The purpose of this building safety guide is to ensure the safety of life and person in the event of an emergency or hazardous situation. It is in your best interest to read this guide and to understand it, before an emergency occurs. Please use this guide as a quick reference. Your Campus Dean or Supervisor has building specific plans for fire, evacuation, gun fire, and other emergency’s that are not for public review. Know the plan for your building and room.

--- GOALS ---

#1 To respond quickly and effectively to resolve the emergency in cooperation with local authorities. Maintain calm and perspective.

#2 Set up a center for communication with appropriate personnel. The Emergency Operations Center (EOC) will be located at the Administrative Building with secondary sites located at the necessary campus.

#3 Display through our actions, sound judgment and execution of written policies and procedures, our concern for the safety and security for students, their parents, the campus, college community and the public.

The College is committed to: 1) protecting the lives and health of the members of the College community, (2) preserving College property, (3) communicating promptly and clearly, and (4) restoring normal College operations.

General Checklist

- Call 911 immediately for emergency response.
- Notify Estherville (712.362.2604) or Emmetsburg (712.852.3554) business offices or facilities management office (x4420 or 712.362.0420) so they can send Iowa Lakes Alert to all staff and students with proper information.
- Notify staff person in charge of campus (refer to page ii)
- Notify Finance office for insurance purposes (x4421 or 712.362.0421)
- Notify Business office for possible workers’ comp issues (x4424 or 712.362.0424)
- Notify President’s Office (x 4434 or 712.362.0434)
RESPONSIBLE INDIVIDUALS AND PHONE NUMBERS

Call 911 for Fire, Ambulance, Police, and Sheriff

Individuals responsible for carrying out the procedures at their respective locations:

1. Emmetsburg Campus (712.852.3554)
   A. Executive Dean, ext. 5244 (712.852.5244)
   B. Administrative Assistant, ext. 5223 (712.852.5223)
   Address: 3200 College Drive, Emmetsburg, IA 50536

2. Estherville Campus (712.362.2604)
   A. Executive Dean, ext. 7913 (712.362.7913)
   B. Administrative Assistant, ext 7918 (712.362.7918)
   Address: 300 S. 18th Street, Estherville, IA 51334

3. Algona Campus (515.295.9455)
   A. Campus Supervisor, ext. 8525 (515.295.8525)
   B. Campus Secretary, ext. 8520 (515.295.8520)
   Address: 2111 Hwy 169 North, Algona, IA 50511

4. Spencer Campus (712.262.7141)
   A. Campus Director, ext. 8628 (712.580.8628)
   B. Campus Secretary, ext. 8620 (712.580.8620)
   Address: 1900 North Grand Ave. Suite B, Spencer, IA 51301

5. Spirit Lake Campus (712.336.3439)
   A. Campus Supervisor, ext. 6561 (712.336.6561)
   B. Campus Secretary, ext. 6560 (712.336.6560)
   Address: 800 21st Street, Spirit Lake, IA 51360

6. Administration
   A. Executive Director Facilities Management, ext. 4428 or 4420 (712.362.0428)
   B. Vice President Administration, ext. 4421 (712.362.0421)
   Address: 19 S. 7th Street, Estherville, IA 51334
— WINTER WEATHER (snow, ice, etc.) —

Temporary Closing/Early Dismissal

Weather conditions may vary considerably throughout Area III. There are no exact guidelines for college closing in terms of inches of snow, since many factors including time of day, total snowfall, wind, visibility, temperature, amount of snow in ditches, recommendations from local emergency management, DOT etc. affect this decision. Iowa Lakes will not close based on K-12 school closings.

When Iowa Lakes Community College is open and conditions in the area warrant staying at home, each student and staff member must personally evaluate the weather conditions in their immediate area and decide how serious the situation is. No student or staff member is expected to jeopardize their personal well being or safety to attend classes or work if weather conditions are marginal.

