

Lakeshore Technical College

Emergency Checklists

(Quick Response Aid for Anyone)

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Assault and Rape

NOTE

Remember that the individual and area where the incident occurred, as well as all materials (clothing, vehicles, etc.) are considered evidence. Make all attempts not to disturb the individual, incident scene, and materials involved with the crime.

Immediate Actions

	IMMEDIATELY PHONE FOR EMERGENCY HELP!
	Obtain and write down as much information about the assailant and the assailant's vehicle. Communicate this information immediately to campus police or law enforcement personnel.
	Move the victim to a safe room or area if there is a threat due to weather conditions, or other safety concerns.
	Notify the Division Dean/Department Manager. They will inform the Crisis Leadership Team.
<u>NOTE</u> Victim name(s) or social security number(s) or other means of identifying the individual(s) will not be written on the Incident Report Form (Appendix 1).	
	The staff member(s) directly involved or having first-hand information about the emergency shall complete an Incident Report Form (Appendix 1) and submit to the College Health Nurse within 24 hours of the incident.
	The College President or staff designee are the only authorized public spokespersons for Lakeshore Technical College.

Note: Emergency assistance can be reached by:

- * Calling 911 from a cell phone
- * Dialing 9-911 from a campus phone

Remember always contact [Dial "0"] or send someone to the Communications Center to alert them of the nature and location of the emergency.

Bomb Threat

Individual Receiving a Phone Bomb Threat

	Listen carefully to what the caller is saying.
	Keep the caller on the line as long as possible. DO NOT ATTEMPT TO TRANSFER THE CALL.
	Write down all information obtained, in exact words if possible. Use the Bomb Threat Report Form located on page 4.
	Immediately notify the Division Dean/Department Manager. <u>If they are not available</u> , immediately phone for emergency help.

Immediate Reaction - Phone Threat

	If there is uncertainty about safety, evacuate the building immediately. The Communications Center will notify the Crisis Leadership Team (CLT) of the threat and the CLT will be the primary decision-making body until emergency response authorities arrive. The CLT will act jointly with law enforcement personnel.
	If a decision is made to evacuate the building, DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.
	When evacuating the building, visually check for anything unusual or out of place and report it. DO NOT touch or alter suspicious items. Inform on-site law enforcement officials.
	Assemble at a safe location away from the building. At least 500 feet is recommended.
	Ensure building remains vacant until authorized to re-enter.
	The College President or staff designee are the only authorized public spokespersons for Lakeshore Technical College.

Note: Emergency assistance can be reached by:

- * Calling 911 from a cell phone
- * Dialing 9-911 from a campus phone

Remember always contact [Dial "0"] or send someone to the Communications Center to alert them of the nature and location of the emergency.

Immediate Reaction - Other Than Phone Threat

	Immediately notify the Division Dean/Department Manager. If they are not available, immediately phone for emergency help.
	Any document that communicates the threat and/or information about a possible bomb event must be preserved and protected as evidence in any investigation.
	If the threat is "graffiti" on a wall or partition, do not touch it. Take steps to prevent others from touching it until Campus Police or supporting law enforcement arrives on the scene to conduct an investigation.
	The Crisis Leadership Team will be contacted by the Communications Center to discuss and decide how the college will respond to the threat.
	Information about the College's response to the threat will be communicated to students and staff in the most appropriate media (i.e. e-mail, phone text, etc.).
	The College President or staff designee are the only authorized public spokespersons for Lakeshore Technical College.

Note: Emergency assistance can be reached by:

- * Calling 911 from a cell phone
- * Dialing 9-911 from a campus phone

Remember always contact [Dial "0"] or send someone to the Communications Center to alert them of the nature and location of the emergency.

Bomb Threat Report Form

Exact time of call: _____

Exact words of caller: _____

QUESTIONS TO ASK: (ask questions to keep caller on the line)

1. When is bomb going to explode?
2. Where is the bomb?
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?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

DESCRIBE CALLER'S VOICE: (please circle all that apply)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like?	
Were there any background noises?	
Remarks:	
Person receiving call:	Telephone number call received at:
Date:	Report call immediately to:

Chemical/Hazardous Material Spill

Handling of Spilled Liquids

	Attend to any person who may have been contaminated.
	Avoid breathing chemical vapors or physically making contact with the spilled material.
	If there is a safety concern for others in the immediate area, evacuate other people to a safe area until you are able to re-enter.
	Notify the Maintenance Department (Physical Plant Supervisor: 920.693.1731-Office or 920.946.1702-Cell) to arrange for clean-up and decontamination of the areas.
	Report the incident to your division/department manager or designee.
	The staff member(s) directly involved or having first-hand information about the emergency shall complete an Incident Report Form (Appendix 1) and submit to the College Health Nurse within 24 hours of the incident.
	The College President or staff designee are the only authorized public spokespersons for Lakeshore Technical College.

