

M C A D Minneapolis College of Art and Design
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EMERGENCY ACTION PLAN

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MCAD Employees EMERGENCY ACTION PLAN

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INTRODUCTION

This Emergency Action Plan describes the procedures to be followed in the event of an emergency. Copies of this plan are being furnished to the Fire Prevention Bureau of the Minneapolis Fire Department for distribution within the department on a need-to-know basis and to all members of the MCAD Safety Committee. The Bureau and members of the Safety Committee will immediately be furnished with copies of any changes to this plan.

THE ALARM SYSTEM

The Main and Morrison buildings are equipped with pull box type alarms. The Morrison building is equipped with smoke detectors, as are the 3-D shop and the elevator room in the Main building. In addition, the Main building has ionization detectors and in-duct smoke detectors. The West addition is equipped with ADA required strobes.

When an alarm is activated or there is a trouble alert, MCAD Public Safety is automatically signaled.

When an *intrusion alarm* is received, the dispatcher will notify all on duty officers within the area and dispatch an officer to the area. The Officer will determine if an unlawful entry has been made and if the suspect may still be at the scene.

When a *fire alarm* is received a large fire panel in Public Safety enables that department to determine the activated area. If appropriate the dispatcher will notify the Fire Department and provide as much information as possible.

All residential buildings are equipped with independent smoke detectors in every unit and the 12 to 24 unit buildings have pull type box alarms and smoke detectors in the common areas that are connected the fire panel in Public Safety.

Public Safety and Facilities ensure that all alarm panels and systems are tested annually. Exit lights and emergency lights are tested monthly. Annual sprinkler system testing is conducted.

NOTIFICATION

MCAD will notify faculty, staff, and students by several methods, including: Text message to student personal cell phone, MCAD website notification, 'all campus' e-mail, phone intercom, handheld public address speakers. To signup for the text message Emergency Notification System, go to the Public Safety Website and find "Emergency text massaging sign-up form".

MFA STUDIOS

The Masters of Fine Art Building is located at 2201 1st Ave South. The studio has 24-hour video surveillance and 24 access. Perimeter door alarms are provided for building security. The MCAD ID will open the main door to allow entry when placed by the card reader. A MCAD Public Safety Officer visits the studio 3-time search day.

BUILDING CONSTRUCTION AND OTHER FEATURES

In addition to the alarm systems the buildings have the following features and equipment.

- The Main and Morrison building hall doors are equipped with hold-opens and alarm-activated automatic closures. The 12 to 24 unit residential units have fire rated self-closing doors and automatic closures on required fire doors in the common areas.
- The Main and Morrison buildings are equipped with sprinkler systems in all areas except the gallery and the library due to archival concerns.
- All buildings on campus are equipped with fire extinguishers, which are inspected monthly by Public Safety and annually inspected, filled, and pressure tested by MN Conway Fire. Facilities and Housing keep extra extinguishers on hand to immediately replace them in case of vandalism.
- ***Care and special consideration should be taken when planning projects to not hamper the operation or installation of any emergency or fire equipment.*** Prior to starting such a project please check with Facilities and Public Safety to assure that it is done in a proper manner. Tampering with such equipment is considered a felony.
- Standpipes are located in each of three stairwells in the Main building and in the east fire stairwell of the Morrison building for use by the fire department to connect to city water supply.
- An emergency power generator is located outside the NW corner of the Main building and powers an emergency lighting panel in the basement power vault of the Main building, which supplies power for lighting stairwells, exit lighting and periodic ceiling lighting through the Main building. Facilities test this system weekly.
- All buildings are equipped with exit and emergency lights where required.

EMERGENCY CONTACT LIST

The Public Safety Department will maintain a list of home phone and cell phone numbers for the members of the Emergency Management Planning Team as well as for the Director of Housing and certain Facilities employees. In the event of an emergency situation the appropriate persons will be notified.

