:
Annex I: Traffic Control Evacuation/Security

To clarify how traffic control, evacuation and security would be carried out should it be required due to an emergency, disaster, or a serious accident/incident.

Traffic Control

Century College has no jurisdiction to manage the traffic on Highway 120 (Century Ave). All traffic control will be managed by local law enforcement or the Minnesota Department of Transportation.

Jurisdiction to Order and Evacuation

The following parties or organization have the authority and jurisdiction to order an evacuation of Century College

A. Governor of Minnesota
B. Minnesota State Colleges and Universities System Chancellor
C. College President
D. Public Safety Department
E. Minnesota State Patrol
F. Washington County Sheriff’s Office
G. Ramsey County Sheriff’s Office
H. White Bear Lake Police Department
I. Mahtomedi Fire Department
J. White Bear Lake Fire Department
Evacuation Map
The map below shows the initial temporary evacuation locations if both campuses of the College need to be immediately evacuated.
Century College
Emergency Operations Plan

Century College will coordinate with the following local officials while recommending evacuation and developing necessary procedures, based on the specific emergency:

- College President
- Washington County Sheriff’s Office
- White Bear Lake Police Department
- Ramsey County Sheriff’s Office
- MN State Patrol

The institution officials working in conjunction with the local police and county sheriff’s department, other institutions/campuses, possibly third-party contractors, etc., will coordinate security of the evacuated area.
Annex J: Mass Care, Housing and Human Services

To identify mass care, housing, and human services available for assistance during a disaster affecting the institution or campus community.

The following government departments/private sector agencies are normally responsible for ensuring that the congregate care needs of disaster victims are met if a local or regional disaster occurs:

1. Emergency housing - American Red Cross
2. Emergency feeding - American Red Cross
3. Emergency clothing - American Red Cross
4. Counseling - American Red Cross
5. Emergency Medical - Advanced Life Support Units

For community or region wide events (involving the campus or not) campus resources may be requested or utilized to support operations. Operations will be coordinated through the local EOC and agencies, normally as part of a Unified Command. This support will be coordinated through the campus president or designee to the EOC. If support is requested and provided, then expenditures will be tracked by the providing campus in the event that reimbursement is available or to justify expenditures.

If campus facilities and resources are anticipated to be used as part of a local or regional response, Joint Powers Agreements (JPA) are required to establish responsibilities among the agencies involved. It is the responsibility of the college president, their designees and/or the campus emergency preparedness coordinator to establish, manage and administer these Joint Powers Agreements. JPAs should be reviewed annually, and amended, as necessary or required by law and policy.
Century College
Emergency Operations Plan

Annex K: Debris Management
To describe how debris clearance would be accomplished following a disaster involving Century College campus.

Responsibilities:
The institution’s contractor or local or county public works department will clear debris from the campus right-of-way following a disaster as managed by the facilities director. The primary goal is to restore traffic and highway safety on the campus roadway system.

Century College does not assume responsibility for removal of debris from property not owned by the campus.

Debris would be disposed of at appropriate sites.

The County and State Highway Department may assist local jurisdictions with debris clearance upon request from appropriate local authorities. This assistance will be limited to available resources so as not to jeopardize County or State responsibilities. Requests for assistance on campus should be made through the local EOC.

Appropriate notifications (Minnesota Pollution Control Agency and the Local Environmental Health Services) will be made in the process of clean up and disposal of materials and debris to assure proper procedures are followed.

Campus Debris Management:
A listing of the major private construction contractors which have debris removal equipment should be kept by the local Century College Emergency Preparedness Coordinator.

A listing of hazardous materials clean-up contractors is located with the State Duty Officer. Their numbers can be obtained through the local law enforcement or fire officials at the emergency/disaster.
Annex L: Public Works and Utilities Restoration

To provide an overview of how operations regarding utilities restoration, engineering, water treatment and evaluation of critical infrastructure will be conducted for Century College.