Should bad weather or other emergencies necessitate closing the College or delaying start of classes, the decision should be made between 5:30-6 a.m., with announcements given to broadcast by 6-6:15 a.m. for daytime classes. The decision for canceling classes for evening should generally be made by 2:30-3 p.m., with announcements distributed to broadcast by 3-3:15 p.m. (See list) Because of the diverse weather conditions throughout our area and fast moving weather systems cancelations may be made later than the recommended time frame. If college campus closes, all classes and events occurring on campus will be closed.

Anytime classes are delayed, the College will determine an appropriate open time based on weather conditions. EMPLOYEES AND STUDENTS ARE REQUESTED NOT TO ARRIVE MUCH BEFORE THE RECOMMENDED OPENING TIME, TO ALLOW MAINTENANCE TIME TO REMOVE SNOW AND TO SAND WHEN ICY CONDITIONS EXIST. Anytime classes are canceled, the above applies to all Campuses and all Continuing Education classes.

A. PRIOR TO OPENING! Students and employees will be notified via radio:

<table>
<thead>
<tr>
<th>Location</th>
<th>AM Radio Stations</th>
<th>FM Radio Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algona</td>
<td>KLGA AM (1600)</td>
<td>KLGA FM (92.7)</td>
</tr>
<tr>
<td>Emmetsburg/Spencer</td>
<td>KILR AM (1070)</td>
<td>KUYY FM (100.1)</td>
</tr>
<tr>
<td>Estherville</td>
<td>KIIL AM (1070)</td>
<td>KILR FM (95.9)</td>
</tr>
<tr>
<td>Fairmont, MN</td>
<td>KSUM AM (1370)</td>
<td>KFMQ FM (106.5)</td>
</tr>
<tr>
<td>Jackson, MN</td>
<td>KKOJ AM (1190)</td>
<td>KRAQ FM (105.7)</td>
</tr>
<tr>
<td>Spencer</td>
<td>KICD AM (1240)</td>
<td>KICD FM (107.7)</td>
</tr>
<tr>
<td>Spirit Lake</td>
<td>KUOO FM (103.9)</td>
<td>KUQQ FM (102.1)</td>
</tr>
<tr>
<td>Worthington, MN</td>
<td>KWOA AM (730)</td>
<td>KWOA FM (95.1)</td>
</tr>
</tbody>
</table>

We will make every effort to include this on our Web site: www.iowalakes.edu

Iowa Lakes has a partnership with Rave Wireless to provide the Iowa Lakes Alert, our emergency alert system capable of delivering messages to your email and cell phone. Please visit https://www.getrave.com/login/iowalakes to choose your notification preferences. Your user name is: your Iowa Lakes email without the “@iowalakes.edu”. Your password is: the password you use to sign on a college computer. The Iowa Lakes Alert text messages will be delivered from 67283 or 226787, email messages will be delivered from iowalakesalert.edu, phones messages will be delivered from 712.362.5970.
— TORNADO AND THUNDERSTORM PROCEDURES —

The following procedures are simplified. Use common sense in all activities and responses.

A TORNADO OR THUNDERSTORM WATCH means you should be prepared to take cover if threatening conditions are sighted. A TORNADO OR THUNDERSTORM WARNING is issued by your local National Weather Service facility, and means a tornado or severe thunderstorm is imminent. Persons close to the storm should take shelter immediately, and remain there until the danger has passed. Under a WARNING individuals should be instructed to seek shelter in building interiors such as hallways, restrooms, interior classrooms and to AVOID windows, doors and large open areas such as gymnasiums and auditoriums.

Shelter areas are marked with Tornado Shelter signage.

1. Severe Thunderstorm and Tornado Watch and Warning
   A. Each county’s Emergency Preparedness office will monitor all weather conditions and report watches or warnings of any expected severe conditions through the emergency preparedness radio system (black box) at each location. This can be found in the business office, library or maintenance office at your site. Ask the business office where yours is located.
   (The emergency preparedness radio system, a portable black box located at each campus, alerts staff to weather watches and warnings)

SEVERE WEATHER PROCEDURES - EVENING HOURS

If severe weather is threatening, the individual responsible for the facility should monitor the Emergency Preparedness response system black box. It may be moved to any room and returned at the end of the weather condition alert. The “black box” is to be taken with you during the times you seek shelter. The battery backup will last approximately 6 hours and provide additional weather updates.
SHELTER AREAS

All of the buildings of Iowa Lakes Community College have been reviewed by a member of the Emergency Management Office and shelter areas are posted throughout the buildings.