GENERAL EVACUATION PROCEDURES

Responsibility of all staff and faculty

All staff and faculty must understand the Emergency Response and general evacuation procedure. They must know the correct exits to use for all areas they enter. During an evacuation, all personnel must assist students, members of the public and visitors from the premises.

General evacuation procedures

In the event of a general emergency the Public Safety Department will determine the necessity for a building or area on campus to be evacuated. The following procedures will be followed:

- Depending on the circumstances, Public Safety will notify occupants to evacuate the building by sounding the fire alarm, in person, by phone or by e-mail. Upon notification those notified will immediately use the nearest available exit and proceed to a temporary gathering site selected by Public Safety.
- Do not use the elevators.
- Visitors will remain with the staff member(s) they are seeing.
- When Public Safety gives an "all clear" personnel may re-enter the building.

EVACUATION PLAN DISABLED PERSONS

Even though there usually is personnel available to assist with evacuations, this may not always be the case. Those with mobility concerns are encouraged to make alternative plans and arrangements in advance that would increase the likelihood of being able to exit the building safely in the event of an emergency. Everyone should become familiar with their area by locating exits, stairwells, elevators, fire-fighting equipment, fire alarms and shelter areas.

For those with speaking or hearing impairments who have difficulty judging volume, it may be useful to carry a whistle or a similar device for the purpose of announcing your location to emergency personnel.

ASSISTING THOSE WITH DISABILITIES

Faculty members that are aware of a student with a disability should make sure there is assistance for the student with special evacuation needs.

Volunteers should become familiar with the special needs of those with disabilities and plan to alert and assist them in an evacuation. Volunteers should keep in mind that many people with disabilities can evacuate on their own.

Persons with **visual impairments** must be told the nature of the emergency and then offer to guide him/her. Tell the person where you are and advise of any obstacles. **Do not** grasp a visually impaired person's arm. Offer your arm for assistance.

Persons with **hearing impairments** cannot hear a sound alarm. There are two alternative methods of warning them.

- Write a note telling what the emergency is and the nearest evacuation route.
- Tap the person on the shoulder to gain attention, then indicating through gestures what is happening and what to do.

A person using **wheelchairs, crutches, canes or walkers** may have difficulty exiting quickly. Treat this person in the same manner that you would treat an injured person. Carrying options would include using a two-person, lock arm position or having the person sit in a sturdy chair, preferable with arms.

Always consult the person as to his/her preference with regard to:

- Ways of being removed from a wheelchair.
- The number of people needed for assistance.
- Being carried forward or backward on a flight of stairs.
- Aftercare, if removed from a wheelchair.

If it is extremely difficult to transport the disabled down stairs it may become necessary to place them in a place of safe refuge, then notify the fire department of their location to assure a safe evacuation.

FIRE PROCEDURES

Discovery of Fire on campus.

1. Go to a safe area and call Public Safety by dialing X 1555 on a college phone, or 612-874-3555 and give them the following information: building, floor and room number. Give exact location (for example: Main building, southwest corner, 2nd floor).
2. If evacuation is necessary, follow the procedures as outlined below. Activate the pull alarm as you enter the stairway.

3. Do's and Don'ts:

- Do not attempt to fight the fire.
- Use the stairwell not the elevator. Use alternative stairwell if nearest stairwell is blocked.
- If caught in heavy smoke, crawl to escape. The air is better near the floor.
- Do not re-enter the building until the "all clear" has been given by Public Safety.

FIRE EVACUATION

MCAD Public Safety monitors all fire systems for the college. Public Safety is able to immediately determine the affected area. When the fire evacuation alarm sounds, all building occupants, faculty, staff, students, contractors and visitors must evacuate. Take care that all hearing-impaired building occupants are alerted when the alarm sounds.

- Close all windows and doors
- Do not use elevators
- Evacuate in an orderly, calm fashion, using the closest available exit.
- Once outside keep at least 100 feet away from affected building.
- When Public Safety gives the "all-clear" the building may be re-entered

TORNADO PROCEDURES

Public Safety will monitor the weather radio & web-cast and for weather emergencies. They will make an attempt to notify all persons on campus of the report of the weather emergencies.

