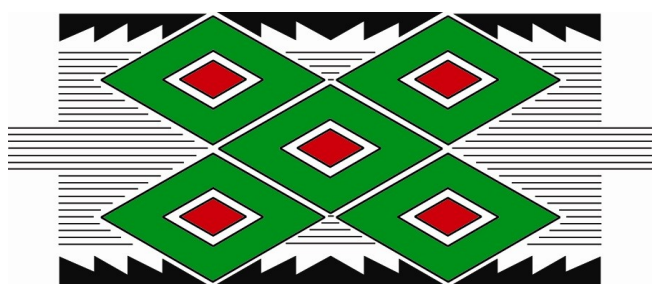


# United Tribes Technical College



[www.uttc.edu](http://www.uttc.edu)

# EMERGENCY ACTION GUIDE

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United Tribes Technical College  
 Safety & Security Department  
 (701) 221-1700  
 3315 University Drive  
 Bismarck, North Dakota 58504  
[www.uttc.edu](http://www.uttc.edu)

## General Information

A variety of resources are utilized to disseminate critical information in the case of an emergency. The UTTC ENS (Emergency Notification System) is available to all students, faculty and staff. You can register to receive emergency information on your cell phone, email, text message, and by checking social media (UTTC's Facebook and Twitter accounts). Other communication methods include:

- Siren
- Campus Email
- Weather radios
- Media Alerts:
- Radio Stations: KFYZ 550 AM, KFYZ 99.7 FM, KBMR 1130 AM
- Television: KFYZ TV, KXMB TV

United Tribes Technical College makes every effort to protect the safety of the UTTC community through educational training efforts, crisis and disaster preparation, and structural mitigation. However, safety is ultimately the responsibility of each individual. Use common sense and good judgment in assessing risks and taking appropriate action. In any emergency, dial 911 for immediate assistance and our UTTC Security & Security Department, available at 701-221-1700.

## ENS (Emergency Notification System)

The general safety and welfare of students, staff, faculty and visitors is the top priority of United Tribes Technical College (UTTC). During an actual emergency, UTTC will be able to contact students, employees, and parents.

The ENS is designed to send emergency messages to enrolled campus members (students, staff, faculty & parents with children enrolled at TJES) via cellular (text) messages, telephone and/or e-mail, facebook, twitter when circumstances dictate. In the event of an actual emergency you will receive an emergency alert and some instructions on what to do.

With our ENS system, to ensure it is operating properly & that the message is getting out, we test it on a monthly basis; the last Friday of every month. Through whatever mode (s) of communication that you register for you will receive these test messages, all other messages will be emergency notifications

### ENS Sign-Up

**To register go to:**

<https://www.e2campus.net/my/uttc/signup.htm>

Go to [www.uttcc.edu](http://www.uttcc.edu) or [www.my.uttcc.edu](http://www.my.uttcc.edu) and click on the ENS link

Simply follow the instructions and you are on your path to being signed up for ENS.

## Emergency Contact Numbers

From campus or cell phone 9-1-1  
Security & Security (701) 221-1700

## Non-Emergency Numbers

Abused Adult Resource Center	701-222-8370 or 1-866-341-7009
Burleigh County Sheriff's Department (non-emergency)	701-222-6651
Bismarck Police (non-emergency)	701-222-1212
Bismarck Rural Fire Department (non-emergency)	701-258-5792
Poison Control (National Poison Control)	800-222-1222
Poison Control (MN, ND, SD)	800-732-2200
Public Health (Burleigh County)	701-355-1540
Rape Crisis	701-222-8370
Red Cross	701-226-0368
Med-Center One Emergency Room	701-323-6150
St. Alexius Emergency Room	701-530-7001
National Weather Service	701-223-3700
Suicide and Crisis Prevention Center	701-328-8888

## Non-Emergency Numbers

Student Health Center	(701)221-1331 or (701)221-1332
Residential Life Department	(701) 221-1513 or (701) 221-1325
COED Dorm- Men (701) 221-1486/Women (701) 1487	
Sakakawea Hall (701)221-1308	
Sitting Bull Hall (701)221-1356	
Chemical Health Center	(701)221-1276
Disabilities Services	(701)221-1465
Domestic Violence Advocate	(701)221-1456
Strengthening Lifestyles	(701)221-1357, (701)221-1367, (701)221-1492, (701)221-1355
Career Services	(701)221-1446
Human Resources	(701)221-1221 or (701)221-1321
Academic & Personal Counseling	(701) 221-1764