IMMEDIATE STEPS TO BE TAKEN:

1. When a tornado warning is received, classes are to be dismissed and all persons instructed to move to the nearest shelter area. A horn will be sounded throughout the building.
2. Faculty members should take class records with them to the shelter area. (This is to aid in identifying missing persons after a disaster).
3. Each staff member teaching in a room should close windows and interior doors if time allows.
4. Instructors in laboratories or shops where there is natural or acetylene gas in the room should turn off the gas at the room's master valve.
5. Stay in shelter areas until the ALL CLEAR is received and relayed to the shelter area by the person in charge or local radio station.

GENERAL RULES

1. Safety of students is the first concern.
2. DO NOT leave the buildings. Although Iowa Lakes Community College buildings are not tornado proof, they afford more protection than any other buildings in the vicinity and offer more safety than an automobile.
3. Any protection over the head, such as an open book, a table or chair, might save a person from injury by a flying or falling object.
4. Keep away from open doors or windows.

RECOVERY

1. All college personnel should expect to assist in locating injured persons if needed; however, do not move a non-ambulatory victim until qualified medical or first aid personnel arrive.
2. The college buildings may be made available to the community, if needed, as emergency shelters or emergency hospitals.
3. Students and faculty may be asked to volunteer to serve on emergency clean-up or rescue teams.

PUBLICATION & NOTIFICATION

1. A MAP designating the location of shelter areas should be located in every classroom. These maps must be clearly visible at all times. They are not to be covered by other papers or obstructed in any way. Shelters should also be identified by signage on the wall or room entrance. The Administrative Assistant to the Dean is responsible for map location.
### Suggested Shelter Areas

#### Emmetsburg Campus

<table>
<thead>
<tr>
<th>Building</th>
<th>Suggested Shelter Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farm</td>
<td>Move to Swine Breeding &amp; Gestation barn or house cellar. If in open area, take cover in an open ditch or ravine.</td>
</tr>
<tr>
<td>Main Campus</td>
<td>Move to interior classrooms, restrooms &amp; small offices.</td>
</tr>
<tr>
<td>Children's Center</td>
<td>Move to restrooms.</td>
</tr>
<tr>
<td>Farm Equipment/Welding Building</td>
<td>Move to restrooms &amp; small rooms.</td>
</tr>
<tr>
<td>Allied Health Building</td>
<td>Move to basement or restrooms.</td>
</tr>
<tr>
<td>Special Needs Building</td>
<td>Move to restrooms or basement.</td>
</tr>
<tr>
<td>Student Housing / Special Needs Housing</td>
<td>Evacuate upper floor and go to lower level interior restrooms. Lower floor move to restroom areas within rooms.</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>Move to locker rooms, offices, interior classrooms and restrooms.</td>
</tr>
<tr>
<td>Technology Education Center</td>
<td>Evacuate upper floor. Move into first floor restrooms, offices and small rooms.</td>
</tr>
</tbody>
</table>