By definition a ***Tornado Watch*** is issued by the National Weather Service when weather conditions are such that a tornado could develop. Public Safety Officers will notify building occupants of a "Watch" by e-mail.

A ***Tornado Warning*** is an alert confirming a tornado sighting and location. Hennepin County will sound the civil defense sirens when there is a tornado warning for the county. If a "Warning" occurs occupants will be notified both by e-mail and in person.

Action to take in the event of a warning:

- Get away from perimeter of the building and exterior glass.
- Leave your area, close doors.
- Go to the appropriate shelter areas:
Main Building – basement and interior stairwell
Morrison Building – basement and tunnels
Residence Halls – basements, hallways or ground floor
bathrooms
MFA- Lower bathrooms, Inner hallways, Storage room and
Lower shop

MEDICAL EMERGENCIES

A faculty or staff member faced with a medical emergency in the classroom, office or work area should respond according to the nature and severity of the situation. If the severity cannot be determined it should be treated as the most severe situation.

The most severe situations are those in which the potential exists for profuse bleeding, broken bones, unconsciousness, seizures or shock. These require an immediate phone call to 8-911. Then phone Public Safety at X1555 or 612-874-3555 to inform them of the circumstances. *Less severe situations* require a call to Public Safety. The proper initial response is to obtain trained emergency personnel to the scene quickly. Error on the side of caution.

Employees are not expected to administer first aid in an emergency as part of their job. The Public Safety Officers are trained to be first responders to medical emergencies. Getting qualified help is the first step, unless you are trained in emergency first aid and wish to respond as a Good Samaritan.

ACCIDENT OR ILLNESS

In the event of a serious accident or illness to an employee, student or visitor in your classroom or work area:

1. Call 8-911.
2. Give the emergency dispatcher this information:
 - The building address. Note that all campus phones are registered with 911 under their own building address.
 - Floor of building and location of emergency.
 - Any details available regarding accident or illness.
2. Call Public Safety and report all the above information. Inform them you have called 911.
3. Do not move the injured or ill person. Try to make them comfortable.
4. The college does have a responsibility to try to prevent exposure to any blood and/or body fluids at an emergency scene on campus. The site should be isolated until facilities or emergency personnel can properly clean up the area prior to further use.

MEDICAL DO'S AND DON'TS.

1. If an individual requests an analgesic medication they are available in the first aid kits. Aspirin, Tylenol and Ibuprofen may also be purchased at the bookstore.

2. Do not make any statements to the effect that MCAD will take care of medical costs. MCAD may only be held responsible if there is an act of negligence on the part of the college and/or college employees. This will be determined at a later date (this does not apply to MCAD employees or work study students who are injured on the job who may be covered by Worker's Compensation).

4. Faculty and staff are to operate within the confines of their employment. Emergency care is not within that scope. However, if an employee has been training in first aid and voluntarily wishes to respond to assist in an emergency they would be considered a "Good Samaritan". Public Safety Officers are trained and qualified to respond to medical emergencies.

REFUSAL OF TRANSPORT

If a patient in an emergency situation refuses transport by ambulance, and is deemed able to make his or her own decision by the emergency personnel at the scene, the patient cannot legally be transported. An ambulance ride is expensive, and people who are conscious may occasionally refuse transport. As long as the college has responded properly by acting in a prudent and reasonable manner to obtain qualified assistance, you have done everything you could for this person.

If the patient is not transported, the best thing to do is have a friend, classmate or family member remain with the patient and see that he/she is safe. Faculty/staff members have no responsibility after appropriate help has been obtained. It is not recommended that employees transport a patient in their own vehicle or MCAD vehicle. In cases where an ambulance is not required taxi vouchers are available through Public Safety and the Student Affairs office.