# Active Shooter

In general, how you respond to an active shooter will be dictated by the specific circumstances of the situation/or encounter. If you find yourself involved in an active shooter situation, try to remain calm and call 911 as soon as possible. (If possible UTTC Security 701-221-1700)

## **If an active shooter is outside your building or inside the building you are in, you should:**

- Try to remain calm.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Proceed to a room that can be locked or barricaded.
- Lock and barricade doors or windows.
- Silence cell phones. Turn off radios or other devices that emit sound.
- Turn off lights. Close blinds.
- Keep yourself out of sight. Stay away from windows and take adequate cover/protection.
- When taking cover/protection consider concrete walls, thick desks, filing cabinets, etc.
- Wait patiently until a uniformed police officer/Sheriff's Deputy, or a UTTC Campus Official known to you, provides an "all clear".
- Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer/deputy or UTTC Campus official.

## **If an active shooter enters your office or classroom, you should:**

- Try to remain calm.
- Try not to do anything that will provoke the active shooter.
- If there is no possibility of escape or hiding, only as a last resort when it is imminent that your life is in danger should you make a personal choice to attempt to negotiate with or overpower the assailant(s).
- Call 911
- If the active shooter(s) leaves the area, barricade the room or proceed to a safer location.

## **If you are in an outside area and encounter an active shooter, you should:**

- Try to remain calm.
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
- Look for appropriate locations for cover/protection (*example: brick walls, retaining walls, large trees, parked vehicles*).
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Call 911

## **What to expect from responding police officers/Sheriff's Deputies**

- The objectives of responding police officers/Sheriff's Deputies are:
- Immediately engage or contain the active shooter(s) in order to stop life threatening behavior.
- Identify threats such as improvised explosives devices.
- Identify victims to facilitate medical care, interviews and counseling.
- Investigation.

# Fire

- Activate the nearest fire alarm
- Call 911: state your name, that you are calling from UTTC, location of fire (building name, etc.)
- Call UTTC Security 701-221-1700
- Calmly alert people in the building and evacuate the building by following EXIT signs
- Do not use elevators, keep to the right, walk do not run, remain calm, but take immediate action.
- Feel closed doors before opening- if door is hot, do not open.
- Assemble at the designated emergency assembly point for your building.
- Remain outside the building until the Fire Department or UTTC Security informs you that it is safe to return to the building or to leave the area.

## How to use a fire extinguisher:

P.A.S.S. (acronym)

- P** Pull the pin
- A** Aim the nozzle, while keeping the extinguisher upright
- S** Squeeze the handle

# Fire (Vehicle)

- Call 911- give location of the vehicle fire
- Call UTTC Security 701-221-1700
- Get yourself and all others away from the vehicle.
- Do not attempt to enter a burning vehicle to retrieve personal property.
  - ⇒ Remember, fires in motor vehicles can produce toxic gases and can burst because of heat and flames.
  - ⇒ Vehicles can explode dispersing debris
- Do not open the hood if you suspect fire under it.(air could enlarge the fire)
- Instruct all persons to vacate area and keep roadways clear of pedestrians so emergency personnel can arrive quickly and safely.

## How to use a fire extinguisher:

P.A.S.S. (acronym)

- P** Pull the pin
- A** Aim the nozzle, while keeping the extinguisher upright
- S** Squeeze the handle
- S** Sweep the extinguisher from side to side until the fire is out

# Lockdown

**Lockdown** is locking all exterior and main interior doors, in order to make it more difficult for dangerous person(s) to gain access to staff and students.

**Lockdown** is used to enhance the level of security of the building/facility. By locking all exterior and main interior doors, staff can make it more difficult for a dangerous (s) person to gain access to staff, faculty and students.

In the event an emergency, because of a threat to the campus population, a timely warning may be issued to the entire campus. This message would be transmitted by the ENS (Emergency Notification System) alerting the entire campus community of what type of incident has occurred and may include instructions to follow in order to remain safe.