The following private sector organizations are responsible for providing utility services:

- **Electrical Service:** Xcel Energy-Critical Managed by Facilities
- **Gas Service:** Xcel Energy-Critical Managed by Facilities
- **Telephone Service:** Allstream Tech Support Managed by ITS
- **Internet:** Minnesota State System Office Managed by ITS

During a major local community or regional disaster, requests for utility restoration will be prioritized by the local EOC depending on the criticality of the facilities. The campus or system office representative should make requests and coordinate utility restoration through the EOC as part of a unified command.
Annex M: Environmental Hazard Response

This Annex describes planning and how Century College should respond in order to provide for the protection of life and property as the result of a hazardous materials accident.

Response to Hazardous Materials Incidents:
Century College is responsible for evaluating their individual facilities in response to the requirements and recommendations contained in the Superfund Amendments and Reauthorization Act (SARA) Title III, of 1986, as well as other legislation.

Divisions located within the Century College campus that use, store, manufacture or transport hazardous materials are responsible for developing procedures and training their employees to promptly determine and report that a release of hazardous materials has occurred. Minimal notification is: Local authorities (9-1-1), State Duty Officer, National Response Center, and if an injury or fatality occurs, Occupational Safety Health Agency.

Century College employees who respond to hazardous materials incidents will have received training designed to help them properly respond to such incidents. At the minimum, personnel must be trained to the First Responder Awareness level, as defined in 29 CFR 1910.120 for determination that a release of hazardous materials has occurred.

Response to a Release of Hazardous Materials:
1. A hazard analysis should be conducted to determine potential populations and facilities that may be affected by a hazardous materials emergency.

2. Facilities within the campus which processes extremely hazardous materials are required to develop and maintain emergency response plans as specified in 29 CFR 1910.120, or emergency action plans as specified in 26 CFR 1910.38(a) that their employees will follow in the event of a release of those materials.

Hazardous Materials Response Capabilities:
1. The local fire departments have primary responsibility for responding to hazardous materials incidents.

2. First Responders should identify which hazardous materials are involved by referring to placarding, shipping papers, or consulting Safety Data Sheets.

State Support:
Any state assistance in a hazardous materials incident will go through the State Duty Officer. Only local public safety officials are authorized to ask for state assistance.
Annex N: Resources Management
The college president or their designated representative has full use of resources currently under their control. If additional resources are required, they can be accessed through either the system office or the local Emergency Operations Center (EOC).
Annex O: Radiological Exposure Control
Century College will follow all directions from the Department of Homeland Security and Emergency Management, Department of Health, Department of Energy and any other authorities and support operations accordingly and within capability.
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Century College fully supports and recognizes our communities’ freedom of speech, freedom of expression, and the right to peacefully protest. In many cases, campus protests such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. These events should follow the procedures outlined in the Solicitation on Campus Policy #8.10.0.1 and freedom of speech procedures which allow the college to define when and where the event can take place.

For the purposes of this procedure a Civil Disturbance, as defined by Minnesota Statute §609.71, means when three or more persons assembled disturb the public peace by an intentional act or threat of unlawful force or violence to person or property.

For the purposes of this procedure a Disruptive Assembly is defined as any public assemblies that interfere with vehicular or pedestrian traffic; interfere with classes, schedules, meetings; interfere with other institutional business operations or functions.

In the event a peaceful protest or assembly becomes violent, destructive, or interrupts college operations, or has the potential to become violent, destructive, or interrupt college operations, Century College has prepared the following procedures. Our priorities in the event of a civil disturbance or potential civil unrest are the safety of the campus community (employees, students, and visitors), as well as the protection of campus property. Should a civil disturbance develop in the community, or on or near the campus, Public Safety personnel will make every effort to minimize the impact to the campus community. Public Safety staff will work with local law enforcement to collect information regarding the severity of the problem, continue to monitor the situation, and inform our community members as information is made available. This effort will continue until the disturbance has been resolved following the procedures outlined below. Our priorities in the event of a Disruptive Assembly are to have the assemblers terminate the disruptive activity and leave the area or relocate the assembly to a non-disruptive location.