Who is responsible? Medical professionals are responsible for whether the patient makes the right decision to not be transported. Prior to leaving the EMT usually advises the patient as to what he/she should do during the next few minutes. If the patient needs observation, the EMT will usually tell a Public Safety Officer or someone at the scene, that the patient needs to be watched for a few minutes. There is a fine line between providing care and violating an individual's privacy. Once a person refuses transport and the EMTs agree, that patient is responsible for himself or herself unless someone is present who will take action voluntarily.

SEVERE WINTER students

Winter storms can delay or prevent employee and

STORMS

from reaching the college leading to temporary disruption of administrative functions and classes until roads and parking areas can be cleared. Heavy snow and ice may also cause structural damage or power outages.

During the winter storm season all personnel should listen to local forecasts, WCCO – 830 AM or KSTP –1500 AM to determine any impact the weather may have on their schedule.

Personnel may also phone Public Safety at 612-874-3700 for a recorded message of college closure or other information. The following terms are used to describe the predicted weather:

- **Winter Storm Watch** indicates that severe weather may affect the local area.
- **Winter Storm Warning** indicates that severe winter weather conditions are definitely on the way.
- **Blizzard Warning** means that large amounts of falling or blowing snow, and sustained winds of at least 35 MPH, are expected for several hours.
- **Travel Advisory** indicates that severe winter conditions might make driving difficult or dangerous.

WORKING IN THE OUTSIDE COLD

Personnel who must work outdoors for considerable lengths of time should do the following:

- **Dress warmly.** Wear loose fitting, layered, lightweight clothing. Layers can be removed to prevent perspiration and chill. Outer garments should be tightly woven and water repellent. Mittens are warmer than gloves because fingers can generate warmth when they touch each other.
- **Stretch before you go out.** If you go out to shovel snow, do a few stretching exercises to warm up your body. Also take frequent breaks.
- **Cover your mouth.** Protect your lungs from extreme cold air by covering your mouth when outdoors. Try not to speak unless absolutely necessary.
- **Avoid overexertion.** Cold weather puts an added strain on the heart.
- **Keep dry.** Change wet clothing frequently to prevent loss of body heat. Wet clothing loses all of its insulation value and transmits heat rapidly.

FROSTBITE AND HYPOTHERMIA

Frostbite is a severe reaction to cold exposure that can permanently ¹⁰ damage skin and tissue. A loss of feeling and

a white or pale appearance in finger, toes, nose or ear lobes are symptoms of frostbite.

Hypothermia is a condition brought on when the body temperature drops below 95 degrees Fahrenheit. Symptoms include uncontrollable shivering, slow speech, memory lapses, frequent stumbling, drowsiness and exhaustion.

If frostbite or hypothermia is suspected, begin warming the person slowly and seek immediate medical assistance. Warm the person's trunk first. Arms and legs should be warmed last because stimulation of the limbs can drive cold blood toward the heart and lead to heart failure. Put the person in dry clothing and completely wrap them with a blanket. **Never give a frostbite or hypothermia victim something with caffeine** in it like coffee, or alcohol.

Caffeine is a stimulant that can cause the heart to beat faster and hasten the effects that the cold has on the body. Alcohol is a depressant can slow the heart and also hasten the effects of cold body temperatures.

HEAT DISORDERS

Heat disorders are a group of physically related illnesses caused by prolonged exposure to hot temperatures and restricted fluid intake. Most often heat-related illnesses are preventable conditions. However, they can have significant consequences, including death, if left untreated.

Disorders of heat exposure include heat exhaustion and heat stroke (also called sunstroke). Hyperthermia is the general name given to heat-related illnesses.

Heat exhaustion is caused by exposure to high heat and humidity for many hours, resulting in excessive loss of fluids and salts through heavy perspiration. The skin may appear cool, moist and pale. The individual may complain of headache and nausea with a feeling of overall weakness and exhaustion. Dizziness, faintness and mental confusion are often present, as is rapid and weak pulse. Breathing becomes fast and shallow. Fluid loss reduces blood volume and lowers blood pressure.