**Remain calm and follow these safety precautions:**

- Lock doors
- Close and lock windows and close curtains/blinds
- Stay low on the floor away from windows and doors and hide under or behind something if possible
- DO NOT leave the area until told to do so by law enforcement or UTTC Official (Safety & Security Director), even if the fire alarms are sounding.
- If you are in an area that doesn't lock, use all available items (file cabinets, desk, etc.) to barricade door.
- Prohibit cell phone usage, unless there is a medical emergency

# Tornado/Severe Weather

- Stay calm and remain inside.
- Seek shelter immediately in the lower level or an interior room of the building you are in.
- Get under something sturdy.
- If no lower level is available, some safe areas are:
  - ⇒ Basements
  - ⇒ Interior halls
  - ⇒ Bathrooms
  - ⇒ Hallways against walls and away from glass
- Remain on the lower level until an ALL CLEAR bulletin from UTTC or the National Weather Service is announced.

**Note:** The ENS (Emergency Notification System) utilized in the event of an emergency.

## Definitions:

**Tornado Watch:** Conditions are favorable for tornado development. Stay tuned to any local radio or TV station.

**Tornado Warning:** A tornado has been spotted in the area

## Media Alerts

### Radio Stations:

- ◇ KFYP 550 AM
- ◇ KFYP 99.7 FM
- ◇ KBMR 1130 AM

### Television:

- ◇ KFYP TV
- ◇ KXMB TV

# Shelter-In-Place

Shelter-In-Place is staying indoors and not exiting the building. It can be used in events like extreme weather conditions and public disturbances or if a hazardous material spill takes place on or around campus.

In the event an emergency, because of a threat to the campus population, a timely warning may be issued to the entire campus. This message would be transmitted by the ENS (Emergency Notification System) alerting the entire campus community of what type of incident has occurred and may include instructions to follow in order to remain safe.

## **Remain calm and follow these safety precautions:**

- Stay indoors. Make sure that all person (s) that are outdoors are moved inside the building/facility.
- Close all windows and doors.
- Turn off all ventilation systems (includes heating and AC)
- Listen to your local radio or tv. KFVR 550 AM Radio is the designated emergency alert station for Burleigh County.
- DO NOT go outside to investigate.
- If your children are at school or daycare, they will be instructed to remain indoors.
- Follow instructions of Emergency Response Officials and UTTC Officials (Safety Director)
- Only vacate building/facility after authorized personnel (law enforcement or Safety Director) have given permission to do so.
- If you have a prepared emergency kit with essential disaster supplies (such as water, first aid kit, etc.) take with you.





# Bomb Threat

Bomb threats are to be taken seriously. Immediately call 911 and UTTC Security (255-3285 ext. 1200) after receiving a bomb threat. Law Enforcement or UTTC Authority (Safety Director, VP of S&CS) will determine if evacuation or other action is necessary.

## **If you receive a telephoned bomb threat:**

- Remain calm and get as much information as possible.
- If possible, signal another person and write a note explaining that the call is a bomb threat. The other person should then alert UTTC Security (701) 221-1700 and 911.
- Note the exact time of the call and attempt to write down the exact words of the caller.

## **Ask the caller:**

- When the bomb is set to explode?
- What kind of bomb it is?
- Where the bomb is located?
- What the bomb looks like?
- Who the caller is?
- Why are they doing this?

If you receive a written bomb threat, DO NOT handle it any more than necessary. Place it in an envelope to preserve possible fingerprints.

# Suspicious Mail/Package

Suspicious packages can come in all shapes and sizes. In general terms, a suspicious package is any bag, box, backpack, package or other item left unattended or that otherwise seems out of place. Suspicious packages should be immediately reported to UTTC Security (701.221.1700) UTTC authorities (Safety Director or VP CS) will determine if evacuation or other action is necessary.