CHEMICAL/HAZARDOUS
MATERIAL SPILL

Note: Emergency assistance can be reached by:

- * Calling 911 from a cell phone
- * Dialing 9-911 from a campus phone

Remember always contact [Dial "0"] or send someone to the Communications Center to alert them of the nature and location of the emergency.

Fire or Explosion

NOTE

During evacuation, assure the safety of students, staff, guests, or persons with special needs or disabilities.

Reporting A Fire:

	Go immediately to the nearest alarm box and pull the lever to activate the fire alarm system. Building fire alarms DO NOT alert the fire department.
	IMMEDIATELY CALL FOR EMERGENCY ASSISTANCE.
	If it is safe to do so, use the nearest fire extinguisher to control the fire until the fire department arrives.
	Occupants should evacuate the buildings by proceeding out of the nearest safe exit away from the smoke and heat of a fire.

Action When Fire Alarm Sounds:

	Evacuate from the area using the safest emergency exit route.
	Once outside, faculty should check attendance immediately to determine if all students exited the building safely.
	The College President or staff designee are the only authorized public spokespersons for Lakeshore Technical College.

FIRE OR EXPLOSION

Note: Emergency assistance can be reached by:

- * Calling 911 from a cell phone
- * Dialing 9-911 from a campus phone

Remember always contact [Dial "0"] or send someone to the Communications Center to alert them of the nature and location of the emergency.

Intruder or Disorderly Person

	Call Campus Police CELL: 946-6310 [or 911/9-911] explaining your suspicions or the nature of the threat. Calmly describe the person's actions and appearance.
	If the person's behavior is non-compliant or threatening or there is an immediate danger, IMMEDIATELY call for emergency assistance (911/9-911) .
	Maintain surveillance of the person, if it is safe to do so, and attempt to control the situation until law enforcement officials arrive on the scene.
	If a decision is made to evacuate and/or close the building, ensure that students/staff assemble at a safe location away from the building. At least 500 feet is recommended. <u>DO NOT</u> use the elevator when evacuating the building. Remain calm - <u>DO NOT</u> panic.
	Ensure the building remains vacant until authorized to re-enter.
	The College President or staff designee are the only authorized public spokespersons for Lakeshore Technical College.

INTRUDER OR
DISORDERLY PERSON

Note: Emergency assistance can be reached by:

- * Calling 911 from a cell phone
- * Dialing 9-911 from a campus phone

Remember always contact [Dial "0"] or send someone to the Communications Center to alert them of the nature and location of the emergency.

Medical Emergency on Campus

IMPORTANT NOTE

The Medical Emergency on Campus checklist should not be used for a significant outbreak of a virus or illness affecting a number of college students and staff. Use the PANDEMIC FLU PREPARATION PLAN to respond to the potential for (or widespread outbreak of) a medical pandemic.

Minor Injury or Illness

	Assess the situation and provide first aid as appropriate.
	If professional medical attention is necessary, Staff members should not transport the person.
	The staff member(s) directly involved shall complete an Incident Report Form (Appendix 1) and submit to the College Health Nurse within 24 hours of the incident.

Serious Injury or Illness

	The staff person on the scene should provide first aid as appropriate.
	If you have a doubt about the type or extent of injury or illness DO NOT MOVE THE PERSON.
	CALL FOR EMERGENCY MEDICAL ASSISTANCE IMMEDIATELY IF YOU THINK IT IS OR MIGHT BE NECESSARY.

First Aid/Healthcare

	Have the injured person care for him/herself whenever possible.
	Avoid or minimize direct contact with blood or body fluids.
	Use paper toweling to wipe an injury or allow the injured person to rinse with running water.
	Place all soiled materials into a lined waste container.
	Wash hands thoroughly, with warm water and soap, immediately after providing first aid.
	Notify the Maintenance Department (Physical Plant Supervisor: 920.693.1731-Office; 920.946.1702-Cell) to arrange for clean-up and decontamination of the areas.
	The College President or staff designee are the only authorized public spokespersons for Lakeshore Technical College.

Note: Emergency assistance can be reached by:

- * Calling 911 from a cell phone
- * Dialing 9-911 from a campus phone

Remember always contact [Dial "0"] or send someone to the Communications Center to alert them of the nature and location of the emergency.