#### Estherville Campus

<table>
<thead>
<tr>
<th>Building</th>
<th>Suggested Shelter Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus</td>
<td>Move to interior classrooms, restrooms and small offices.</td>
</tr>
<tr>
<td>Career Option Bldg.</td>
<td>Evacuate top floor immediately - go to first floor interior classrooms and locker rooms.</td>
</tr>
<tr>
<td>Laker I (Housing)</td>
<td>Evacuate upper floor and go to lower level restrooms.</td>
</tr>
<tr>
<td>Four Plex (Housing)</td>
<td>Move to restrooms.</td>
</tr>
<tr>
<td>Laker II (Housing)</td>
<td>Move to lower level basement or restrooms.</td>
</tr>
<tr>
<td>Location</td>
<td>Action</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Criminal Justice Center</td>
<td>Move to restrooms and small office rooms.</td>
</tr>
<tr>
<td>Christensen Building</td>
<td>Move to restrooms.</td>
</tr>
<tr>
<td>Wind Turbine &amp; Turbine Tech Building</td>
<td>Move to restrooms and small offices.</td>
</tr>
<tr>
<td>Aviation Building</td>
<td>Move to northeast office.</td>
</tr>
<tr>
<td>Print Shop</td>
<td>Take shelter in restroom or behind counters. If weather permits, move to main building hallways.</td>
</tr>
<tr>
<td>Central Admin Bldg.</td>
<td>Move to basement.</td>
</tr>
</tbody>
</table>

**OTHER LOCATIONS**

<table>
<thead>
<tr>
<th>Location</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algona Campus</td>
<td>Short hallway, restrooms, room 10 &amp; small offices.</td>
</tr>
<tr>
<td>Spencer Campus</td>
<td>Lower level, restrooms and small office areas.</td>
</tr>
<tr>
<td>Spirit Lake Campus</td>
<td>Restrooms, &amp; small offices.</td>
</tr>
</tbody>
</table>

**IMPORTANT:** It is important to remind everyone that they are to **STAY CLEAR OF GLASS WINDOWS/DOORS**.
— ACCIDENTS AND OTHER EMERGENCIES —

The following procedures are simplified. Use common sense in all activities and responses.

The College encourages employees to exercise safe working practices in the work place. Should an accident occur, the following procedures must be followed:

A. Personal Injury:
   1. If the injury is serious requiring immediate treatment, call 911 for emergency assistance.
   2. Notify the Executive Dean, Campus Supervisor or other administrator of the accident as soon as possible.
   3. Submit an accident report, no matter how slight the injury appears (forms available in business office), detailing circumstances of the accident to the Business Office no later than 48 hours after the accident.

B. Property Damage:
   1. Any damaged College property needs to be reported. The Facilities Management and/or the Chief Financial Officer should be contacted for assistance in reporting and repairing.

Effectively preventing future accidents requires that we fully understand the causes involved. Please be as detailed as possible when documenting an accident.

— PANDEMIC PLANNING —

The following procedures are simplified. Iowa Lakes will follow the directives from the local Public Health offices and the CDC. An action plan and a complete business continuity plan (red cover) are available in the Human Resource office, with a Supervisory Team member or on the Iowa Lakes website.
— DEATH OF STUDENT OR EMPLOYEE —

The following procedures are simplified. Use common sense in all activities and responses.

In order to ensure accuracy of information and expedite college follow up, the office of the Executive Deans or Campus Deans are responsible for coordinating matters related to the death of a current student or employee. The following procedures should be followed:

1. If a death is discovered, immediately contact (see phone #’s page):

   Estherville/Emmetsburg/Spencer
   Police 911
   Executive Dean
   Dean's Admin. Assistant
   Housing Director
   (if applicable)

   other locations
   Police 911
   Campus Supervisor
   (or their designee)
FIRE PROCEDURES

The following procedures are simplified. Use common sense in all activities and responses.

When the fire alarm is activated all occupants of the facility should evacuate. Use of a fire extinguisher will be at your own risk. Do not use a fire extinguisher unless properly trained.

1. Activate the nearest fire alarm.

2. If time permits, dial 911.

3. Leave the building by the safest and nearest exit. Faculty members should take class records with them to the shelter area. (This is to aid in identifying missing persons after a disaster. Roll should be taken and notify the Dean or person in charge if a student is missing).

4. If possible to do so safely and if desired on their part, assist wheelchair users to a safe (farthest from the hazard) stairwell and inform responding emergency personnel of their location. Fire department personnel are trained in safe methods of evacuating wheelchair users. **Do not use an elevator for evacuation needs.**

5. If a fire is visible in your designated route, use an alternate route and proceed to at least 100 feet from the building.