Heat exhaustion can develop rapidly into ***heat stroke***. Heat stroke can be life threatening and immediate medical attention is critical. The body temperatures are high enough to cause damage to many organs, particularly the central nervous system, which include the brain and spinal cord.

	Symptoms	Mental Status	Core Temperature	Treatment
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Heat Exhaustion	headache nausea fatigue dizziness lightheadedness actively sweating skin cool & pale	usually conscious. may faint	over 102	shady place or AC room keep cool increase fluids cold wet towels fan
Heat Stroke (EMERGENCY)	headaches flushed skin dry skin warm skin rapid pulse	incoherent disoriented confused aggressive possibly unconscious	over 105	immediate action is necessary. shady place or AC room remove most of Clothes apply cool, wet Towels transport to ER

ELEVATOR EMERGENCY

Elevators are one of the safest modes of transportation there is; however, they do have malfunctions due to their sophisticated automatic controls.

Action to take if an elevator malfunctions:

1. Open the emergency phone door and push the call button. This will automatically connect you to Public Safety.
2. In the event that you are unable to speak, the call button activates an automatic message for help. The message will repeat.
3. Give the location and floor nearest you.
4. Remain calm.
5. Do not try to force open the elevator door.
6. If you are outside an elevator and hear the elevator alarm ringing notify Public Safety.
7. Remember; in case of fire do not use the elevators. They will automatically return to the first floor when the fire alarm sounds.

What happens after you summon help?

1. Elevator repair personnel will respond.
2. Someone will be in touch with you from outside the elevator.
3. Passengers will be assisted as soon as possible.

BOMB THREAT Employees receiving or discovering a bomb threat should immediately notify MCAD Public Safety. Remain calm. Use a telephone checklist to record information concerning

If a bomb ¹²**threat is received by phone, ask:**

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?

Keep the caller on the phone as long as possible. Record the following information for Public Safety:

- Time of call.
- Date of call.
- Exact words of the person.
- Judge the voice: male, female, child, approximate age, do they sound coherent/incoherent, etc.
- Speech pattern, accent.
- Background noises: music, people talking, cars, airplanes, children machines noises, etc.

Bomb Threat Continued. . .

If bomb is discovered or a threat is received by mail:

If suspicious object is discovered the employee should:

- Not touch or handle the object or package
- Evacuate the immediate area
- Notify MCAD Public Safety
- Await further instructions

What happens?

1. Public Safety and the Police will respond.
2. Public Safety and Police will make a building search.
3. Police or bomb squad will contact and question the person who received the bomb threat.
4. A building evacuation may take place.
5. An "all clear" will be given on the building when authorized by the police.

CHEMICAL SPILL

Small spills usually can be cleaned up easily with little problem. Large spills of volatile and flammable liquids can present major hazards due to the evaporation of the liquid. The liquid vapors can present serious health hazards due to inhalation. High concentrations of flammable vapors are, however, also a fire and explosive hazard if the vapor concentration reaches the lower explosive limit and a source of ignition is present.

In the event of a chemical spill you should immediately notify the Public Safety Department. Be prepared to give the following information:

- Your name 13

- Building
- Location, floor and department area
- Type of accident
- Chemical involved, if known

Public safety will assess the situation and decide if the spill is considered an emergency or a non-emergency. Public Safety will determine if the building needs to be evacuated and if the spill is major a professional vendor will be called in for clean-up.

**Chemical Spill
Continued. .**

Minor Spills

A minor spill is one where the quantity and type of chemical do not pose a threat to any persons or property. These are usually spills where the hazard and clean up procedures are known, there is no potential for personal or environmental damage and the appropriate spill clean up equipment is available. The person who caused the spill or the Facilities staff will provide clean up by using a chemical clean up kit or by using absorbent material. Absorbent material should then be placed in a metal safety can.

Major Spills

If the spill is considered to be major, the following procedures should be followed:

- Notify Public Safety,
- Identify the spill. Do so without being at risk. This includes the approximate size of the spill and any unusual features such as foaming, odor, fire, etc.
- Cordon off the spill area so that no one else will expose himself or herself to the spill.