MEDICAL EMERGENCY
ON CAMPUS

Pandemic Influenza (Flu) Outbreak

Immediate Actions

Assemble Crisis Leadership and College Leadership Team

	Discuss impacts to college operations.
	Decide on primary direction that college needs to take with respect to protection of human safety.
	Develop guidance for continuance of college operations in classrooms affected by influenza outbreak.
	Decide on guidance to instructional staff and students for the course completion of current students who are confirmed with H1N1 influenza and the extension policy for any sick students.

Public and Media Relations

	Create a press release directed at informing the public and campus employees/ students of the path that campus officials will take to deal with and respond to the outbreak of influenza.
	Issue a press release to the media to translate the information discussed above.
	Issue a campus alert to all faculty/staff/students of important information decided by the Crisis Leadership Team and College Leadership Team.
	The College President or staff designee are the only authorized public spokespersons for Lakeshore Technical College.

Restoring College Services

The goal of the college is to restore the classes and activities as soon as is safely possible.

	Contact the Cleaning Contractor to develop a restoration plan.
	Develop a restart strategy for any classes disrupted by the pandemic.
	Communicate the restart strategy to all college staff and faculty.

Note: Emergency assistance can be reached by:

- * Calling 911 from a cell phone
- * Dialing 9-911 from a campus phone

Remember always contact [Dial "0"] or send someone to the Communications Center to alert them of the nature and location of the emergency.

Preventative Lockdown

- There is a potential threat to campus
- There is rumor of a threat near campus
- An announcement of 'Preventative Lockdown' is heard in the building

Immediately notify Police. Call Emergency Communication Center 911/9-911 explaining the circumstances. Calmly describe the incident: *who, what, when, where, why, how.*

The staff member that first hears of, and reports, the event should safely continue to observe and communicate the situation until campus police or other local law enforcement arrive.

**** LTC employees should direct others and complete the following actions:**

- _____ Check the exterior doors to ensure they are latched, locked, and secure.
- _____ Take attendance, specifically noting employees and students not present.
- _____ Remain vigilant to any other suspicious actions in your area.
- _____ Immediately communicate with **Emergency Communication's Center 911/9-911** if you believe the situation requires it.

**** If it is safe to do so, students and staff will continue with normal activity under a Preventative Lockdown.**

Note: Emergency assistance can be reached by:
* Calling 911 from a cell phone
* Dialing 9-911 from a campus phone

Remember always contact [Dial "0"] or send someone to the Communications Center to alert them of the nature and location of the emergency.

Emergency Lockdown

- There is an active threat on or near campus
- A weapon is observed on campus OR there is the perception that a weapon is observed or used
- An announcement of 'Emergency Lockdown' is heard in the building
- Do not perform any actions that put you in an unsafe situation!

_____ *RUN* from the building if it is safe to do so, and go to a safe area.

_____ *HIDE* in the building if leaving the building is not an option.

_____ *Direct all people in the hallways to find a similar defensible location.*

_____ *Lock the interior door to the room you are in, if possible.*

_____ *Barricade the entrances to the room you are in, if possible.*

_____ *Close windows and blinds, and cover interior windows, if possible.*

_____ *Turn off the lights, silence cell phones, and move everyone out of sight of the windows.*

_____ *Do Not Open doors for any reason until a confirmed 'all clear' is received.*

_____ *You are empowered to act, when necessary **FIGHT** the person intending to cause harm.*

EMERGENCY LOCKDOWN

If you observe an active or perceived threat:

1. Contact the Emergency Dispatch Center (911 or 9-911)

Be prepared to share:

- What is the threat
- Where the incident is occurring
- Number/ types of weapons
- Number/ description of perpetrator(s) involved
- If medical assistance is needed and number injured

2. Without putting yourself in harm:

- Find another person and have them call the LTC Communication Center to alert them of the incident

3. The LTC internal resources can then:

- Initiate an emergency lockdown
- Communicate the Emergency Lockdown overhead
- Communicate the Emergency lockdown via Rave

Power Outage

IMPORTANT NOTE

The Power Outage checklist should be used for any type of electrical power disruption that cannot immediately be resolved by Physical Plant personnel and will affect a number of college students, staff, and visitors for an unknown period of time.