## Typical characteristics of suspicious letters and packages include:

- Misspelled words
- Unexpected
- Restrictive markings such as “personal” or “confidential”
- Postmark does not match return address
- Badly typed or written
- Excessive postage
- No return address
- Wrong title or name in address
- Excessive tape or string
- Protruding wires
- Strange odor
- Crystals or powder-like residue
- Oily stains, discolorations or crystallization on wrapping
- Lopsided, rigid or bulky package
- Ticking sounds

## If you receive a suspicious package:

- Handle it with care. DO NOT shake or bump it
- Isolate it immediately
- DO NOT open, smell or taste
- Call 911 and police law enforcement directions
- Wash your hands with soap or water



# Evacuation

- If necessary or if directed to do so by a designated emergency official (Security, Safety Director, Law Enforcement) activate the building alarm and call 911
- Do not use elevators. Use stairwells - stay to the right and use handrails.
- Stay calm and exit the building quickly and proceed in an orderly manner to the designated emergency assembly point.
- Do not leave the designated area.
- Do not re-enter an evacuated building until instructed to do so by a UTTC Official or Emergency Personnel.
- If possible, assist individuals with disabilities.
- If unable to directly assist a person with disabilities, ask the individual to wait at the nearest exit for assistance from emergency personnel.
- If you are trapped in a room, place a wet cloth around and under the door to prevent smoke/other hazards from entering.

## Evacuating Person with Disabilities

### **In an Emergency:**

- Call 911
- Call UTTC Security 701-221-1700
- Inform responding emergency personnel of any special needs requirements for people in an emergency situation.
- Remove evacuees from smoke and vapors immediately
- Listen to all instructions from emergency personnel

### **General guide to assisting person(s) with disabilities in an evacuation:**

#### **To alert visually impaired persons:**

- Announce the type of emergency
- Offer your arm for guidance
- Tell the person where you are going and warn of obstacles before they occur

#### **To alert people with hearing limitations:**

- Turn lights on/off to gain person(s) attention or indicate directions with gestures
- Write a note

#### **To evacuate person(s) using crutches, canes, walkers or wheelchairs:**

- Person(s) with electrical respirators get priority assistance
- Person(s) on ground level may need minimal assistance. Lend them your arm and guide to navigate outside the building.
- Wheel chairs are too heavy to take down the stairs, so consult with the person to determine the best carry options.

# Medical Emergency

- Call 911 and remain calm
- Be prepared to give the following information:
  - Your name, phone number, location on campus (bldg. #/name), explanation of medical emergency
  - Stay on the line with 911
- When safe to do so, contact UTTC Security at (701)221-1700
- Do not move an injured/ill person (s) unless absolutely necessary to avoid further injury. Comfort the injured/ill person (s) and reassure them that help is on the way.
- Send someone outside to escort emergency personnel to the scene.
- Clear the area around the victim and do not move or restrain.
- Remain with the person until emergency responders arrive.
- Faculty should use discretion regarding continuation of class/training.
- If a crime may have been committed, do not disturb any potential evidence by moving or cleaning anything.

If this is a non-life-threatening situation:

- Contact/walk-in the UTTC Student Health, located in the Wellness Center on campus

# Alcohol Poisoning

The only thing that reverses the effects of alcohol is time. Alcohol poisoning occurs when a large amount of alcohol is consumed, usually in a short period of time. The human body can process about 1 to 1.5 ounces of alcohol an hour. This is the amount contained in a single standard drink such as a 12 ounce bottle of beer. Mixed drinks contain much more alcohol.

## **Danger signs:**

- The person is unconscious.
- Breathing is less than 12 times a minute or stops all together for longer than 10 seconds
- Mental confusion, stupor
- Vomiting
- Seizure
- Skin and/or lips are cold, pale, bluish in color

## **What to do:**

- Call 911 immediately if any of the above signs are present
- Call UTTC Security 701-221-1700
- Stay with the person experiencing alcohol poisoning
- Gently prop him/her on his/her side while waiting for the ambulance; this will prevent him/her from choking if the person vomits while unconscious.

## **Anytime anyone has been drinking excessively, he or she should be watched carefully for risk signals of impending alcohol poisoning:**

- Slurred speech
- Difficulty walking or standing up
- Erratic behavior
- Inability to make eye contact or sustain a conversation
- Feeling very ill, including vomiting

If you are concerned about someone who has had too much to drink, do not be afraid to seek medical help, or that your friend will be angry that you sought help for them. Better to be safe and have your friend alive and well.

# Public Health/Pandemic

United Tribes Technical College will protect the health and safety of the students, faculty and staff and their families to the best of its abilities.

- A pandemic is an epidemic on a larger scale over a longer time frame and a larger geographic area.
- Local public health and safety officials will give instructions on decontamination.
- If LOCKDOWN or EVACUATION is NOT appropriate, clear the area of all people who don't have a specific purpose in remaining.
- The Safety Director will provide further instructions.
- Caution all person (s) to take precautions against any contact with bodily fluids.
- Utilize protective gloves or clothing if available.