6. Stay clear of fire hydrants and firefighting vehicles.

Exit routes are posted in each classroom. **Do not use an elevator for evacuation needs**

Assigned personnel, Campus Dean, their designee, and facilities management, need to secure doors to prevent unauthorized entry. (The fire and police departments will take over when they arrive) Alert others to do the same. Help persons requiring assistance out of the building. Notify emergency personnel of any persons remaining in the building

Do not return to the building unless emergency personnel have given the “all clear.”

*Fire Extinguisher training is offered every fall and is available to all employees. Please contact Facilities Management at 712.362.0428 if interested.*
— GAS LEAKS —

The following procedures are simplified. Use common sense in all activities and responses.

2. Evacuate building by sounding air horn in one long continuous blast. **DO NOT**
   activate the fire alarm as it could spark an explosion.
3. **DO NOT** turn any equipment on or off. This includes light switches. **Do not use**
   2-way radios, cell phones, etc.
4. Notify the Executive Dean, Campus Dean or designee. Each Campus has
   evacuation sites specific to each facility.

— EVACUATION ASSEMBLY AREAS —

1. Remain calm. Use stairs and not elevators. Pay close attention to your surroundings
   as you exit. Incidents such as FIRE or HAZARDOUS MATERIAL RELEASES may
   require that alternate exit paths be selected.
2. Take your students to a pre-determined site away from the building. A map of these
   areas **WILL NOT** be posted for security reasons.
3. Once outside, stay clear of the building and entryways to facilitate responder access
   to the emergency.
4. **Do not re-enter** the affected area until instructed to do so by facilities management or
   emergency responders. **DO NOT TAKE IT UPON YOURSELF TO TURN OFF AN**
   ALARM OR TO INSTRUCT OTHERS TO RE-ENTER. This can be done by
   emergency personnel only.

If possible to do so safely and if desired on their part, assist wheelchair users to
a safe (farthest from the hazard) stairwell and inform responding emergency
personnel of their location. Fire department personnel are trained in safe
methods of evacuating wheelchair users.

**Do not use an elevator for evacuation needs.**

- If possible to do so, immediately and safely upon an alarm or evacuation request,
  grab your purse/wallet and car keys.
- Information regarding major incident evacuation will be broadcast through local
  media.

If you observe staff or students not taking an alarm or evacuation request seriously, please
recommend that they do so. It may save their life and will reduce the risks to responding
emergency personnel. Notify the Campus Dean or person in charge if a person is still in the
facility.
— Campus Visitor Policy —

Access to academic and administrative facilities on the College campuses shall generally be limited to students, employees and visitors for the purpose of study, work, teaching and conducting other College business.

Visitors on College campuses who are not students or employees shall conduct themselves in accordance with the law, as well as commonly accepted standards of behavior and safety. Conduct including, but not limited to, intentional or negligent disruption of the orderly process of the College, noise, threats, harassment, physical abuse, endangerment of the health or safety of any person or inappropriate entry into, obstruction of, or occupation of any College property by a visitor, shall be deemed a violation of Board Policy.

If a visitor engages in such conduct and does not cease such conduct when requested, the College employee who is present and in immediate charge of the area shall:

1. have the authority to inform such visitor that his or her permission to occupy College property is withdrawn,
2. that such visitor shall leave College property immediately,
3. that failure to leave Iowa Lakes property shall result in law officers being summoned to take appropriate law enforcement action.

This policy does not require any College employee to take any action that would jeopardize the personal safety of any employee, student, visitor or other party.

Access to individual classrooms and laboratories shall be limited to those enrolled in the courses meeting there and access to most program areas shall be limited to those enrolled in the program; however, an instructor may grant permission for the presence of one or more visitors if, in the instructor’s judgment, such presence is consistent with maintaining a proper educational environment.
The following procedures are simplified. Use common sense in all activities and responses.