	[Physical Plant Supervisor or designee] Contact the power/utilities company (WE Energies) to determine the cause, length of time and size (LTC, village, or larger area) of the outage.
	[Crisis Leadership Team (CLT) member(s), primarily Physical Plant personnel] Assess the power outage and (if needed) activate the full CLT for outages expected to last more than 15 minutes.
	For outages that are expected to last more than 60 minutes, brief the College President and/or Leadership Team (LT), as necessary, on the details impacts to college operations.
	[Media Relations (or designee)] Communicate status of outage (buildings impacted, expected length of outage, and any actions to be taken) to students and staff, as well as when future updates will be provided.
	[Campus Police] Contact Manitowoc County Sheriff’s Department to inquire of any events that could be related to the power outage. Campus Police communicate findings to CLT.
	[Campus Switchboard Operator] Contact the Village of Cleveland to inquire about anticipated needs to shelter village residents in campus buildings and communicate findings to CLT.
	[Physical Plant Supervisor or designee] Communicate the information from the Power Company to the CLT.
	[Physical Plant] Verify checks of the elevator(s) to ensure no one is caught inside.
	[CLT and LT] Decide on primary direction that the college needs to take with respect to continuance of classes and college operations.
	[CLT and LT] Determine if CLT members, or designees, need to be assigned to walk through affected buildings to offer any needed assistance.
	[LTC Staff] Assign personnel to watch the entrance doors for people entering the building and provide an information updates on the current situation.
	[CLT] Provide frequent updates to Switchboard to be announced over the intercom.
	[CLT] Send out emergency notification message to staff and students.

POWER OUTAGE

Note: Emergency assistance can be reached by:

- * Calling 911 from a cell phone
- * Dialing 9-911 from a campus phone

Remember always contact [Dial “0”] or send someone to the Communications Center to alert them of the nature and location of the emergency.

Tornado

1. Lakeshore Technical College receives all weather warnings from the National Weather System via weather radios. This system is monitored continuously during normal hours of operation - Mondays through Thursdays, 8:00 a.m. to 9:00 p.m., and Fridays, 8:00 a.m. to 5:00 p.m.
2. The Communications Center operator will make an announcement over the PA system.
3. There are two types of announcements:
 - a. **Tornado Watch** -- Indicates that weather conditions exist which could create a tornado.
 - b. **Tornado Warning** -- Indicates that a tornado has been sighted in the area. All persons should take shelter immediately.
4. When a Tornado Warning is sounded, all staff and students should proceed immediately to the nearest tornado shelter. They should remain in the shelter until the "all clear" announcement is given. **DO NOT use the elevator when proceeding to the shelter area. Remain calm - DO NOT panic.**

Immediate Actions

	On hearing the warning, all staff and students should proceed immediately to the nearest tornado shelter. Tornado shelters are noted on a sign in each room. Remain calm and DO NOT use the elevators.
	Students should kneel or sit on the floor, covering their heads with their hands or a book.
	During times of weather warnings, ensure that students and staff do not go outside or attempt to leave the campus.
	Students and staff should remain in the shelter areas until the "all clear" signal is announced.

TORNADO

During evacuation please be aware of students, staff, or guests with special needs or disabilities to assure their safety as well.

Note: Emergency assistance can be reached by:

- * Calling 911 from a cell phone
- * Dialing 9-911 from a campus phone

Remember always contact [Dial "0"] or send someone to the Communications Center to alert them of the nature and location of the emergency.

APPENDIX

1. Incident Report Form
 - Incident Investigation Report
2. Refusal to Seek Medical Treatment Form
3. Crisis Leadership Team Contact Information



Incident Report

Staff/Student/Visitor

INCIDENT REPORT FORM

Complete this form and send within 24 hours or the next business day, whichever is less, to Cindy Dross (Student or property loss/damage) or Human Resources (staff work related injuries).

Type of Incident: Injury Property Loss Property Damage Accident

I am a: Student Staff Visitor

Date of Incident: _____ Time of Incident (Hour): AM PM Location of Incident (attach pictures or map if applicable): _____

Name: _____ Date of Birth: _____ Gender: Male Female

Home Address: _____ City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Alternate Phone: _____

LTC Tag Number: _____ Serial Number: _____

1. Describe activity prior to the accident/incident (what were you doing):

2. Describe the accident/incident:

3. What do you believe caused the accident/ incident?

4. What corrective action could be taken to prevent future similar injuries/ incidents?

5. Description of Loss/Property Damage (if applicable)/comments:

6. Please explain any prior similar injury you may have had:

7. Check all that apply:

	Yes	No		Yes	No
Rescue Unit Requested	<input type="checkbox"/>	<input type="checkbox"/>	LTC School Nurse Notified	<input type="checkbox"/>	<input type="checkbox"/>
Ambulance Requested	<input type="checkbox"/>	<input type="checkbox"/>	Human Resource Department Notified (staff members only)	<input type="checkbox"/>	<input type="checkbox"/>
Police Department Requested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Other _____		

Signature of Student/Staff/Visitor

Date

Supervisor Signature*

Date

*Supervisor needs to complete if staff injury.