In the event of an emergency, because of a threat to the campus population, a timely warning may be issued to the entire campus community. This message would be transmitted by the UTTC Emergency Notification System (ENS) alerting the entire campus community of what type of incident has occurred and may include instructions to follow in order to remain safe. This warning will only be implemented by authorized UTTC personnel.

# Campus Closure

Hazardous storms and other emergencies occasionally force the UTTC Campus to close. Closures for emergencies that occur at night are normally announced prior to 8am of that date.

- The ENS (Emergency Notification System) will be utilized to notify students, faculty and staff of the campus closure.
- Local television and radio stations will be utilized as well:
- TV- KFYP TV, KXMB TV
- Radio- KFYP AM, KQDY FM, Y93 FM, KBMR AM, KXMR AM, KSSS FM, KLXXAM, KACL FM, KBYZ FM, HOT 97.5 FM, KUSB AM
- Daytime closures are announced as decisions made by the UTTC President or his designee.

## Missing or Abducted Child

- Call 911  
Call UTTC Security 701-221-1700

**When calling 911 be prepared to give the following information:**

- Physical description of the individual and age.
- Your name
- When and where the individual was last seen
- Any information you can recall that may be of assistance (vehicle description, daily routine, etc.)

**The National Child Search Assistance Act prohibits federal, state, or local law enforcement agencies from establishing or observing a waiting period before accepting a missing child case. It also mandates these agencies to:**

1. Enter, without delay, reports of missing children under age 21 into the state law enforcement system and NCIC and make it available to the state's Missing Children Information Clearinghouse or other agency designated to get such reports,
2. Update identifying information on each case in NCIC within 60 days,
3. Pursue proper investigative and search action, and
4. Maintain a close liaison with the National Center for Missing and Exploited Children (NCMEC) for the exchange of information and technical assistance in appropriate cases (42 USC §§ 5779 and 5780).

## Missing Person/Student (Adult)

- Call 911
- Call UTTC Security 701-221-1700
- When calling 911 be prepared to give the following information:
- Physical description of the individual
- Your name
- When and where the individual was last seen
- Any information you can recall that may be of assistance (vehicle description, daily routine, etc.)



# Theft/Burglary

- Call 911
- Call UTTC Security 701-221-1700

When calling 911 be prepared to give the following information:

- Your name
- Physical description of the suspect, if known
- Description of the property or vehicle that was stolen. (license plate, etc.)
- When and where the theft/burglary occurred.
- Any information you can recall that may be of assistance (vehicle description, daily routine, etc.)

# Gas Leak

- Cease all operations immediately.
- Extinguish cigarettes, etc.
- Do not switch lights on or off.
- Evacuate as soon as possible, notifying others as you go.
- Leave the area and dial 911.
- Call UTTC Security 701-221-1700
- Do not re-enter the building until cleared to do so by the UTTC Authority.

# Power Outage

- Call UTTC Security 701-221-1700
- If evacuation of the building is required, exit via stairways. Do not use elevators.
- Seek out disabled persons and provide assistance if it is within your abilities.
- When mechanical ventilation is interrupted, vapors of chemicals may reach hazardous concentration levels. Do not perform procedures using hazardous materials until power is restored. Clean up or put away chemicals and close chemical containers and secure storage areas.

Additionally, if you would like to inquire about the power outage directly, you can call: Capitol Electric at 701-223-1513, after hours, a recording will be available with an update on the power outage.

# Sexual Assault

## **Call 911.**

Call UTTC Security 701-221-1700

## **What Can You Do To Protect Yourself:**

### **In Dorms:**

- Keep your room locked at all times.
- Never open your doors to strangers.
- Don't leave valuables visible or unattended in your room.
- Don't shower in a deserted or unlocked locker room or residence hall.
- If you go out with a group, come home with the same group.

### **Outdoors:**

- Avoid walking alone whenever possible. Walk or park in well-lighted areas or between buildings.
- Avoid shortcuts through wooded areas or between buildings.
- Certain footwear (i.e. high heels, clogs, etc.) and restrictive clothing can inhibit your ability to escape.
- Be alert. If you think you are being followed, change direction or head for bright lights and people.
- If you must walk alone at night, you may request an escort to your car or residence hall by calling Security at 701-255-3285 ext. 1200.
- Do not hitchhike. Share rides with friends.