1. **Call 911.** Stay on the line and give clear, accurate information on the situation occurring, if at all possible. Give location within the building. If near a college phone call the Business Office to notify them of the situation. The Business Office will do an Iowa Lakes Alert and phone call to notify all occupants.
2. Safeguard files, cash drawer and shut down computers.
3. Notify the Executive Dean or Campus Dean in the building who is designated to act in such emergencies. **In no case is physical force to be used by college personnel.**
4. Call the administrative office, 712.362.0434 or ext. 4434 to notify the President if the situation allows.

**The police will coordinate the situation upon arrival.**

**GUN FIRE**
1. If gun fire is heard: Implement A.L.I.C.E. Dial 911 when safe. Keep the phone connection until help arrives.

**STUDENT CRISIS**
The educational counseling staff assist students in pursuit of educational goals. When a crisis situation is beyond the scope of the services offered at the college, the student is provided with referral information to the appropriate community resources. Examples of crisis situations may include:
- SUICIDE ATTEMPT
- SUBSTANCE ABUSE
- DEPRESSION
- DEATH OF A LOVED ONE
- SEXUAL ASSAULT
- EATING DISORDERS
- DOMESTIC ABUSE

If a student has indicated a plan or an intent to harm him/herself or others or you feel is in need of immediate attention, please call 911 and contact the campus dean. For less urgent crisis assistance or for community referral information, please direct the student to an educational counselor.

Employees in need of assistance should contact Human Resources (ext. 4433) for Employee Assistance or call the Employee Assistance Provider, Connections, at 1-800-779-6125.
LOCKDOWN w/A.L.I.C.E OPTIONS

One means of securing Iowa Lakes is to implement lockdown procedures WITH THE OPTION TO EVACUATE OR COUNTER.

A. These procedures may be called for in the following instances:
   a. Lockdown with warning: The threat is outside of the Campus buildings. The College may have been notified of a potential threat outside of the building i.e. a bomb threat or gas leak.
   b. Lockdown with intruder: The threat/intruder is inside the Campus buildings.

B. Lockdown with warning procedures
   - Using all appropriate and available communication modes an announcement of “Lockdown with Warning” will be made.
   - Use Iowa Lakes Alert if time allows. Be direct. Code words lead to confusion.
   - Bring people inside.
   - Lock exterior doors (faculty and staff should carry their keys)
   - Clear hallways, restrooms, and other rooms that cannot be secured.
   - Keep students away from windows.
   - Contain all movement. Move only on the announcement of the “All Clear”

C. Lockdown with A.L.I.C.E intruder procedures (these happen rapidly)
   - A- Alert- gunshot sounds may be your first alert to situation.
   - L- Lockdown room, secure door, barricade and plan to counter or escape.
   - I- Inform- call 911 when able.
   - C-Counter- if unable to evacuate and confronted by shooter, counter. Distract by making noise, throwing things, moving or confronting shooter if no other option.
   - E- EVACUATE- put as much space between you and incident. Do not use your vehicle. Run to your rally point.
   - A.L.I.C.E. is not sequential, use the best option for you.
   - Break the window to escape if needed.
   - Become a HARD target- move!
   - The police will arrive, but it may take 5-10 minutes.
   - DO NOT respond to anyone at the door until “All Clear” announcement is made through the Iowa Lakes Alert.
The following procedures are simplified. Use common sense in all activities and responses.

A. Person receiving the call should refer to the BOMB THREAT CALL CHECK LIST (see following page) and the emergency plan.
# Bomb Threat Checklist

**Exact Wording of Threat:**

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

## Questions to Ask

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? Who did?
7. Why?
8. Why did you call me?
9. What is your address?
10. What is your name?