CIVIL DISTURBANCE MONITORING

• Century College Public Safety monitors Washington and Ramsey counties emergency alerts.
• Century College’s social media channels are regularly monitored for mentions of the College. Century College follows numerous constituents across multiple platforms, including members/organizations representing law enforcement, public safety, media, community leaders, state, and national organizations, etc.
• During times of potential civil unrest, the Marketing/Communications team will take extra efforts to monitor messages involving the College and surrounding communities, observing relevant search terms and trending subjects. In addition, online content referencing “Century College” is received daily via Google Alerts. Social media and online content indicating a potential threat to the College campus will be documented and elevated to the Public Safety department.
• Primary social media management and monitoring is assigned to the Content Marketing/Social Marketing Manager. Additional monitoring during periods of potential civil unrest and back-up responsibilities will be provided by the Director of Marketing & Communications.

CONFIRMATION OF A CIVIL DISTURBANCE

1. The first observance of a civil disturbance or notification of a potential unrest situation on or near campus should be reported to the Century College Department of Public Safety at 651.747.4000 (dial 4000 from a campus phone). Gather as much information as possible including:
Century College
Emergency Operations Plan

- Location (be as specific as possible)
- When protest/disturbance began (if known)
- How many potential people are involved
- What exactly is taking place
- If violence has occurred or if there is a potential for violence
- If the group has defined its purpose or intention
- Identities of the participants if known
- Perceived level of concern by surrounding students/faculty/staff

2. Do not attempt to confront or talk with the individuals causing the disturbance. Public Safety and local law enforcement personnel will handle any interaction with the individuals involved.

3. The Century College Department of Public Safety or designee will assess the situation and determine if there is a disturbance, if the disturbance may be diffused by campus resources, or if law enforcement should be contacted, and if the disturbance poses a threat to the campus community.

- Upon assessment, if the civil disturbance poses an immediate threat to the campus community, notification will be made following our campus emergency notification procedures and will include emergency response procedures. The Emergency Operations Team (EOT) should prepare for activation and assemble as required to support law enforcement as part of a unified command and initiate any applicable response or recovery operations.
  - Law Enforcement will be contacted to assist
- Upon assessment, if the civil disturbance does not pose an immediate threat to the campus community but is interfering with institution functions, it will be considered a disruptive assembly and protesters may be asked to terminate the disruptive activity and leave the area or relocate the assembly to a non-disruptive location by the Department of Public Safety, local law enforcement, or designee.
  - If the protesters persist in disruptive activity, they may be told that failure to discontinue the specified action within a specified amount of time may result in disciplinary action (for students), including suspension or expulsion, or possible intervention by law enforcement.
  - If the Department of Public Safety or designee determines the need for law enforcement intervention the protesters may be so informed. Upon the arrival of law enforcement, the remaining protesters may be warned of the intention to arrest.

4. Efforts should be made to secure positive identification of protesters in violation to facilitate later testimony, including photographs if deemed necessary.

5. If video camera surveillance is available this should be utilized.

IF A CIVIL DISTURBANCE DEVELOPS ON CAMPUS OR IN THE IMMEDIATE VICINITY OF CAMPUS AND POSES A THREAT TO THE CAMPUS COMMUNITY

If Public Safety, Law Enforcement, or the Campus Administration determines that an evacuation of the campus can be safely completed, then students, employees and visitors will be asked to leave the building and the vicinity using our campus evacuation procedures. It is important in the event of an evacuation the campus community:
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- Drive carefully. Extra caution is required any time you are excited, worried, or distracted by an emergency.
- Watch for bicycles, pedestrians, and emergency vehicles.
- Expect traffic back-ups and delays.
- Be patient.
- Follow traffic directions from Public Safety or other local law enforcement officials.
- If you are in doubt about whether to report back to campus, contact your supervisor.
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If Public Safety, Law Enforcement, or the EOT determines that a safe evacuation is not possible due to the vicinity of the civil disturbance they will direct students, employees, and visitors to remain indoors. A shelter in place order will be issued following the campus shelter in place procedures. It is important in the event of a shelter in place order that the campus community:

- Remain calm. Do not exit the building.
- If you are outside, seek cover in the nearest building.
- Resist the urge to go outside and “check it out”.
- Once inside, find an interior room or hallway and await further instructions. Stay away from exterior windows.
- Close and lock all exterior doors and windows (to avoid inadvertent opening).
- Do not leave until an “all clear” is received.