## **What To Do If You Are Sexually Assaulted:**

Every rape survivor reacts differently, usually with a combination of anger, disbelief, anxiety, or fear. No matter how you feel, it is important to try to remember the following guidelines:

- Try to keep a cool head and notice everything you can about the assailant: his or her speech, hair, clothes, distinguishing tattoos and/ or scars, height, weight, and age. Notice in which direction the assailant escapes, and what kind of car (make, model, license plates, and unusual features such as bumper stickers or large rust spots).
- Preserve all physical evidence carefully. Do not bathe, wash, change your clothing, or move any other evidence that the assailant may have touched or dropped from a pocket. Some evidence can be present up to five days after the assault.
- Always report any rape or sexual assault, including attempts, to 911 and UTTC Security.

## **Emergency Contact Numbers:**

Security: 701-255-3285 ext. 1200

The Academic & Personal Counseling Department: 701-255-1277

# Abusive Relationship (Domestic Abuse)/Stalking

## **If you feel you are in imminent danger:**

- Call 911 from a safe location
- Call UTTC Security 701-221-1700

DOMESTIC VIOLENCE – a PATTERN of behavior in any relationship that is used to gain or maintain POWER & CONTROL over an intimate partner.

ABUSE is physical, sexual, emotional, economic, or psychological ACTIONS or THREATS of actions that influence another person. This includes any behaviors that frighten, intimidate, terrorize, manipulate, hurt, humiliate, blame, injure or wound someone.

Domestic violence can happen to anyone of any race, age, sexual orientation, religion or gender. It can happen to couples who are married, living together, or who are dating. Domestic violence affects people of all socioeconomic backgrounds and education levels.

STAY SAFE, STAY ALIVE. Talk with someone, do not think that you have to go through this alone. There are options. NO ONE DESERVES TO BE HIT OR VERBALLY ABUSED.

## **Violence was never our Native way of life. You have a right to:**

- Live without fear
- Be treated with respect
- Make mistakes, like everyone else
- Have your needs met
- Privacy
- Support & friendship

Children need to know that Violence is NOT ACCEPTABLE.

Children need to know that hurting anyone or anything is wrong. They need to know that they are not the cause of the violence.

NOTHING EVER JUSTIFIES VIOLENCE

## **If you are being stalked, call 911 and UTTC Security at 701-221-1700.**

### **Examples of stalking:**

- By electronic mail
- Phone calls/text messages
- In-person unwanted contact

### **Additional Resources:**

Call UTTC Domestic Violence Advocate: 701-221-1456

Visit UTTC Domestic Violence Advocate Office: Wellness Center, Room 116A

Call Abused Adult Resource Center: 701-222-8370 or 1-866-341-7009

# Suicide Attempt

Students, faculty, and staff must take all statements or notes about suicidal thoughts seriously. If a person threatens to commit suicide on campus and has the means or a lethal weapon available, the following steps should be taken:

- Remain calm and immediately call 911
- Alert UTTC Security at 701-221-1700
- Provide as much information as possible to the 911/Security dispatcher (location, your name, name of suicidal person, a call-back phone number, and intended weapon/drug).
- Make a mental note of everything the suicidal person says and does.
- Do not minimize or challenge the person's threat; take it seriously.
- Never promise confidentiality; instead, promise help and privacy.
- Retreat if your safety is at risk
- If possible, attempt to keep the person calm until Security and/or the police arrive.

## **Additional Resources:**

Suicide and Crisis Prevention Center: 701-328-8888

Academic & Personal Counseling: 701-221-1277

# Aircraft Crash on Campus

In the event of an aircraft crash on campus, the following steps are recommended:

- Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, call 911 or UTTC Security Department at 701-221-1700. Provide your name, location and nature of the emergency.
- If necessary or when directed to do so, activate the building's alarm.
- When the building evacuation alarm is sounded or when told to leave by UTTC officials, walk quickly to the nearest marked exit and ask others to do the same. If no buildings are endangered, instruct individuals to remain inside.
- Once outside, move to a clear area that is at least 300-500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your assembly areas.
- **IMPORTANT:** After an evacuation, report to your designated assembly area. Remain there until an accurate head count is taken by the building coordinator.
- If requested, assist emergency crews as necessary.
- A Campus Emergency Operations Center may be set up near the disaster site. Keep clear of the Emergency Operations Center unless you have official business there.
- Do not return to an evacuated building unless authorized to do so.