## Caller’s Voice

- Calm
- Angry
- Excited
- Slow
- Rapid
- Nasal
- Stutter
- Lisp
- Raspy
- Deep
- Well-spoken
- Foul
- Read from Notes
- Other (Remarks)
- Soft
- Incoherent
- Taped
- Irrational
- Foreign
- Ragged

## Background Sounds

- Loud
- Laughter
- Crying
- Normal
- Distinct
- Slurred
- Coughing
- Other
- Clearing Throat
- Deep Breathing
- Cracking Voice
- Disguised
- Accent
- Familiar
- Muffled
- Other
- Conversation
- Street Noises
- Dishes
- Engines/Motors
- PA system
- Music
- House Noises
- Other
- Clear
- Machinery
- Animals
- Phone Booth
- Static
- Local Call
- Office Equipment
- Other

## Other Details

- **Phone Number at which You Received Bomb Threat:**
- **Your Name:**
- **Caller’s Phone Number (check caller ID readout on your phone):**
- **Threat Reported to:**
- **Address of Alleged Bomb’s Location**
- **Law Enforcement Response:**

## Remarks

- 
- 
- 
- 
- 
- 
- 
- 
- 

HAZARDOUS MATERIALS OR CHEMICAL SPILL

Do not use any chemical or product without reading and understanding the MSDS sheet.

Employees who work with chemicals are required to read and understand the Chemical Hygiene Plan located in their lab or classroom. The instructors and generators of the waste materials are responsible for the waste streams generated in their labs and classrooms. Failure to comply may result in disciplinary action.”

Waste Management Procedures states: (part of Chemical Hygiene Plan)
“This management plan should contain the process for disposing of Hazardous Waste materials. If you have additional chemicals or materials that are disposed of through your program or class activity, please contact Iowa Lakes Facilities Management immediately. Manifests for all chemical disposals are kept in the Emmetsburg Maintenance Dept., Estherville Maintenance Dept. or the Estherville Administrative Bldg.

Contacts: Delaine Hiney 362.0428
Rod Ferguson 852.5234
Jack Vedder 362.7964

"RIGHT-TO-KNOW" HAZARD COMMUNICATION PROGRAM (Chemical Hygiene Plan)

On November 25, 1983, the Occupational Safety and Health Administration (OSHA) of the United States Department of Labor published the Hazard Communication Standard (HCS). The purpose of the Hazard Communication Standard is to ensure that hazards of chemicals produced or imported by chemical manufacturers/importers are evaluated and that this hazard information is transmitted to employers and employees.

Employees have an inherent “right-to-know” about the characteristics and risks associated with chemicals in the workplace. All employees who have a potential exposure to hazardous chemicals must satisfactorily complete Iowa Lake’s "Right-to-Know" Hazard Communication Program training when hired and annual training session for each subsequent year of employment. This information provides employees with data to make better decisions when working with these substances.

--- CHEMICAL SPILL ---

In the event of a spill of a hazardous material on campus, contact the Executive Director of Facilities Management in Central Administration, 712.362.0428 or 712.380.2255, Jack Vedder, Estherville Maintenance 712.380.2246, Rod Ferguson, Emmetsburg Maintenance, 712.380.2256, who will be responsible for the notification of authorities and clean-up.

The staff member discovering the spill should clear the area of students and visitors. First-aid should be given to anyone injured or call for emergency assistance (911).

Staff making the call for assistance should make every effort to inform the person they contact as to the degree of hazard associated with the spill. If there is any potential danger to personnel entering the spill area, make sure this is communicated. When applicable, instruction will be given to staff responsible for the spill area on proper clean-up and disposal procedures.
— SAFETY TRAINING —

The training sessions are available to all Iowa Lakes employees and are held at the Emmetsburg Campus and Estherville Campus. For a complete schedule contact the Facilities Management office. Topics recommended are as follows:

- CPR
- First Aid
- Fire Extinguisher Use
- Respiratory Protection
- Right to Know Orientation
- Hazardous Waste Management
- Spill Control
- Emergency Response (SOP)
- Lab Safety
- Chemical Handling and Storage
- Back Injury
- Hearing Conservation
- Blood Borne Pathogens
- Hazardous Materials Awareness (1/2 day training in the fall)
- Non-violence crisis intervention
- Verbal de-escalation
- Critical incident stress debriefing
- Anger diffusing

— CHEMICAL or BIOLOGICAL EMERGENCY —

1. Listen for instructions from authorities such as whether to remain inside or evacuate.

2. If you are instructed to remain inside the building move to a tornado shelter area during a chemical or biological attack:
   - If A/C or fan controls are in the room, turn off all ventilation, air conditioners, vents and fans.
   - Seek shelter in an internal room, preferably one without windows.
   - Remain in protected areas where toxic vapors are reduced or eliminated.