Note: Incident Investigation Report needs to be completed for any work-related injuries.

Employee Injuries ONLY
INCIDENT INVESTIGATION REPORT

To Be Completed By One Of The Following: Manager / Campus Police / Human Resources / College Nurse / Witness
To Investigate With Employees At Area Of Incident Immediately
Complete form within 24 hours of incident

Employee:		Job Title:	
Date of Incident	Time:	AM <input type="checkbox"/>	PM <input type="checkbox"/>
Location of Incident:			
Date Reported:	Time Reported:	Reported to Whom?	
NAME OF WITNESS	ADDRESS		PHONE
(1)			
(2)			
Witness description of what employee was doing at the time of injury/illness.			
1. What was employee doing when injured? BE SPECIFIC			
2. How did the injury/illness occur?			
3. Was employee performing the function alone? <input type="checkbox"/> Yes <input type="checkbox"/> no			
4. Did injury occur because of: Failure to follow safety rules <input type="checkbox"/> Failure to use safety device <input type="checkbox"/> Other <input type="checkbox"/>			
5. What safety equipment is required on the job the employee was performing?			
6. Was the employee using all required safety equipment? <input type="checkbox"/> yes <input type="checkbox"/> no			
7. If No, which specific personal protective equipment was not used & why?			
8. Does an unsafe condition exist that contributed to the cause, if so, what is that condition?			
9. How could the accident have been prevented? BE SPECIFIC.			
RECOMMENDED ACTION			
	Person Responsible		Estimated Completion Date
			Completion Date
Re-instruction	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Equipment repair/replacement	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Reduce Clutter	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Improve Design/construction	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Workstation Modification	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Other:			
Signature of Person Completing Investigation:			Date:

INCIDENT INVESTIGATION REPORT

Refusal to Seek Medical Treatment Form

I fully understand that it has been recommended that I seek immediate professional medical treatment for my injuries or illness. However, I decline to seek professional medical attention at this time. I hereby indemnify and save harmless Lakeshore Technical College, its directors and staff from any liabilities that may arise from further illness, injuries or complicating conditions caused by my decision to delay professional medical treatment.

(Signature of Injured/Ill Person)

(Signature of Witness)

(Date)

(Date)

(Signature of Staff on Scene)

(Date)

REFUSAL TO SEEK MEDICAL
TREATMENT FORM

Crisis Leadership Team

Contact Information

WHEN THE CRISIS LEADERSHIP TEAM IS NECESSARY:

Notify Ryan Skabroud. He will, in turn, notify the remainder of the CLT. **If you are unable to reach Ryan, call other members of the CLT until you reach someone.** That person will then notify the rest of the CLT and the President’s Office (or they will contact Communications Center to do the notification).

Ryan Skabroud- Dean of Public Safety Office: 920.693.1347 Cell: 715.828.2132 ryan.skabroud@gotoltc.edu	
Jen Bartz – Marketing and Creative Services Specialist Office: 920.693.1345 jennifer.bartz@gotoltc.edu	Bryan Koeser – Physical Plant Supervisor Office: 920.693.1731 bryan.koeser@gotoltc.edu
Renee Bruckschen – College & Occupational Health Nurse Office: 920.693.1111 renee.bruckschen@gotoltc.edu	Wendy Nasgovitz – IT Director Office: 920.693.1788 wendy.nasgovitz@gotoltc.edu
Doug Gossen – Vice President of Student Services Office: 920.693.1221 doug.gossen@gotoltc.edu	Doug Tuttle- Campus Police Liaison Officer Office: 920.693.1155 Cell: 920.946.6310 douglas.tuttle@gotoltc.edu
Mike Herrmann – Campus Police Liaison Officer Office: 920.693.1155 Cell: 920.946.6310 michael.herrmann@gotoltc.edu	Robert Wiltzius – WILM Network Administrator Office: 920.693.1755 robert.wiltzius@gotoltc.edu
George Henze – Enrollment Services Manager Office: 920.693.1733 george.henze@gotoltc.edu	Lisa Kwarcianny – HR Specialist Office: 920.693.1158 lisa.kwarcianny@gotoltc.edu
Robin Kaufmann – Physical Plant Administrative Specialist Office: 920.693.1617 robin.kaufmann@gotoltc.edu	Paul Benfield- IT Instructor Office: 920.693.1636 paul.benfield@gotoltc.edu
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