Spill and leaks that should be considered emergencies:

TYPE OF SPILL	AMOUNT	EXAMPLE
Extremely flammable liquid	more than one pint	rubber cement, thinner
Flammable liquids	more than one quart	toluene
Combustible liquids	more than one quart	mineral spirits
Toxic, volatile liquids	more than one quart	ammonia, acetic acid, bleach
Concentrated acids	more than one gallon	sulfuric, phosphoric or nitric
Concentrated alkalis	more than one gallon	lye solution
Poisonous, reactive	any amount	cyanides, sulfides
Oxidizing agents	more than one pound	potassium chlorate,

	or one gallon	nitric acid
leaks from gas cylinders	uncontrolled	oxygen, acetylene

MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets (MSDS's) for chemicals and art materials supplied by the college are kept on an electronic database and are accessible on the MCAD intranet site by department.

<https://intranet.mcad.edu/resources/msds-database-chemicals>

The MSDS is a technical report that explains how to identify, use, handle and store chemicals safely. It also explains any potential health hazard associated with the chemicals and what type of treatment should be given. When working with any chemical you should be aware of any risks involved and what precautions to take.

SUSPICIOUS MAIL

Suspicious letter or packages might possess one or more of the following characteristics:

- No return address or one that is illegible.
- Excessive postage.
- Postmark that does not match the return address.
- Hand written or poorly typed address.
- Misspelling of common words.
- Restrictive markings such as "Confidential" or "Personal".
- Heavily taped exterior or the package or envelope.
- Powdery substance on the exterior of package or envelope.
- Appearance that is stained or has a strange odor.

HANDLING SUSPICIOUS MAIL

If you receive a suspicious unopened letter or package please remain calm, leave the item undisturbed and do the following:

1. If the letter or packages has been touched, immediately wash your hands with soap and water (do not use bleach or other disinfectants).
2. If possible, cover the letter or package with something (e.g. clothing, paper, plastic trash bag, etc.)
 - Do not shake, empty or disturb the contents of the envelope or package.
 - Do not attempt to smell or closely examine any powder or

- suspicious substance.
 - Do not carry the letter or package for others to examine.
 - Do not attempt to clean up any spilled powder.
 - Do not attempt to cover any spilled powder.
3. Notify MCAD Public Safety.

VIOLENT ACTS/ HOSTILE INTRUDER

If it is possible to do so safely, exit the building immediately when you become aware of an incident, moving away from the immediate path of danger, and take the following steps:

- 1) Notify anyone you may encounter to exit the building immediately.
- 2) Evacuate to a safe area away from the danger, and take protective cover. Stay there until assistance arrives.
- 3) Call 911 and then MCAD Public Safety Department at 612-874-3555 providing each dispatcher with the following information:
 - a) Your name
 - b) Location of the incident (be as specific as possible)
 - c) Number of shooters (if known)
 - d) Identification or description of shooter(s)
 - e) Number of persons who may be involved
 - f) Your exact location
 - g) Injuries to anyone, if known
- 4) Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.
- 5) If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:
 - a) Go to the nearest room or office.
 - b) Close and lock the door or place barricade in front of door if no lock.
 - c) Turn off the lights.
 - d) Seek protective cover.
 - e) Keep quiet and act as if no one is in the room.
 - f) Do not answer the door.
 - g) Notify 911 and MCAD Public Safety if it is safe to do so, providing each dispatcher with the following information:
 - i) Your name
 - ii) Your location (be as specific as possible; building name or address, floor, & room number)
 - iii) Number of shooters (if known)
 - iv) Identification or description of shooter
 - v) Number of persons who may be involved
 - vi) Injuries if known
- 6) Wait for local police or security to assist you out of the building.

trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident, the MPD along with MCAD representatives will evaluate the situation to determine the best course of action for the safety of the MCAD community. Once the MPD and other units respond to campus, they will be responsible for all tactical operations.