3. If you are caught in an unprotected area, you should:
   - Attempt to get up-wind of the contaminated area.
   - Attempt to find shelter as quickly as possible
At Iowa Lakes, several measures have been established to deal with asbestos containing materials. The college’s fundamental policy is to manage asbestos in place and this method is currently encouraged by the EPA. This process involves locating and assessing the condition of all asbestos containing material. Decisions on maintenance, repair, or removal of the material are made based on this assessment, change in occupancy, or construction requirements. The complete plan is available upon request in the facilities management office or the S:\19--Physical Plant\Safety Haz Mat/Iowa Lakes Asbestos Plan.
VIOLENCE IN THE WORKPLACE

Iowa Lakes Community College is committed to providing a safe, professional work environment that is free of violence. Violence on College property by employees and students is prohibited and may result in disciplinary action, up to and including discharge of employees and expulsion of students. Violence includes, but is not limited to:

1. The offensive and/or unlawful touching by one person against another;
2. Threats of bodily harm to another;
3. The use of abusive language, threatening, or intimidating comments;
4. The possession of unauthorized firearms or weapons;
5. Conduct detrimental to College employees and students, which might cause undue disruption of work or endanger the safety of persons or property;
6. Stalking;
7. Causing or encouraging another to commit conduct as described above.

These actions are considered workplace violence when committed on college property, at a college activity or event or in connection with a college activity or event.

Employees who believe they are being subjected to violence in the workplace as defined in this policy should immediately terminate all contact and communication with the offending party and file a written report of the alleged violence to the Campus Dean, Campus Supervisor or the Human Resource Office. Initiating a complaint in good faith under this policy shall not cause any negative impact on complainants.

(Complete policy is in the Employee and Student Handbook)

1. If you observe acts of violence or abuse you should immediately report the actions to the Campus Dean, Campus Supervisor or Human Resources office
2. The Campus Dean is to determine the immediate actions to ensure the safety of other persons and college property. (Call 911 and the police will coordinate upon arrival)
3. Lockdown includes locking internal and external doors, turning off the lights, and sheltering in place if appropriate.
4. Distribution of emergency messages and procedures are provided to those who need to distribute the information utilizing the website, phone system, Iowa Lakes Alert alert system, information hotlines and other communication methods deemed appropriate for the incident.
Community Partnerships or Emergencies

Iowa Lakes Community College partners with the area school, medical and emergency teams. Specific plans have been documented with the following:

Emmet County Emergency Management (362.5702) and Public Health (362.4290) may utilize the Estherville Campus when needed as an emergency site. This may include, but is not limited to, a county-wide medical dispensing clinic, an over-flow medical site or disaster relief center. Emmet County Emergency Management is responsible for decontamination after the event.

Palo Alto Community Health (PACH) may utilize the Emmetsburg Campus Technology Education Center as an over-flow medical site. PACH Director of Operations is the contact at 712.852.5467 PACH is responsible for decontamination after the event.

Palo Alto Community Health may utilize the Iowa Lakes Smith Wellness Center for a dispensing clinic when needed. PACH Community Health Service Director is the contact 712.852.5419. PACH is responsible for decontamination after the event.

Palo Alto Emergency Management may utilize the Iowa Lakes Main Campus Bldg when needed for disaster relief. Contact is Emergency Management 712.852.2424. Palo Alto County Emergency Management is responsible for decontamination after the event.

Estherville Linclon-Central Schools may utilize the Iowa Lakes Community College Estherville Campus when needed for evacuation of their facilities. ELC will restore facilities to their previous condition.

Iowa Lakes has partnerships/agreements with other community partners.

All plans are flexible as to accommodate the needs of the communities.