# Hate Crime

A person commits a hate crime when, by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another individual or group of individuals, regardless of the existence of any other motivating factor or factors, he/she

- Commits assault; OR
- Battery; OR
- Aggravated assault; OR
- Misdemeanor theft; OR
- Criminal trespass to residence; OR
- Misdemeanor criminal damage to property; OR
- Criminal trespass to a vehicle; OR
- Criminal trespass to real property; OR
- Mob action; OR
- Disorderly conduct as these crimes are defined

This means that if someone commits one of the above crimes against a person because they believe the victim is of a certain race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin it could be classified as a hate crime. It is important here to recognize that the person does not necessarily actually have to be what the offender thought they were. If the offender perceives the victim to be something, and, based off of that, commits one of the above crimes, it can still be a hate crime.

## **Reporting a Hate Crime**

If you are the target of a hate or biased related crime, or if you observe an incident, immediately report it to UTTC Security at 701-221-1700.

If medical attention is required, call 911 immediately. Any physical evidence related to a hate crime should not be touched or disturbed



# Assault/Fight

- If you witness or are alerted to an assault or fight on campus, call 911 and provide the following information:
  - ⇒ Your name, location, number of persons involved, if weapons involved, any injuries
- Alert UTTC Security immediately at 701-221-1700
- IF POSSIBLE, address the combatants and use a distraction to defuse the situation, for example:
  - ⇒ (Yell that the cops are coming or that you have just called the cops)
- If there are injured, care for the injured until Security or Emergency Services arrive on scene to assist the injured party.
- If at any time, you feel you are at risk of injury, then retreat to safe location.

# Employee Injury Reporting– Quick Reference

## Purpose

- To provide all UTTC Employees with a reference of what to do in the case of a work related injury/illness or incident.
- To provide guidance of what Workforce Safety and Insurance and UTTC Reports/Forms need to be completed in the event of a work related injury/illness or incident.

## Responsibilities

**Employee** – To report the work related injury/illness or incident to their Immediate Supervisor and the Benefits Administrator, within 24 hours of occurrence, even if you feel it is not serious enough to need medical treatment.

**Supervisor** – To ensure Employees report the work related injury/illness or incident to the Benefits Administrator and/or the Safety Director, if the Benefits Specialist is not available. Follow up with the Benefits Specialist and/or the Safety Director (if the Benefits Specialist is not available) to ensure that the incident is reported within 24 hours of the incident being reported.

**Benefits Administrator** – To complete/submit an Incident Report or First Report of Injury with Workforce Safety and Insurance. Notify Safety Director or work related injury/illness or incident.

**Safety Director** – To complete an Incident Investigation and complete a Root Cause Analysis.

## Procedure

1. Notify Immediate Supervisor and the Benefits Administrator, within 24 hours of occurrence, of the work related injury illness or incident.
2. Seek first aid or medical treatment with the Student Health Center.
3. Incident Report or First Report of Injury Claim will be submitted with Workforce Safety and Insurance, within 24 hours of occurrence by the Benefits Specialist or Safety Director.
4. If seeking medical treatment, a Claim Number will be assigned and must be provided to the Medical Provider.
5. When applicable, coordinate with the Immediate Supervisor and the Human Resources Department to schedule a post-incident drug screen.
6. Keep in touch with the Immediate Supervisor and Benefits Administrator by providing them with periodic updates on your condition(s).
7. Notify Workforce Safety and Insurance immediately when you perform any type of work, whether you receive pay for it or not; change your address or telephone number; or file for Social Security disability or retirement benefits or are found to be eligible for these benefits.
8. Coordinate with the Safety Director to complete the Accident Investigation.

# TEXT-A-TIP

SEE SOMETHING-SAY SOMETHING  
**TEXT-A-TIP**  
ANONYMOUSLY TEXT CRIME TIPS



**Text**

**UTTCTIP**

**and your message to**

**50911**