IF A CIVIL DISTURBANCE DEVELOPS WITHIN THE COMMUNITY, BUT IS NOT IN THE IMMEDIATE VICINITY OF CENTURY COLLEGE

- Public Safety will notify the campus with relevant information as it becomes available. Information may include the areas affected, road closures, and the severity of the situation.
- Follow the instructions given to you by Public Safety or your supervisor.
- Do not spread rumors.
- Public Safety and the EOT will actively monitor the situation and if it is determined that the civil disturbance poses a threat to the campus community they will activate the evacuation or shelter in place procedures.

EMERGENCY NOTIFICATION INFORMATION

- Notifications and updates will primarily be sent via email, text, social media, and/or public address system; additional notification methods may also be used following the College Emergency Notification policy.
- Notifications and updates may also be posted on the College website page at www.century.edu
Annex R: On or Off Campus Threats of Violence

Threat of Violence Located in Campus Buildings

Run, Hide, Fight is a procedure to reduce the risk to the campus population during an active shooter event or when a high-risk situation threatens the campus. The procedure is designed to have people assess and choose the option most appropriate to the situation: run, hide, or fight. This procedure may be implemented in reaction to an event or proactively when there is information that indicates a high probability of immediate danger on campus.

Early warning and intervention are the tools for prevention. All members of the campus community must remain aware of others and report suspicious behavior to administration, a supervisor, the Advising, Counseling, and Career Center, and/or the Department of Public Safety. Many times, this proactive reporting results in professional help that can resolve concerns prior to escalation.

The notice of an active shooter threat may come from a public address (PA) announcement, phone/voicemail, electronic mail message, person-to-person, and/or any other timely means available. Direct observation or hearing gun fire may be the first indication in an active shooter situation. In this circumstance, prudence suggests you take immediate action to protect yourself as well as others. Mere moments can be the difference between safety and tragedy.

Staying alert, being prepared, remaining calm and working together will greatly assist our community should we encounter an emergency.

Immediate instructions in the event of an active shooter situation

Advise Public Safety (651-747-4000), law enforcement (911) and/or administration if you observe any suspicious activity or have information about a possible event on campus.

Note: We often have police officers on campus in plain clothes attending classes. Visitors with concealed carry permits may carry on campus. Students and employees are not permitted to carry on campus. If you observe a threatening individual with a firearm/weapon or become aware of a shooter - Run, Hide, Fight.

Run

- If you can safely exit the building, the best option is always to remove yourself from the threat area
- Remember your closest exit may be a window – break the glass if necessary
- Leave belongings behind
- Do not attempt to use your vehicle
- Help others evacuate if possible
- When safe to do so, call 911
- Gather at the designated gathering spots – CVS Pharmacy to the North of West Campus and Orchard Dental Group to the South of East Campus

Hide

- If evacuation is not possible, find a place to hide
- Lock and barricade doors using furniture, desks, and heavy objects
- Silence cell phones, including turning off vibrate mode
- Hide behind large objects if possible
- Remain very quiet and do not leave until directed by emergency responders

Fight
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Emergency Operations Plan

- Use as a last resort to protect yourself or others
- Attempt to incapacitate the shooter using improvised weapons such as desks, chairs, computers, phones, or other objects
- Act with physical aggression
- Once the shooter in incapacitated, call 911 and secure the weapon under a trash can or in a desk drawer

Provide as much information to 911 as possible including the:
- Location of the active shooter
- Number of shooters
- Physical description of shooter(s)
- Number and type of weapons held by shooter(s)
- Number of potential victims at the location

When emergency responders arrive:
- Remain calm and follow instructions
- Always keep your hands visible
- Avoid pointing or yelling
- Know that help for the injured is on its way

Threat of Violence Outside of and Near Campus Buildings
Shelter in place refers to a safety measure where building occupants remain inside rather than evacuating. This is sometimes the best approach to take if there is an exterior hazard such as a police incident off campus, a weather emergency or hazardous contaminant in the air. In this type of emergency, building occupants will be advised of the risks outside and asked to remain indoors.

Shelter in Place
- To protect occupants inside the building from an emergency event outside of the building
- Lock and close all doors and windows
- Remain in place
- Await instructions from Public Safety or Law Enforcement
### Annex S: Evacuation Team

**Evacuation Team Members:**

<table>
<thead>
<tr>
<th>East 1st Floor</th>
<th>First Name</th>
<th>Primary Area</th>
<th>East 2nd Floor</th>
<th>First Name</th>
<th>Primary Area</th>
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<td>Marilyn</td>
<td>E1200 - E1500</td>
<td>Pearson Hennen</td>
<td>Jennifer</td>
<td>E2200 - E2500</td>
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<td>E1200 - E1500</td>
<td>Brown</td>
<td>Monica</td>
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<td>E1500 - E1799</td>
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<td>Fabozzi</td>
<td>Kirsten</td>
<td>W2000 - W2300</td>
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<td>Sean</td>
<td>W3300 - W3700</td>
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</table>
Evacuation Team Responsibilities:

- Being in the hallways assisting people in evacuating
- Pointing out the nearest exits, making sure people are moving quickly and safely to the nearest exit
- Ensuring that people exit the building and not just wait by the doors, etc.
- After your area is fully evacuated, proceed outside and make sure that people are a safe distance away from the building (generally on the opposite side of driving lanes, leaving them free for emergency personnel and vehicles)
- If you are responsible for the third floor of East, West, or in the Science/Library building, you have responsibility for assisting individuals with disabilities. If we are evacuating the building, a person with a disability is to meet in a designated stairwell (listed below) and wait for assistance from the responding emergency services and the evacuation team. Your role is to wait with these individuals to ensure that they are safe and get evacuated. During an actual event, you should call 911 and inform emergency personnel that there is an individual in the stairwell you are in and they need assistance with evacuating. Please provide 911 with detailed information about the stairwell location within the building (there are signs on the walls in each stairwell with location information for your reference).
Annex T: Gas Leak Response

Gas Leak Procedures:
In the event of a suspected gas leak, the following steps are to be taken:
- Notify Campus Security at 651-747-4000 or the Maintenance emergency number at 651-747-7777.
- Open doors and windows to air out the area.
- Leave the area immediately.
- Do not smoke in the area.
- Do not use any electrical devices such as flashlights, radios, telephones, etc.
- Do not turn lights or electrical appliances on or off.
- Do not use the fire alarm.
- Do not use telephone or radios in the area. They can cause electrical sparks that could ignite the gas.
- Keep people out of the area.
- Evacuate the area. Do not use the fire alarm or elevators.
- Contact Fire Department (9-911) and/or Xcel Energy at 800-477-4700.
- Building Natural gas shutoff valves are located at:

Location of Shutoff Valves:

EAST CAMPUS:

WEST CAMPUS:
## Annex U: Compressed Gas and Underground Storage Tank Locations

### Compressed Gas Locations

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<th>Department</th>
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<th>Gas</th>
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*Note: The table is a sample and does not represent the actual content of the document.*
Century College
Emergency Operations Plan

Tier II Storage Tanks
Annex V: Hazardous Waste

Hazardous Waste Storage Areas
Annex W: Severe Weather

Inclement Weather Decision Framework
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<tr>
<th>Station</th>
<th>Forecast 1</th>
<th>Forecast 2</th>
<th>Forecast 3</th>
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Weather Closing New Station Alerts